

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodation(s) to otherwise qualified individuals with disabilities.

Job Title: Drill Operator Tech

Position Number: 94620, 46002, 46002, 46012, 46020, and 46003

Location: Helena

Department: MDT Division and Bureau: Highways & Engineering—Geotechnical Bureau

Section and Unit: Field Investigation Unit

Job Overview: This position serves as a drill operator and conducts a variety of on-site drilling and sampling operations. Duties include operating specialized drilling equipment, gathering and preparing soil and rock samples, and maintaining and repairing drill machinery, equipment, tools, and vehicles. The position reports to the Drill Crew Chief and does not directly supervise other agency personnel. This position is part of the Field Investigation Unit career ladder.

Essential Functions (Major Duties or Responsibilities):

Drilling Operations --70%

- Conducts on-site drilling and sampling activities according to the requirements of drilling requests and a variety of federal, State, and Department guidelines, policies, and procedures.
- Operates a variety of specialized drilling equipment; performs in-place soil strength tests and sampling; installs monitoring wells; installs specialized monitoring equipment; obtains, secures, and preserves soil and rock samples; performs boring layout activities; and transports drilling equipment, tools, and sampling instruments to field sites.

Equipment Maintenance, Repair, and Transportation—25%

- Maintains, repairs, and recommends the acquisition of specialized drilling equipment, tools, and sampling products for use in field operations.
- Maintains and repairs specialized drilling equipment and tools; resolves drilling and sampling equipment malfunctions, deficiencies, and other problems in the field; identifies maintenance and repair needs and prepares supply request orders; recommends the acquisition of drilling equipment and tools.
- Inspects incoming vendor shipments of supplies and equipment.

Other Assigned Duties—5%

This position performs a variety of other duties assigned by the Drill Crew Chief, Field Investigation Unit Manager, or other Bureau management in support of ongoing Bureau operations. This includes

participating in ongoing training and educational programs as directed, consulting with technical experts, and promoting effective relationships with professional consultants, contractors, other agency personnel, and the public.

Supervision: The number of employees supervised is: NA.

Physical and Environmental Demands:

- Heavy independent lifting (up to 75 lbs.) of equipment, material samples, etc.
- Ability to walk over uneven terrain or in water.
- Exposure to extreme weather.
- Exposure to loud noises.
- Exposure to high-speed traffic.
- Remaining seated or standing for extended periods of time, with occasional walking, standing, and bending.
- Extensive travel within the state to project locations.
- Operating a personal computer.

This position requires an average of three days overnight travel per week. Most of the work is performed at various field project locations involving extensive statewide travel (more than 12,000 miles a year) as well as hazards and demands associated with an active project site, including exposure to high- decibel noises and heavy equipment; traversing rough and uneven terrain; and extreme weather and driving conditions. The incumbent must be able to lift and transport supplies, samples, and equipment weighing more than 75 pounds. Unanticipated project problems, safety concerns, and other impediments require the incumbent to work long hours under stressful and demanding conditions.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of specialized geotechnical drilling operations, equipment, and tools; techniques of sample collection and preservation; boring layout; and Federal, State, and Department drilling policies and procedures.
- Knowledge of light duty mechanical repair and/or fabrication and welding procedures, skill in specialized and general maintenance techniques and processes and diagnostic analysis.
- Knowledge of the methods and techniques of subsurface drilling and sampling; Environmental Protection Agency regulations governing safety and techniques of drilling and sampling soil and water known to be contaminated with hazardous materials; methods and techniques used in monitor well installation and abandonment as well as precautions against cross contamination of groundwater resources; and applicable State, federal, AASHTO, and FHWA requirements and standards.
- Skill in the safe and effective operation of heavy and hazardous machinery, tools, and vehicles.
- Skill in operating, maintaining, and repairing specialized drilling and sampling equipment and tools, vehicles, and various drilling support equipment and hand tools, equipment maintenance and repair, and light duty welding and fabrication.

- Ability to work effectively with a team of drillers and in potentially hazardous environments and inclement weather.
- Ability to monitor field operation equipment needs and recommend equipment and supply purchases.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a high school diploma.

Tech I: This is the entry level position and does not require any Geotechnical Drilling experience.

Tech II: This is a step higher than an entry level experience and requires a minimum of a year of Geotechnical drilling experience.

Tech III: This is the highest level on the career ladder and requires a minimum of three total years of progressive geotechnical drilling experience in HSA drilling, Odex Drilling or Hammer Drilling, Casing Advancing or Mud Rotary and Rock Coring to be considered for the level. One year of drilling experience at MDT is required.

Required at all levels: During the first six months to a year a Commercial Driver’s License with air brake and tanker endorsements must be obtained. Maintaining a valid Class, A/Type 2, Commercial Driver’s license is a condition of employment.

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

Special Requirements:

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|--------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input checked="" type="checkbox"/> Other; Class A/Type 2 CDL license |
| 035-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
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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: Drill Operator Job Code Number: S52011

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 checked="" type="checkbox"/> Organizational Chart attached. |

Human Resources:

Tiffany Thornton	HR Generalist	9/28/2023
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Signature	Title	Date
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