

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: District Project Delivery Engineer

Position Number: 59044, 57028, 55059, 53027, 51049

Location: Statewide

Department: Transportation Division and Bureau: District Project Delivery

Section and Unit: N/A

Job Overview: The District Project Delivery Engineer (PDE) provides strategic leadership and technical direction for the district's transportation project delivery program, ensuring that all projects meet state and federal engineering and contract administration standards. The position directs project delivery operations; leads the resolution of complex engineering, constructability, and contract interpretation issues; and manages program resources and budgets while serving as the district's primary technical representative to the Federal Highway Administration and other agencies. The PDE leads Engineering Project Managers, the District Construction Operations Engineer, and other professional staff, holding responsibility for technical quality, operational performance, and the successful delivery of a district program valued between \$300 million and \$500 million annually. The role strengthens the organization through targeted succession planning, recruitment, and hiring strategies that build long term workforce capability. The PDE also ensures consistent and sound contract administration practices across the district, promoting professionalism, accountability, and continual improvement in all aspects of project delivery.

Essential Functions (Major Duties or Responsibilities):

District Project Delivery Program Management - 50%

- Develops and is accountable for short and long-term plans and program objectives to ensure the District's Project Delivery Program remains current with federal and other national standards and develops cost-effective implementation plans for new technology and approaches in the transportation field.
- Establishes, approves, and enforces project delivery and contract administration policies, procedures, and specifications that agree with federal requirements. Designs and recommends Quality Control and Quality Assurance specifications for determining

contractor incentives by gathering input from contractors and MDT staff and developing parameters that provide a quality product and are reasonably attainable.

- Directs implementation of strategies for statewide implementation of construction review, contract administration, contract claims management, and related project activities. Coordinates activities among other districts and contractors to ensure all parties are ready and able to implement new specifications.
- Ensures consistent project delivery across the District through oversight of the DCOE, EPM, and other direct reports.
- Serves as the District' primary representative and decision authority related to project delivery with the Federal Highway Administration; other districts and MDT divisions; and state, local, and tribal agencies.
- Provides technical consultation and department representation for national uniform highway methods and design specifications development to ensure that the State's interests are represented, establish uniform specifications and design methods, and assess necessary changes to MDT construction programs or specifications.
- Researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to highway construction and related activities that may affect MDT operations.
- Represents the District and Department at public meetings, national meetings, media interviews, and with other government or private transportation interests; evaluates information; and explains, promotes, and defends Department positions on project delivery activities and projects. Serves as liaison between MDT and contractors and materials suppliers to ensure construction specifications, materials, techniques, and procedures are fair, reasonable, and acceptable to all contracting parties. Promotes an environment for open, fair, and honest State-contractor relationships.

Construction Project Management – 25%

- Directs the final review of plans, specifications, and estimates for accuracy and ability to be constructed. Develops solutions to a broad range of engineering deficiencies and contract administration problems to facilitate project completion and ensure compliance with federal and State construction and contract requirements.
- Reviews proposed contract plans and special provisions for technical problems and coordinates revisions with other MDT bureaus and divisions. Provides assistance to engineering staff on projects and recommends changes that should be made on future contract plans to correct difficulties encountered in construction and to improve the quality of finished facilities.
- Directs the preparation of reports, studies, summaries, research proposals, special reports, instructions, and procedures related to construction projects as directed by the District Administrator to ensure sound judgment and engineering practices are incorporated. Directs and oversees the preparation of program data (e.g., construction trends, change

order tracking, detailed drawings, etc.) used to establish standards, specifications, and policies.

- Oversees and coordinates the environmental review and permitting processes necessary to complete construction projects in compliance with State and federal requirements
- Reviews and approves change orders, extra work orders, contractor progress payments, final project acceptance, and final contractor payments to ensure contract charges and payments are legitimate, necessary, and properly documented.
- Reviews, approves and stamps as a Professional Engineer, As-Built drawings and other technical drawings for other city, state and federal agencies.
- Evaluates contractor proposals for value-engineering alternatives to identify more cost-effective ways of meeting Department goals. Performs advanced analysis of value-engineering proposals to determine if similar project results can be attained in a more cost-effective manner.
- Develops solutions to a broad range of engineering deficiencies and contract administration problems to facilitate project completion and ensure compliance with federal and State construction and contract requirements. This position is the District's technical authority on project addenda and bases decisions and recommendations on factors such as the significance of the addenda, monetary and legal risks to MDT, cost-effectiveness, and precedent.
- Provides engineering design advice and technical assistance to other Districts, MDT Engineering and Maintenance personnel, counties, individuals, contractors, and others regarding project design practices; contract administration; claims management; and construction regulations, codes, and criteria.
- Mediates disputes between contractors and District staff related to contracts, contract claims, and project payments.
- Directs and coordinates the review of contract claims with MDT legal, engineering, and Construction Bureau staff as necessary. Provides or coordinates expert testimony in court cases involving contractor disputes.

Program Operations & Financial Management – 10%

- Directs and coordinates administrative details related to District Project Delivery program operations to ensure expenditures are cost-effective and ensure compliance with State and federal requirements.
- Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and supervisors personal review of construction project and contract administration plans, and through discussions with other MDT staff and management. Monitors compliance with established policies in and reviews and approves atypical or developmental methods and procedures.
- Provides for and is accountable for development of the District Project Delivery Program

budget, including forecasting, resource allocation and financial performance monitoring.

- Ensures financial accountability across the program, including funding utilization, cost control, and compliance with state and federal requirements.

Accountable for overall project delivery program financial performance, including budget management, resource allocation, and funding compliance.

- Determines the need for and oversees the development, negotiation, and monitoring of environmental, engineering, research, and related contracts.
- Determines and fulfills equipment procurement needs of the District Project Delivery Program by developing specifications, ensuring compliance to Department procurement practices, developing EPP budget justifications and submitting requests, and integrating equipment into ongoing operations to ensure maximization of District resources.

Staff Management – 10%

Leads the District Project Delivery organization, including direct supervision of the District Construction Operations Engineer(s) (DCOE), Engineering Project Managers (EPMs), and other technical, managerial, and professional staff.

Provides indirect oversight and leadership of all district project delivery personnel, including field offices, inspection staff, and materials laboratories.

Establishes performance expectations, accountability systems, and a culture of safety, quality and continuous improvement across the program.

Ensures compliance with state and departmental personnel rules, policies, and collective bargaining agreements.

Leads workforce development, succession planning, and training initiatives to ensure long term sustainability of the project delivery program.

Other Duties – 5%

This position performs a variety of other duties as assigned by the District Administrator in support of the Department mission and District objectives.

Supervision

The number of employees supervised is: 10-15

The position number for each supervised employee is: Varies by District

Physical and Environmental Demands:

- Light lifting (up to 10 lbs.)
- Ability to walk over uneven terrain or in water
- Extensive travel within the state to project locations (over 1000 miles per month), and out of state travel by airline to national conferences and meetings.
- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge of the concepts and theories of civil engineering, mathematics, the physical sciences, and public administration. The position requires a comprehensive knowledge of program management; applied research methods and techniques; contract administration principles; contract law and claims management; pre-stressed concrete; methods and practices of bridge or structure construction and construction engineering; engineering policy; materials properties, specifications, and test methods; and construction safety practices. The position also requires knowledge of highway economic, safety, and efficiency issues; project planning; State, federal, AASHTO, and FHWA standards; project specifications; the Montana Materials Manual, Montana Construction Manual and Standard Specifications for Road and Bridge Design; highway construction methods and techniques; transportation planning and design; field applications of highway engineering and construction; environmental rules and regulations; project management and documentation; and construction methods and practices. Supervisory responsibilities require knowledge of employment law, program requirements, and personnel management practices and techniques.

This position requires advanced skills in planning and directing engineering activities; budgeting; applying analysis and judgment in arriving at solutions to difficult engineering and contract problems; communicating effectively verbally and in writing; exercising professional judgment to arrive at timely decisions in complex situations; establishing and maintaining effective working relationships; applying analysis and judgment in arriving at solutions and make appropriate choices among options and alternatives; and to motivate and direct staff to meet Department goals.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Civil Engineering or a related field.

This position requires a minimum of 5 years of experience in Construction Project Management. Experience in highway construction is preferred. This position requires a minimum of 3 years of supervision.

Certifications, licensure, or other credentials include: Registration as a Professional Engineer is required.

Alternative qualifications include: None.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Engineering Manager Job Code Number: A9401B

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input checked="" type="checkbox"/> FLSA Exempt | <input type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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