

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: Lands Section Manager

Position Number: 60027

Location: Helena

Department: MDT

Division and Bureau: Engineering Right of Way Bureau

Section and Unit: Lands Section

Job Overview: This position serves as the Lands Section Manager for MDT's Right of Way Bureau. The position performs administrative, supervisory, and complex technical work in managing the Lands Section. This position is responsible for the planning, directing, and managing right of way design, and real estate services functions of MDT in the districts and headquarters, including development of policies, procedures, and special instructions needed to carry out the necessary functions of these units; provide the design and engineering of right of way plans, right of way limits, easement limits, construction permits; administering the MDT's Property Management Program on a statewide basis to ensure Department compliance with policy and statutes; managing the Land Records Management Program; overseeing collection and maintenance of land acquisition and disposal statistics; and managing the short and long term records management duties for the entire Bureau both physically and electronically. This Section is responsible for providing technical education and assistance for development of staff and overseeing consultant design firms.

The position reports to the ROW Bureau Chief and supervises two positions (2.0 FTE) within the section. Overall supervision of the Section includes a total of 10 FTEs. The position is the liaison between Headquarters and the District Offices to provide oversight and compliance responsibilities throughout 5 Districts with Right of Way Design Supervisors, Leads, and Techs in each District.

Essential Functions (Major Duties or Responsibilities):

Program Administration—40%

- Directs, plans, and oversees the delivery of all right of way systems, procedures, and projects through the Design and Real Estate Services (RESS) Units. Develops short and long-term plans, objectives, and systems to ensure effective integration of multiple ROW functions; compliance with State and federal regulations; and responsiveness to broader construction project priorities, timelines, and requirements. This involves assessing statewide construction processes, planned and active projects, property law, and public concerns; determining potential impacts and necessary program or system changes; and developing long-term management strategies for ensuring the quality, efficiency, and cost-effectiveness of projects.
- Develops and recommends design and real estate policies, procedures, and specifications that agree with State and federal requirements. This involves assessment of changes in national

standards, construction project trends, industry practices, local land use issues, state land management initiatives, etc., and developing new approaches to policy and program issues. Conducts periodic policy reviews to identify ways to expedite the ROW process and meet ready dates in a more timely and efficient manner.

- Evaluates the ongoing operations and activities of the Design and RESS units to develop new systems, processes, and standards that promote integration, consistency, and efficiency of various functions. This involves conducting workflow, cost, and process analyses; determining specific areas of enhancement; and developing and implementing operational improvements.
- Researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to right of way designs, property management, access standards, and related issues that may affect MDT operations. Serves as the ROW Information Technology (IT) representative to research and recommend new and innovative applications, technologies, and web-based information systems; oversee implementation; and coordinate user training. In addition to past and current practices, the position must assess trends and predict standards and criteria on a long-term basis (i.e., decisions regarding ROW activities may impact other MDT program activities).
- Researches, monitors, and evaluates new and changing State legislation and federal rules to determine actual and potential impacts to ongoing right of way processes. Develops position statements to explain and defend the Department's position on statutory changes. Advises Bureau Chief, Division Administrator, District Administrators, and other MDT executives and program managers regarding integration and impacts of new requirements.
- Maintains liaisons with the Federal Highway Administration; District offices; other MDT divisions; and State, local, and tribal agencies. This involves exchanging information to gain cooperation, coordinate activities, explain projects, and resolve conflicts; interpreting statutes and regulations; developing memoranda of understanding; negotiating the use of staff and other resources; and coordinating and directing cooperative projects.
- Directs the preparation of reports, studies, summaries, land and legal research proposals, special reports, instructions, and procedures related to right of way design, real estate, and records management projects to ensure sound judgment and business practices are incorporated. Directs and oversees the development of program data (e.g., design plans, preliminary studies and cost estimates, economic and aesthetic impacts, environmental considerations, etc.) used to establish standards, specifications, and policies. Coordinates with department Information Systems Specialists to develop and implement improved program management, tracking, and reporting systems.
- Provides expert guidance and oversight to engineering staff on construction projects and recommends changes that should be made on future contract plans to correct right of way difficulties and to improve the efficiency of the right of way planning process.

Project Management—35%

- Evaluates ROW and construction project plans to determine the impacts of proposed construction on properties to be acquired. Evaluates and approves special considerations and/or ROW design changes recommended by landowners, District Administrators, ROW staff, attorneys, and others to mitigate adverse project impacts, reduce costs, maximize human and material resources, and facilitate acquisition.
- Directs the final review of all right of way plans, legal descriptions, deeds, exhibits (e.g., plat to deed, proposed designs, designated take areas, etc.), and other documentation for accuracy and compliance with State, federal, and administrative requirements. This involves interpretation of plans and specifications, assessing various options to resolve acquisition and appraisal problems and identifying the most cost-effective way to attain project results and compliance with requirements. Develops solutions to a broad range of problems to facilitate project completion and ensure compliance with federal and State construction and property requirements.
- Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and supervisors (e.g., weekly meetings, status reports), personal review of design work and project plans, and through discussions with other MDT staff and management. Monitors compliance with established policies in all sections and reviews and approves atypical or developmental methods and procedures.
- Determines and recommends equipment procurement needs within the Lands Section including responsibility for developing specifications, ensuring compliance to Department procurement practices, developing EPP budget justifications and submitting requests, and integrating equipment into Bureau practices to ensure maximization of resources.
- Provides information for the preparation of quarterly budgets by developing recommendations for allocations for annual fiscal operational plans and recommending spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
- Determines the need for and oversees the development, negotiation, and monitoring of contracts for design and property management services. This involves monitoring workforce needs, developing guidelines for consultants, reviewing, and approving prospective consultants, and approving invoices.

STAFF MANAGEMENT—20%

- Manages professional supervisory staff and indirectly supervises support staff (**10.0 total FTE**) within the ROW by reviewing and revising overall section work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promote information exchange for support and advancement of bureau goals. Provides oversight, guidance, training and hiring recommendations for approximately **7.0** district right of way design personnel.
- Establishes and approves overall responsibilities, organizational structures, and allocation of positions within the Design and RESS units. Recommends and justifies requests for additional personnel. Develops and recommends rotational assignments to develop versatility and cross-training among personnel.

- Determines training needs of staff through analysis of program effectiveness, new technology and policies, and staff performance. Prepares, presents, or arranges training through subordinate supervisors, personnel specialists, training offices, or outside consultants to ensure modern technology and the latest engineering design methods are used. Ensures consistency in the application of training opportunities for all staff. Ensures that personnel are properly supervised and trained to ensure project designs are cost-effective and meet required standards.
- Identifies staffing needs and recruits and hires employees. This involves ensuring compliance with State and federal employment throughout the hiring process, assigning personnel screening and selection committees, reviewing results, and making final recommendations for hiring, and ensuring proper training and orientation of new employees.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Reviews work of positions indirectly supervised through assessment of subordinate supervisors' performance evaluations. Implements and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency throughout the Lands Section
- Ensures that staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements. Resolve grievances at the lowest level whenever possible.

Other Duties—5%

- This position performs a variety of other administrative, project management, and public relations activities as assigned by the Bureau Chief in support of MDT's mission and Division objectives. This includes representing the Department at conferences and meetings, directing special projects, and attending ongoing education and training as directed.

Supervision

The number of employees supervised is: 2 FTE

The position number for each supervised employee is: 60020, 50011.

Overall indirect supervision includes a total of 8 FTEs. The position oversight and compliance responsibilities also include Right of Way Design personnel located in all 5 Districts, a total of 7 FTE.

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, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone
- Ability to drive long distances

Knowledge, Skills and Abilities (Behaviors):

KNOWLEDGE: This position requires extensive knowledge of the concepts and theories of real estate appraisal, including the principles of eminent domain, real estate law as it applies to land titles and transfer documents, and appraisal and acquisition of real property. The position also requires knowledge of contract administration; applicable state and federal property management requirements and standards; technical and legal documentation standards; principles of negotiation and conflict management; and a working knowledge of land surveying, highway engineering and design, and construction methods and materials. Administration of the Acquisition Section also requires knowledge of program development, management, and budgeting methods. Supervisory responsibilities require knowledge of Department and State personnel procedures and policies, employment law, program requirements, and personnel management practices and techniques.

SKILLS: This position requires skills in budgeting, management, organization, prioritization and supervision of a large and varied work unit; communication; project implementation; controlling and motivating a diverse group of personnel; and developing and administering a number of diverse programs and provide effective program administration; to establish priorities and goals to meet the MDT mission and objectives; to develop rules, standards, policy and procedures, interpret complex legal documents and agreements; to establish and maintain effective relationships with other agencies and the general public; to communicate effectively verbally and in writing.

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 Business Administration, Public Administration, Real Estate, Finance, or a related field.

This position requires a minimum of five (5) years of experience in civil engineering, land surveying, real estate, property management, and/or a related field.

This position requires a minimum of three (3) years of supervision experience.

Preferred certifications, licensure, or other credentials include Professional Land Surveyor (PLS) or Professional Engineer (PE).

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.

