

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: Civil Engineering Specialist IV

Location: Helena HQ

Department: Transportation

Division and Bureau: Engineering

Section and Unit: Traffic Design Section

Position Number: 36030

Job Overview:

This position in the Traffic Design Section is responsible for complex safety design, construction cost estimating, scheduling, and preparation of construction contract plans and proposals. Incumbents work closely with Design Project Managers in all areas of duties assigned including collaboration, mentoring and providing technical safety design support to other project team members and Engineering Division staff. Incumbents have the skill and discipline to work independently, under the supervision and direction of a Design Supervisor.

Essential Functions (Major Duties or Responsibilities):

Preconstruction and Construction Engineering Support and Technical Expertise - 50%

- Work will normally be within a specific headquarters bureau or a district. Specific duties will be assigned commensurate with the job overview and as assigned to meet the needs of the assigned bureau or district. The work described below is performed simultaneously to varying degrees.
- Apply engineering judgment and experience in the performance of engineering research, analysis, investigation and design as assigned.
- Incumbents clearly communicate recommendations and consultation necessary to efficiently and effectively manage Department risk and support delivery of the Federal Aid Program.
- Provide technical and professional innovative solutions and recommendations during all phases of project delivery.
- Monitor project delivery and provide engineering insight to ensure the wide variety of necessary technical expertise and deliverables are within the limits imposed by federal,

state, and local guidelines or standards. Coordinates with and assimilates information from federal, state, and/or local cooperating agencies.

- Perform project risk management relative to MDT's construction program.
- Ensure project engineering meets the project purpose and need, and design intent.

Coordination and Mentoring - 20%

- Function as a resource providing extensive guidance on technical issues and the use of software, hardware and other technology.
- Assess staff training needs within the assigned unit or section and provide recommendations to supervision.
- Mentor other staff for training and career development and advancement.

Bureau Assistance and Quality Control - 30%

- Support, analyze, and submit Department quality assurance recommendations reflected in policies, guidance, practices, and procedures.
- Provide quality control supporting effective and efficient delivery of the Federal Aid Program.

Supervision

This position does not supervise others.

The number of employees directly supervised is: 0

The total number of FTE managed (direct and indirect): N/A

The position number for each directly supervised employee is: N/A

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, out of town bid lettings, and out of state travel by airline to national conferences and meetings
- Ability to walk over uneven terrain or in water
- Ability to communicate to technical and non-technical audiences
- 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

Knowledge, Skills and Abilities (Behaviors):

This position requires advanced knowledge and application of MDT and MDT Engineering Division policies, guidance, practices, and procedures. The incumbent must have considerable knowledge of the theory, principles, and practices of civil engineering. This position requires the ability to interpret AASHTO, federal and state, and other resource guidelines. Employees in this position must demonstrate the ability to exercise sound engineering judgement when developing solutions to complex engineering problems, including those involving contextually sensitive issues. The employee in this position must possess a comprehensive knowledge of the professional disciplines within MDT including the ability to interpret, consolidate and coordinate data provided by others, whether at MDT, other state agencies, other federal agencies, consultants, private citizens and/or local officials. The incumbent must have the ability to work collaboratively and independently to perform and complete assigned tasks.

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 4 years of experience in progressively responsible highways engineering.

Certifications, licensure, or other credentials include: Proof of passage of the Fundamentals of Engineering exam is required.

Alternative qualifications include: None

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.

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: Civil Engineering Specialist Job Code Number: 172516 Pay Band: 6

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 type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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