

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: Utility Agent

Position Number: 60001, 60006, 60009, 60016, 60024, 60028, 60048, 60054, 60078, 43030

Location: District/Helena Department: Transportation

Division and Bureau: Engineering/Right of Way Section and Unit: Utilities Section

Job Overview: This position serves as a Utility Agent and coordinates major utility relocation projects; coordinates railroad involvement; administers contracts for project-related work; provides input and review of subsurface utility engineering (SUE) projects; provides customer support in Utility Permitting Administration System (UPAS) and performs a variety of other duties in support of the Department mission and ongoing Bureau operations and activities. The position reports to the Utility Engineering Supervisor, Utility Construction Supervisor, or District Project Development Engineer and does not supervise other agency personnel.

Essential Functions (Major Duties or Responsibilities):

Project Management 40%

- Serves as a functional manager for utility engineering projects, including responsibility for planning, allocating, and administering schedules, and ongoing operations; providing specialized services to support project delivery; coordinate project communications and logistics; and ensure quality, cost-effectiveness, and conformance with specifications and requirements.
- Provides professional consultation and technical expertise at preliminary plan reviews with consultants, designers and design supervisors, right of way agents and supervisors, and others to determine the overall adequacy of utility information and data as well as adherence to applicable design standards. Responsible for prioritizing projects for utility companies to ensure project delivery and reduce or eliminate contractor claims. Develops and recommends design changes to the utilities engineering manager, the engineering services supervisor, and other appropriate parties to avoid costly utility conflicts and promote cost-effectiveness.
- Reviews final staking of utilities with utility engineers to determine necessary adjustments before commencing utility relocation projects. Reviews and finalizes Utility Occupancy

and/or Encroachment permits to ensure compliance with ARM. Computes overhead clearance of power lines and telephone lines to ensure proper clearances will be maintained after highway construction is complete and that the construction can be accomplished in a safe manner.

- Coordinates with Right of Way staff to ensure that property is appropriately secured and advises utility engineers of right of way changes. Assesses final right of way and design changes to develop and recommend necessary utility realignments to utility companies and contractors.
- Reviews and approves utility traffic control plans to ensure that safety standards are applied. Evaluates context sensitive design issues to ensure that project designs meet standards for traffic, lighting, landscaping, aesthetic, disability/accessibility and community standards. Identifies deficiencies and coordinates with consultants, local government and community representatives, department personnel, and others to ensure that all requirements are met.
- Resolves in-progress problems related to railroad/utility relocation projects to ensure the successful accomplishment of project timelines, specifications, and objectives.
- Approves, monitors, and coordinates multiple utility occupancy and encroachment permits on existing highway right of way to ensure that utility placements adhere to Department standards and prevent potential hazards to the traveling public.
- Maintains extensive files of all railroad/utility projects and reviews project files each week to provide ongoing updates regarding project progression, expiration dates, correspondence, records and dates of telephone conversations, and ready reference in response to detailed inquiries from railroad/utility representatives, project personnel, agency staff, and members of the public.
- Responsible for overseeing utility issues on Transportation Alternatives (TA) and Montana Air and Congestion Initiative and Congestion Mitigation and Air Quality Initiative (MACI/CMAQ) projects.
 - Provide customer service and support to online applicants who are submitting applications for utility installations via the Utility Permitting Administration System (UPAS). This includes providing technical support and expertise to customers.
 - Provides in-person and/or virtual training to internal staff and external customers on the UPAS application. Conducts testing and documents results of UPAS system upgrades and modifications.

Contract Administration - 40%

- Conducts Utility Plan in Hand field reviews with involved utility and/or railroad engineers, city and county officials, public works directors, tribal representatives, and utility engineering consultants to explain the scope of construction projects and determine the extent of actual/potential utility conflicts.
- Develops cost estimates for utility and railroad relocations to provide location estimates for

programming purposes. The incumbent computes the in-place cost of underground utilities (e.g., gas lines, water lines, etc.); surface and aerial facilities (e.g., telephone lines, railroad communications, etc.); and other features that may impact proposed construction projects.

- Assesses utility and/or railroad cost estimates and plans to ensure that terms and conditions of agreements are met and that the cost estimates represent the most economical method of relocation. Consults with utility/railroad companies to correct errors. Assists in review of utility and railroad estimates, agreements, and coordinates review of agreements with other MDT sections and FHWA. Interprets and analyzes field review information.
- Negotiates contract agreement amounts (PE Agreements, Railroad Administrative fees, etc.).
- Develops utility and/or railroad agreements to describe relocation work, cost sharing of work, special circumstances required by the contractor such as coordinated work. Writes contract special provisions to coordinate utility and highway construction work for inclusion in the construction contract. Conducts regular utility meetings for each project to review construction issues to address any problems. Resolves disputes with utility companies and utility contractors regarding the adequacy of work to ensure the overall quality, timeliness, and cost effectiveness of relocation projects.
- Audits utility and railroad project billing to ensure accurate, complete, and timely payments by verifying the accuracy of invoices, identifying and resolving discrepancies, and processing payments. Reviews and prepares additional work orders for utility/railroad cost estimate overruns.

Subsurface Utility Engineering - 15%

- Consults with various utility companies, city and county officials, and other parties to explain the features of the SUE program and promote its cost-saving benefits.
- Serve as functional manager for SUE plan preparation for internally designed projects, including responsibility for planning, allocating and administering schedules, and ongoing operations. Coordinate project communications, ensure quality and conformance with specifications and requirements. Solicits potential SUE projects from Districts, Consultants, and Department design sections and coordinates with SUE consultants to locate, survey, and map utility facilities to provide comprehensive information and data related to future highway construction projects.
- Conducts or coordinates on-site inspections of SUE contract work to ensure compliance with the terms and conditions of individual contracts (e.g., traffic control, right of way, etc.).
- Reviews SUE Phase I plans and consults with designers, SUE consultants, and Engineering Services Supervisor to determine locations for Phase II utility vacuum excavations. Reviews SUE Phase I and Phase II plans to assess the overall accuracy and completeness of information and data related to elevations of facilities, stations, and distances.
- Audits SUE contract billing to verify the accuracy and completeness of invoices. Coordinates with SUE consultant to resolve errors and discrepancies and/or rejects inappropriate costs as warranted.

Other Duties - 5%

- This position performs a variety of other duties as assigned by the Utility Engineering Supervisor, Utility Construction Supervisor, and/or Utilities Engineering Manager in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is n/a

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Ability to travel through uneven terrain and/or active construction sites
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Deal with the public on a regular basis

Knowledge, Skills and Abilities (Behaviors):

This position requires thorough knowledge of the principles and practices of highway engineering; mathematics; utility design and construction; state and federal regulations pertaining to utility placement and relocation; right of way acquisition; project management; contract administration and claims management; and environmental issues and regulations as they apply to road construction and utility relocation projects.

This position requires skill in directing, organizing, and coordinating multiple staff and projects, examining, interpreting, and translating technical/legal information to broad audiences, standard office software applications (e.g., word processing, database, etc.), analyzing and interpreting statistical information, and written and verbal communications.

This position requires the ability to develop effective techniques and procedures to achieve goals and objectives; to provide clear directions, technical assistance, and guidance to team members to ensure effective operations and project activities; to assesses complex and rapidly changing technological issues and national trends; identify root causes of problems and development of alternative solutions; confidently challenge the status quo by experimenting with new ideas; to accurately apply engineering standards and project requirements to specific circumstances; to evaluate multiple and ambiguous factors to resolve problems; to communicate effectively orally and in writing; to create a positive work climate; to work effectively in a high stress and multi-task environment.

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 Engineering, Business Administration, Survey, Design/Drafting, Finance, or a related field.

This position requires a minimum of 2 years of experience in Utilities, or a related Engineering field. This position requires the ability to read and interpret highway plans (road plans, right of way plans, utility plans, etc.)

Certifications, licensure, or other credentials include n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

☐ Fingerprint check



Valid driver's license

☐ Background check



Other; Describe

MFPE 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**

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: Architecture Engineering All Other Job Code Number: D2JJ01

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

- | | |
|---|--|
| ☐ FLSA Exempt | ☒ FLSA Non-Exempt |
| ☒ Telework Available | ☐ Telework Not Available |
| ☒ Classification Complete | ☐ Organizational Chart attached |

Human Resources:

Signature	Title	Date
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