STATE OF MONTANA
JOB PROFILE AND EVALUATION

The job profile is a streamlined position description and may serve as the core document for all human resource functions such as recruitment, selection, performance management and career and succession planning. It was developed, initially, for use in classifying positions in Pay Plan 020.

If you are converting a position to Pay Plan 020 and the position has not changed simply cut and paste the information needed from the current position description. The position description contains sections that are no longer used to classify the position, such as: Working Conditions and Physical Demands; Management and Supervision of Others; Supervision Received; Scope and Effect; and Personal Contacts. These may still be important to the position and may be included in **Section IV** – **Other Important Job Information.**

When working with a new position, classification request or change to a position in Pay Plan 020, complete the information below to provide the required documentation for classification.

SECTION I – Identification

Working Title Area Shop Superintendent	**Job Code Number** 172016	**Job Code Title** Engineering Supervisor Manager
Pay Band 6	**Position Number** 66810, 66707	**Check ONE box :** ☐ FLSA Exempt **X** FLSA Non-Exempt
Department Transportation		**Division and Bureau** District Maintenance
Section and Unit District Equipment Section		**Work Address and Phone**
Profile Produced By		**Work Phone**

Work Unit Mission Statement or Functional Description - This section should include a complete statement of the mission or function as it relates to the work unit.

The Maintenance Program provides for repairs and preventive maintenance of state highways, secondary highways, and the various signs and structures within the highway right-of-way. This includes winter plowing and sanding, year-round repairs to the state and secondary highway systems, responding to natural disasters, and the preservation and maintenance of all state maintained roadways, structures, rights-of-way, traffic control devices, buildings and other facilities, staff vehicles, and a fleet of highway maintenance equipment. The division is also responsible for coordinating cooperative agreements with counties for secondary highway maintenance responsibilities. The division protects Montana's and the Federal Government's investment in Montana's highway system and ensures the safety of the traveling public. Maintenance is responsible for: the Equipment Bureau; Communication Bureau; Facilities Bureau; Motor Pool; Maintenance Management System; Maintenance Review; State Sign Shop; Maintenance Support Services; MDT's Disaster and Emergency Services; Hazardous Waste Program; the Underground Storage Tank (UST) Program; MDT's Noxious Weed Program.

The Facilities Management Bureau is responsible for planning, procuring, and managing all construction, repair and maintenance of all facilities owned and managed by MDT. The bureau is responsible for architectural and environmental services for all MDT facilities, and is responsible for the Helena Headquarters Maintenance staff. The Facilities Management Bureau is responsible for the repairs in maintenance of approximately 650 buildings and 140 fuel facilities statewide. Responsibilities of the Facilities Management Bureau include headquarters building complex, field office and maintenance sections, rest area and visitor information areas, Motor Carrier Service and weight station, airport terminal and crash fire buildings, radio buildings, Maintenance Bureau area offices, district office sites, UST Program, and Environmental Clean Up Program.

The Equipment Bureau provides, maintains, and administers all vehicles and equipment required by the Department of Transportation. The Equipment Bureau is responsible for the maintenance, repair, and replacement of the 4000 units in MDT's fleet; as well as the 800 vehicles in the State's Motor Pool Program. The Equipment Bureau personnel are assigned to administrative, financial, purchasing and technical specification services. The Central Shop and Motor Pool are also administered by the Equipment Bureau. The Equipment Bureau is responsible for the fabrication and assembly of all new vehicles and equipment, and the retrofitting of units already in service; for the evaluation of new units for fleet operations; and the development of bid specifications and pre-award approval for the purchase of all Department vehicles and equipment.

The Communication Bureau is responsible for the land mobile communications service for the Montana Department of Transportation and other state and federal agencies; providing system design and procurement of radio equipment for the Department in addition to other state agencies; and providing technical expertise as well as repair and maintenance on a variety of other electronic equipment statewide.

Field Maintenance Bureaus are located in eleven geographic areas of the state and are generally headquartered in the largest city in the area. The bureaus ensure necessary services are provided to enable the traveling public to move over the highways safely year-round.

Describe the Job's Overall Purpose:

This position serves as the District or Area's Shop Superintendent and is responsible for planning and administering various Equipment Program operations and activities, allocating and managing resources (i.e., personnel, budgets, and materials), and providing guidance and technical assistance to other District or Area managers and staff related to operation, maintenance, procurement, safety and other issues. The position is also responsible for managing the ongoing operation and deliver of Maintenance Shop equipment and services, including satellite shops located throughout the District, and performs a variety of other management and technical duties as assigned. The position reports to the District or Area Maintenance Chief and provides direct or indirect supervision to Shop personnel.

SECTION II - Major Duties or Responsibilities	% of Time
This section should be a clear concise statement of the position's duties. Well written thorough task/duty statements are required here to accurately evaluate the position.	
1. What are the major duties or responsibilities assigned to this position?	
A. <u>AREA EQUIPMENT PROGRAM ADMINISTRATION</u>	**50%**
1. Directs, plans, and coordinates various District or Area Equipment programs. Develops short and long-term plans and objectives to ensure that programs comply with Department, State, and federal standards as well as technical specifications and operating standards. This includes extensive assessment of current and projected human, material, and financial resources; planned and active projects; seasonal fluctuations; customer service standards; and other variables to develop effective, flexible, and consistent plans for the administration of the Area's vehicle and equipment resources.	
2. Develops and/or recommends program policies, procedures, guidelines, and standards that agree with State and federal requirements and provide flexibility for implementation and coordination with other District and Division personnel, contractors/consultants, federal requirements, and other components. Monitors the effectiveness of District or Area Equipment program policies and procedures and evaluates options and opportunities to improve quality, efficiency, and cost-effectiveness.	
3. Monitors compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff (e.g., weekly meetings, status reports, etc.); personal review of program operations and project plans; and through discussions with other District or Area Maintenance staff and management. Monitors compliance with established policies in programs and reviews and recommends atypical or developmental systems, specifications, and applications.	
4. Provides information for the preparation of biennial budgets. This involves forecasting annual expenditures based on factors such as historical expenses,	

planned and active projects, seasonal work fluctuations, inflation, changes in technologies and construction practices, and other factors. Develops recommendations for allocations for annual fiscal operational plans and recommends spending priorities by reviewing past funding practices, anticipated expenditures, scheduled and preventative maintenance requirements, program goals and objectives, and related personnel and other administrative expenses.

5. Monitors program expenditures within the District or Area Equipment budget to ensure that money is allocated as designated and tracks funding levels through review of financial reports and approval of expenditures. Reviews and approves all requisitions, payrolls, expense claims, vendor claims, etc. for District or Area Equipment programs to ensure budgets are not exceeded and Department resources are used in the most efficient manner possible.

6. Coordinates procurement and contract administration procedures for goods and services to ensure quality and compliance with terms and conditions of various agreements. This involves assessing available products and services, developing specifications and/or scope of work requirements, coordinating evaluation and selection procedures, monitoring goods and services to ensure quality and compliance, and approving claims and payments.

7. Provides consultation and technical expertise to District, Area, Division and Department managers and others regarding vehicle and equipment operations, maintenance, repair, procurement, safety, and other issues. Develops solutions to a broad range of equipment-related problems to ensure compliance with operational and safety requirements.

8. Proactively researches and evaluates new or alternative vehicle and equipment design specifications (e.g., mechanical, electrical, computerized, etc.); operating procedures; safety standards; maintenance requirements; and other factors to devise new plans, specifications, and procedures that maximize operational effectiveness, safety, and cost efficiencies.

9. Serves as a member of the District or Area Management Team and Division Equipment Management Team to analyze and evaluate new technologies and specifications; develop and implement statewide vehicle and equipment policies and operational procedures; resolve complex or contentious issues affecting multiple Districts and/or centralized Division operations; and develop new approaches to sustaining and enhancing the quality, efficiency, and cost-effectiveness of District, Area and Division operations and services throughout the State. Serves on research committees to evaluate and implement Equipment Management System and related components.

10. Serves as acting Maintenance Chief during periods of absence or unavailability to ensure the consistency and ongoing effectiveness of District or Area operations. Assumes responsibility, authority, and accountability for fiscal, material, and human resources; coordinates with other Maintenance Chiefs and centralized managers to ensure that projects are delivered on schedule; and monitors and resolves problems affecting District and Area operations.

B.	**MAINTENANCE SHOP MANAGEMENT**	**35%**
1.	Develops and revises short and long-term work schedules, priorities, and contingency plans to maximize the quality, availability, and cost-effectiveness of operations and services. Evaluates staff competencies, specific project requirements, seasonal demands, urgent or emergency requests, and other variables to determine appropriate staff and resource allocations. Reviews and approves major work orders, service requests, and other activities to ensure appropriate justification and recording.	
2.	Directs and coordinates maintenance and repair activities to ensure the availability, safety, and operational effectiveness of the District or Area's vehicle and equipment resources. Develops and establishes preventative maintenance schedules based upon specific vehicle and equipment types and requirements (e.g., functional life, usage trends, safety standards, etc.); oversees scheduled maintenance; and approves repair and/or replacement requests.	
3.	Determines the need for and coordinates vehicle and equipment replacement and repair parts by assessing current operating condition and serviceable life expectancies; evaluating available replacements and developing specifications; coordinating the development of bid solicitations; selecting providers; and ensuring the quality of delivered products.	
4.	Manages motor pool vehicles assigned to District/Area shops and equipment inventories to ensure availability, security, safety, and operability. Develops and establishes procedures for access, operation, transport, and return; develops inventory projections and coordinates individual and term procurements; oversees tracking of use, transfer, retention, and surplus inventories; monitors safety and security of vehicle and equipment storage; and resolves and reports policy infractions as necessary.	
5.	Establishes and administers staff and equipment safety programs to ensure a safe working environment for employees and promote responsible and effective vehicle and equipment maintenance, operation, and storage. Continually monitors shop operations, develops emergency procedures and resources (e.g., eyewash stations, fire extinguishers, medical emergency responses, etc.), and ensures adherence to Workers' Compensation and ADA requirements. Investigates accident reports to determine cause, extent, and consequences (e.g. repair/replacement costs, etc.) of District or Area equipment and personnel accidents.	
6.	Coordinates and oversees the ongoing development and maintenance of the MDT's Equipment Management System (EMS) module. Coordinates with other Division, District, and Area staff, Shop Superintendents, centralized information systems specialists, and/or vendors to identify changing Division, District or Area needs, existing system functions and operations, and system development plans; oversees system development, installations, upgrades, and other modifications; and coordinates with Department specialists and/or vendors to resolve technical	

problems and troubleshooting issues.

7. Coordinates and oversees the District or Area's Hazardous Materials program to ensure compliance with State and federal regulations; coordinate appropriate responses to threats and accidents; and ensure public, employee, and environmental safety. Secures and maintains Hazwoper certification as directed. Liaison with Department of Environmental Services Bureau; disseminates new information regarding hazardous waste handling, labeling, storage, tracking, and disposal to other Division, District or Area staff.

8. Directs and coordinates the operations and activities of satellite shops located throughout the District or Area. This involves ensuring consistent interpretation and application of policies and procedures, providing centralized technical and administrative support (e.g., specialized supplies and equipment, complex diagnoses, procurement, etc.), and promoting effective exchange of resources and information to establish performance standards.

9. Identifies and coordinates employee training programs to ensure staff knowledge and competencies. Evaluates employee performance, maintenance and repair records, new procedures and technologies, recurring problems, and other identifiers to determine training needs; coordinates training sessions; and evaluates the effectiveness of training programs through subsequent monitoring

10. Provides advanced technical assistance in the diagnosis and repair of complex mechanical, electronic, and computerized systems. Serves as the District or Area chief technical expert in the operation and maintenance of a diverse array of vehicles and equipment.

11. Coordinates with other State, county, and local government agencies regarding District or Area equipment leases, motor pool use, public and environmental safety issues, public or official complaints, and other issues to resolve problems and promote effective interagency coordination.

C. <u>SUPERVISION</u> **10%**

1. Directly or indirectly supervises staff within District or Area Equipment programs by reviewing and revising overall work plans, priorities, and procedures and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Department goals.

2. Reviews and recommends allocation of positions within District or Area Equipment programs. Recommends and justifies requests for additional personnel as necessary.

3. Determines training needs of staff through analysis of program effectiveness; new construction and maintenance procedures, specifications, and policies; evolving technologies; and staff performance. Prepares, presents, or coordinates training through personnel specialists, training offices, or outside

consultants to ensure that modern technologies and operational strategies are available.

4. Identifies staffing needs, recruits and participates in the hiring of employees, and allocates staff to adequately support ongoing District or Area Equipment program operations and activities. This involves compliance with State and federal employment and civil rights laws throughout the hiring process, participates in assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.

5. Evaluates the performance of positions directly supervised and completes performance evaluations. Recommends, implements, and monitors corrective actions. Enforces disciplinary policies to ensure consistency in the application of disciplinary actions.

6. Ensures that staff complies with State and Department personnel rules, regulations, and policies. Resolves grievances at the lowest level whenever possible.

D. <u>OTHER DUTIES</u> **05%**

This position performs a variety of other duties as assigned by the Maintenance Chief in support of the Department mission and District objectives. This includes exchanging information with agency staff, vendors, and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)

All duties are considered essential functions of the positions, except those noted in Section D: Other Duties.

Is this position responsible for (please check ONLY those boxes which apply to the position and for which the position has "signatory" authority.)

☐ Hiring ☐ Layoffs/termination of temporary or seasonal workers
☒ **Performance Management** (conducting and signing performance appraisals as the direct supervisor or the reviewing manager) ☐ Promotions
☒ **Direct /Line Supervision** ☐ Leadworker ☒ **Discipline** ☐ Other:

Please attach an up-to-date Organizational Chart (or copy from a Power Point document into space below).

ATTACHED.

SECTION III - Minimum Qualifications - List the minimum requirements for first day of work. (These will be the minimum qualifications utilized for recruitment and performance management purposes; this information is not used for classification purposes.)

Please list the main knowledge and skill areas required for the job:

The position requires extensive knowledge of mechanical and electrical engineering principles; program planning, management, budgeting, and accounting; fleet and inventory management; specialized equipment operating standards; principles of advanced mechanical, electronic, and computer-based maintenance and repair; hazardous materials regulations and requirements; workplace safety, Worker Compensation, and ADA policies and requirements; contract administration; and budgeting. Supervisory responsibilities require knowledge of State and Department personnel procedures and policies, employment law, program requirements, and personnel management practices and techniques.

The position also required advanced skills in analyzing and diagnosing mechanical, electrical, and computer-based vehicle and equipment problems; managing multiple staff, priorities, and resources under inflexible and occasionally emergency circumstances; translating technical information to broad audiences; and interpreting and applying policies, procedures, and regulations to unique circumstances.

What behaviors are required to perform the duties? NOTE: Identifying behaviors used for recruitment and selection and other HR functions are part of building a competency model (see Creating Competency Models in Guide). A position description will provide helpful information if a model has not been developed. Often "abilities" from the current PD can be stated as desired and observable behaviors. For example, "the ability to communicate clearly in writing" can be restated "writes clearly and concisely."

- **Leadership:** Provides clear directions, technical assistance, and guidance to Shop personnel to ensure effective operations activities. Motivates staff to achieve common objectives. Appropriately delegates responsibilities to competent staff.

- **Analytical/Interpretive Thinking:** Effectively analyzes Department needs to determine resource allocations and priorities; diagnoses complex mechanical, electronic, and computer-based vehicle and equipment problems; and interprets and applies policies, procedures, and regulations to specific circumstances.

- **Decision Making:** Evaluates multiple and ambiguous factors to resolve problems. Develops defensible courses of action in response to operational deficiencies,

resource allocations, procurement requests, and other issues.

- **Communication:** Translates technical information to audiences of varied technical levels. Assures compliance with specific terms and conditions of contracts, lease/use agreements, and other agreements.

- **Independence of Action:** Determines appropriate responses to District or Area program administration and equipment management problems and deficiencies with minimal assistance or precedent.

Education and experience: Please indicate the minimum educational requirements for this job, as it relates to a new employee on the first day of work (not the educational background of the person now in the position), the specific fields of study that are acceptable, and whether a Master's degree (in which fields) will substitute for any of the required job related experience.

Requires a Bachelor of Science degree in Mechanical Engineering or a closely related field, such as Electrical Engineering or Industrial Engineering.

Other training (e.g., software, specific machinery, etc.), certification (e.g., CPA, Professional Engineer, etc.), or licensing (e.g., commercial driver's, pilot, psychologist, etc.) required (please specify):

Requires a Type II, Class A Commercial Driver's License with an air brakes endorsement as well as a medical certificate. Also requires specialized training in safety procedures upon acceptance; and is required to pass random drug and alcohol tests throughout the term of employment.

Please indicate the minimum amount of job-related work experience needed as a new employee on the first day of work (not the experience of the person now in the position). Please indicate the specific types of experience that will be considered job-related.

Minimum of four (4) years of progressively responsible mechanical engineering experience including at least two (2) years of supervisory experience. This experience must include vehicle and equipment repair, and shop management. Progressively responsible experience is defined as, "having more responsibility and complex duties."

☒ **This agency will accept alternative methods of obtaining necessary qualifications.**

OR – an Associate's degree in motorized vehicle mechanical and electrical systems from a certified trade school Vo-tech; plus six (6) years of related experience as listed above.

OR – eight (8) years of equipment operation and repair experience at the journeyman level, including at least three (3) years of experience in light equipment, four (4) years experience in heavy equipment, and two (2) years of supervisory experience.

SECTION IV – Other Important Job Information

List any other important information associated with this position, such as working conditions or other factors which are deemed critical or non-negotiable to the position.

Essential functions involve significant physical demands related to occasional lifting of up to 80 pounds (and occasionally greater weights); climbing and bending to configure, inspect, and directing equipment repair; and operating gas, diesel, and electrically powered equipment. The position involves occasional overnight travel throughout the District or Area in excess of 300 miles per month (often on short notice, weekends, and holidays) and working outdoors in all types of weather.

The work environment involves exposure to harsh or caustic fumes, dust, extreme temperatures, wind, rain, and snow. Hazards associated with the work can be significant. The majority of the work is performed in an active equipment shop and in the field with heavy machinery such as front-end loaders, pavers, scrapers, rollers, and forklifts. The work also involves and risks associated with working with hazardous materials such as acids, solvents, fuels, electrical components, and other hazardous materials and chemicals. The risks of the work are such that extensive training in safety practices and procedures is required. Due to the nature of work elements (e.g., heavy equipment, caustic materials, etc.) and hazardous tasks, there is potential for significant personal injury.

SECTION V – Signatures		
My signature below indicates the statements in Section I to IV are accurate and complete.		
Employee: **Signature**	**Title**	**Date**
Immediate Supervisor: **Signature**	**Title**	**Date**
Name: **Signature**	**Title**	**Date**
Division/District Administrator: **Signature**	**Title**	**Date**
Departmental Designee: **Signature**	Human Resources Administrator, Human Resources Division **Title**	**Date**