

# 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: Design Project Manager**      **Position Number: 36105, 13021, 36010**

**Location: Helena**

**Department: Transportation**      **Division and Bureau: Engineering/Traffic and Safety**

**Section and Unit: Traffic Design Section**

### **Job Overview:**

This position serves as the Project Design Manager within a given District in the Traffic Design Section. The Traffic Design Section is responsible for all aspects of the development and design of urban and rural roadway projects, HSIP projects, and preconstruction project management in support of the MDT Construction Program. The Section is also responsible for reviewing and incorporating new roadway and traffic engineering technology and engineering practices and principles in all MDT internal and external traffic design guidance and practices. This position is responsible for oversight and management of all assigned projects, and staff training, development and performance. The incumbent reports directly to the Traffic Design Engineer.

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

#### **Project Delivery - 70%**

- Manages scope, costs, schedules, staff, and PE budgets to deliver assigned projects in a timely and efficient manner.
- Produces and/or oversees production of preconstruction deliverables (e.g. milestone reports, public involvement plans, design exceptions, etc.).
- Directs and oversees the work of assigned professional and technical personnel in the preparation of designs, plans, engineering estimates, special provisions, and specifications used for highway construction projects. Prioritizes tasks, makes design decisions, provides technical expertise to subordinates, and coordinates with other bureaus, sections, District personnel, and local agencies.

## **Staff Supervision - 15%**

- Directly supervises professional engineering and design staff as assigned. Reviews and revises overall work plans, priorities, and procedures. Monitors progress through meetings and consultations. Conducts meetings, disseminates data, and promotes information exchange for support and advancement of Bureau and Department goals. Uses learned and natural leadership, communication and management skills.
- Determines training needs of professional staff through analysis of program effectiveness; new engineering procedures, specifications, and policies; evolving technologies; and staff performance.
- Evaluates the performance of all positions directly supervised and completes performance evaluations.
- Supports subordinate supervisor in the management of their direct reports.

## **Peer Review & Technical Assistance – 10%**

- Reviews plans and provisions prepared by design staff in the district or other units, and provides direction to achieve consistency in design. Reviews plans and proposals of external agencies and private entities for work that will have temporary or permanent impact to the state's highway infrastructure. Provides technical expertise to department staff responsible for permitting these developments.
- Conducts and works on committees and special assignments for improving the Department or Bureau operations.

## **Other Duties as Assigned – 5%**

### **Supervision**

The position number for each employee directly supervised is: 36014, 36015, 36047; 36013; 36044.

The number of additional employees indirectly supervised varies from 0 to 3.

### **Physical and Environmental Demands:**

This position functions in a normal office environment and supervises subordinates.

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

This position requires extensive knowledge of the concepts, theories, principles and practices of traffic design and engineering, project management, and state and federal laws and regulations pertaining to project management and civil engineering. The position also requires knowledge of

MDT Preconstruction and Construction Programs, construction principles and practices, and knowledge of MDT internal organization and functions.

Skill to plan, organize and direct multiple engineering activities; to effectively manage a staff of professional, technical personnel in multi-task environment.; to apply analysis and professional judgment in arriving at solutions and in making appropriate choices among options and alternatives; to solve unusual and difficult engineering problems; to establish and maintain effective working relationships with employees, other agencies and the public; to communicate effectively orally and in writing; to make engineering presentations to the public.

This position requires the ability to develop effective techniques and procedures to achieve goals and objectives; to provide clear direction, technical assistance, and guidance to team members that ensure effective operations and project delivery; to assess complex and rapidly changing technological issues and national trends; to identify root causes of problems and develop alternative solutions; to accurately apply engineering standards and project requirements to specific circumstances.

**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, Mining Engineering, Construction Engineering Technology, Mechanical Engineering, Geotechnical Engineering, or a closely related field.

This position requires a minimum of five years of progressively responsible experience in highway design or construction, including a minimum of one year of supervisory experience.

Certifications, licensure, or other credentials include: A Montana Professional Engineer license is required.

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*

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|--|--|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Union Code                        |
| <input type="checkbox"/> Background check  | <input checked="" type="checkbox"/> Valid driver’s license |

Other; Describe

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>Immediate Supervisor</b>	<b>Title</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: Engineering Supervisor    Job Code Number: D2502M**

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

- |   |  |
|---|--|
| <input type="checkbox"/> FLSA Exempt                        | <input checked="" 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:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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