

# 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:** Engineering Contract Specialist

**Position Number:** 20010, 31012

**Location:** Helena

**Department:** Transportation

**Division and Bureau:**

Engineering Division and Engineering Construction Contracting (ECC) Bureau

**Section and Unit:** N/A

**Bureau Overview:** The Engineering Construction Contracting Bureau lets to contract all highway projects in Montana's diverse and complex highway construction program. The Bureau completes and produces final engineering documents, plans, specifications, and estimates; advertises, amends, lets to contract, and recommends award of contracts; and completes the award process for a multitude of civil engineering and highway construction projects for the Department. The program works closely with the Federal Highways Administration and ensures compliance with funding, legal, and technical requirements of that agency. The Bureau also maintains and distributes standard drawings, plan holder's lists, standard road and bridge specifications, and electronic bulletin boards. This Bureau is in charge of the Department's Alternative Contracting Programs such as Design-Build, Construction Manager/General Contractor (CM/GC), and Job Order Contracting. The Bureau is also responsible for revising, maintaining, and updating the Contract Management System (CMS) and other automated systems associated with the contract letting process.

**Job Overview:** This position serves as an Engineering Contract Technician within MDT's Engineering Construction Contracting Bureau. The position provides contract development; project plan package development and advertising; bid letting development, evaluation, monitoring, quality assurance, technical assistance, training services and information management. Duties may also include providing a range of contract support services and performing a variety of other duties as assigned. The position reports to the Construction Contracting Bureau Chief.

### **Essential Functions (Major Duties or Responsibilities):**

#### **A. Contract Development Support Services**

**45%**

1. Coordinate the compilation, review and dissemination of all stages of contracts and plans for final bid letting to ensure accuracy, timeliness, efficiency and compliance.

2. Coordinate Invitation for Bid and bid letting procedures to ensure accuracy, compliance, and timeliness. Verifies information in public bid proposals, compiles and distributes bid packages, and researches and responds to questions from contractors and others. Determines appropriate contract requirements, develops performance bond requirements, coordinates information exchange by posting to website and distributes hard copies of legal advertisement and other data pertinent to bidding on a project and summarizing the results of bid letting. Research and review bid letting information for accuracy and completeness.
3. Prepare preliminary and final plan books to ensure accurate, timely, and efficient distribution of information. Compiles, integrates, and manages electronic files from all involved workgroups, coordinates and oversees the scanning of paper documents and blueprints and final print production of plan books. Coordinates schedules with print shop personnel and completes select tasks all in synchronization with the established production schedule. Responsible for setting up guidelines based on coverage in newspapers for the legal advertising across the state. Maintains Question & Answer Forum and posts appropriate information on website to ensure every contractor receives the same information. Responsible for developing and following guidelines for legal advertisement, works with Civil Rights to determine what coverage is necessary to reach minority groups in the area where the project will be taking place. Determines the type of newspaper coverage that is needed due to project size, type and location.
4. Reviews and assesses public contract bid proposals for completeness and compliance with bidding requirements, policies, procedures, contract and administrative requirements. Identifies errors and deficiencies, resolves routine problems, and refers complex or contentious compliance issues to the Construction Contracting Bureau Chief for resolution. Researches project plans and specifications to determine the type of insurance and bonding requirements (e.g., general liability limits, owner and contractor protective coverage, and railroad protective coverage), by a review and analysis of standard specifications and project specific specifications. Establishes timeframes, performance and bid bond requirements, penalties, and other contract compliance requirements. This position works with MDT legal staff to ensure the contract language is accurate and include insurance certificates and all required information. Ensures the Railroad insurance requirements meet the project specifications for projects that are located by or on the Railroad. This position must verify that all contractual requirements are completed correctly before the contractor can begin work.
5. Communicates with prime contractors, bonding companies, Transportation Commission designees, and others to verify project status; respond to information requests from subcontractors, suppliers, and other appropriate parties; and advise on information about projects and lettings. Responsible for making sure the necessary contractual documents are submitted before construction starts and any payments are made to the contractor. This position files a project bond with the County Treasurer's office for each county that is involved in the project. This may be one or more counties depending upon the project scope and size. This position develops and presents necessary instructions on web site navigation, bid preparation, how to download files, and troubleshoots navigation and download issues.

6. Develops recommendations for improving bid letting, monitoring, and contract administration processes and procedures. Evaluates operational problems, compliance deficiencies, data management systems, etc. to identify trends, opportunities, and solutions. Advises project staff, local agencies, and others on contract requirements, and compliance issues. Regularly considers more efficient ways to do business, putting pertinent notices on the monthly advertisement, making recommendations on how to improve the advertisement process and how to disseminate information internally and externally. When identifying trends, makes changes or enhancements to current business practices.
7. Initiates and completes final review of contracts with legal staff, ensures appropriate vendor documentation is received, and distribute copies of the contract for appropriate signatures. Several processes are used to convert the information to a secure format that can be easily accessed on the web site, changes and clarifications can be added, and the final awarded copy is printed and distributed as well as archived electronically.
8. Reviews the rating and performance of contractor insurance companies to ensure financial soundness, and ensure underwriters are properly licensed to do business in Montana. After final review and approval of insurance and bond requirements, provide and distribute appropriate paperwork to Construction, District Administrator, FHWA, and other involved individuals to notify them of the award and provisions. This position checks with the State Auditor's office to see if a contractor's surety company is registered to do business in Montana and if the contractors insurance company has a "Best" Rating of A- or better.

**B. Information Systems Support 45%**

1. Develops a variety of informational materials to promote participation in bid letting, understanding of contracting processes and procedures, and compliance with State and federal requirements. Responsible for planning, and scheduling print design and production as well as online media. Ensures print shop timing is sufficient to complete printing to meet the deadlines for each phase of the project. Timelines are set to comply with Federal and State legal requirements and are not flexible.
2. Designs contract forms, templates, and technical references for use in contract development and monitoring. Determines specific requirements for each form/template, designing concise and understandable layouts, and ensuring compatibility with related systems (e.g., databases, websites, etc.).
3. Maintains electronic and manual records management systems, including databases, correspondence, reports, contracts, and confidential materials to ensure effective storage and retrieval of information by establishing and monitoring records management procedures and timelines for retention, disposal, and/or transfer. Ensures public access to files while preserving confidentiality of certain documents. Electronically archives files going to the Document Management System and reorganizes the share drive so the agency is prepared to transition to electronic records management systems.

4. Designs, develops and modifies information and outreach materials to promote contract participation and disseminate information. Assesses contractor information needs and Department outreach objectives; develops and designs print and online information materials; establishes and maintains formats and templates for cyclical publications (e.g., construction notices, legal advertisements, bid addenda, etc.); and oversees print and electronic production.
5. Provides consultation and technical assistance to Department personnel, contractors, members of the public and others on issues related to bid and contract compliance with regard to applicable state laws, standards, and requirements. Provides procedural guidance, explains bid letting and contract award requirements, and recommends options and alternatives based upon individual contractor needs.
6. Coordinates advertisement, bid letting, contract monitoring, and data management system operations and procedures. This includes operation, maintenance and archiving of extensive data files, queries, merges, and reporting functions; initiates the posting, review, and responses to questions through the online Q&A Forum; and troubleshooting technical problems (e.g., corrupted files, software conflicts, network connections, etc.). This also includes training new contractors on the bid letting process; downloading the software and self-extracting bid files, entering information and determining initial responsiveness of the contractor's bid.

**C. Other duties as assigned 10%**

1. This position performs a variety of other duties as assigned by the Construction Contracting Bureau Chief in support of the Department mission and Division objectives. This includes coordinating special projects, representing the agency at meetings and conferences, attending ongoing education and training, and performing a variety of other duties as assigned. Provides a range of office management and administrative support services as necessary to maintain effective Bureau operations. This may involve responding to routine inquiries, drafting correspondence and reports, maintaining supplies and equipment, and other services as assigned.

**Supervision:**

This position does not directly supervise others.

**Physical and Environmental Demands:**

*Physical:*

- Light lifting (less than 20 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Communicate in writing, in person, and over the phone

*Mental:*

- Deal with the public on a regular basis
- Ability to multi-task
- Making decisions in a timely manner to avoid a negative effect on construction and engineering operations
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Complex mathematics including statistical analysis
- Comparing data
- Compiling information, analyzing, coordinating, synthesizing, negotiating, instructing

**Knowledge, Skills and Abilities (Behaviors):**

*Knowledge:*

The position requires knowledge of federal and state contract requirements; contract development; applicable laws, rules and regulations; fiscal and accounting practices; federal funding requirements; data and records management; procurement; office management; computer software use; computer troubleshooting techniques and tools; professional business process automation; data processing; information systems development, implementation, and maintenance; and public user support and training.

*Skills:*

This position requires skill in organizing and coordinating multiple projects related to contract development; project advertisement and award; office management; effective written and verbal communication skills; and effective customer service.

*Behaviors:*

**Customer Orientation/Service**

Creates an atmosphere in which timely and high quality information flows smoothly between self and customer. Encourages open, honest and constructive expression of ideas and opinions. Demonstrates active listening skills. Uses appropriate body language. Seeks to understand others' viewpoint. Analyzes the customer needs and adjusts to the perspective of the customer, when appropriate.

**Decision Making**

Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes. Challenges the status quo by taking calculated actions in complex, ambiguous, contentious or hazardous situations to force an issue or set a direction.

**Personal Accountability And Ownership**

Takes pride in the job. Actively engages in professional self-development opportunities. Accepts individual responsibility for all actions taken.

**Ethics**

Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions or needs.

**Flexibility And Adaptability**

Accepts change as a healthy and normal part of growth. Receptive to new information and recognizes the validity of various viewpoints; sees situations objectively. Responds positively to changes in direction and priorities, responsibilities or assignments. Adjusts to multiple demands, priorities, ambiguity and change positively. Works effectively within a variety of situations, individuals or groups.

**Teamwork**

Works cooperatively with others as part of a team as opposed to separately or competitively.

**Creativity And Problem-Solving**

Generates ideas, fresh perspectives and original approaches; open-minded. Uses creativity and originality when problem-solving. Goes beyond traditional ways to address issues and problems.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Associates or Bachelor’s Degree in Engineering or Construction Technology, Computer Technology, Business Administration, Contract Administration or a related field.

This position requires a minimum of 3 years of experience in engineering technology, contract or business administration or other related experience.

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

**Special Requirements:**

*List any other special required information for this position*

- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input 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.

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<b>Jake Goettle</b>	<b>Construction Contracting Bureau Chief</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Data Control Tech**

**Job Code Number: 151914**

**Pay Band: 4**

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:**

Rena Lang

Workforce Planning Manager

9/28/2018

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**Signature**

**Title**

**Date**