

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: Right of Way Design Supervisor Position Number: 60052 Location: Helena

Department: Transportation Division and Bureau: Engineering/Right of Way Bureau

Section and Unit: Lands Section/Design

Job Overview:

Under general supervision, performs administrative, supervisory and complex technical work in managing right-of-way design and deed preparation for highway projects. The position is responsible for planning, directing and monitoring R/W design for statewide projects; administering section operations; and performing a variety of other duties as assigned.

The position reports to the Lands Section Supervisor and supervises three positions (3.0 FTE) within the section. Overall supervision of the Section includes a total of 3 FTEs. The position oversight and compliance responsibilities include 5 Districts.

Essential Functions (Major Duties or Responsibilities):

Program Development and Administration – 40%

- Directs, plans, and oversees the Design Program operations and services to ensure overall quality, efficiency, and consistency with Bureau standards and requirements.
- Researches design, engineering and construction practices and standards (e.g. AASHTO and FHWA standards). Determines their applicability to Bureau operations, draft right of way design policies and procedures to implement the most efficient technology and practices. Oversees the development of right of way design procedure manuals as necessary to meet federal, State, or internal needs and directives.
- Provides oversight of Right of Way Design/Plans and ensures statewide consistency with Right of Way Design policies and procedures.
- Researches, monitors, and evaluates new and changing State legislation and federal rules to determine actual and potential impacts to ongoing Design/Plans Program operations and services.

- Maintains liaisons with District offices; other MDT bureaus and divisions; and Consultant Firms and staff.
- Directs the preparation of R/W Plans, including ensuring compliance with policy and procedure for implementing corridor preservation and access control management plans adopted by the Department.
- Serves as management team member involved with the development of program data (e.g., r/w plans, preliminary studies and cost estimates, economic and aesthetic impacts, environmental considerations, etc.) used to establish standards, specifications, and policies.

Program/Project Deliver - 25%

- Responsible for overseeing headquarters and district R/W design supervisors and designers by reviewing and analyzing various plans and contracts. Develops cost-estimates, provides resolutions and recommendations to the Department, modifies or expands work contracts, monitors and responds to interrelated project issues; maintains daily reports of all contracts and estimated project completion dates; and reviews project development costs.
- Assigns projects and oversees R/W plan development and review including an explanation of the scope of highway construction projects and determining the extent of actual/potential conflicts and impacts from project SOW and PIH.
- Develops the STIP budget cost estimates for fiscal programming purposes.
- Determine whether titles are acceptable in consideration of complex ownership issues.
- Provides guidance and technical expertise on R/W plan development processes that involve special needs, opportunities, internal and/or external disputes or ambiguities.
- Directs the final review prior to authorization of R/W plans, legal descriptions, deeds, and other documentation for accuracy and compliance with State, federal, and administrative requirements.

Section Operations - 10%

- Monitors compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff and supervisors (e.g., weekly meetings, status reports, etc.), personal review of project plans development, and through discussions with other MDT staff and management. Monitors compliance with established policies and reviews and approves atypical or developmental methods and procedures.
- Develops recommendations for staffing, material, and equipment needs based upon current and projected R/W project activities. Coordinates with centralized R/W staff, districts, consultants, and other interests (e.g., landowners, attorneys, etc.) to optimize project resource allocations, schedules, and procedures.

Staff Management - 10%

- Directly supervises Right of Way Design Section staff by reviewing and revising overall section work plans, priorities, and procedures, and monitoring progress through

meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of District and Department goals.

- Establishes and approves overall responsibilities, organizational structures, and allocation of positions within the Section. Recommends and justifies requests for additional personnel.
- Identifies staffing needs and recruits and hires 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. Enforces disciplinary policies to ensure consistency in application of disciplinary action.
- Ensures that staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements. Resolves grievances at the lowest level whenever possible.

Training Coordination/Advancement Policy Activities – 10%

- Determines training needs of program staff through analysis of program effectiveness, new technology and policies, and staff performance. Prepares, presents, or coordinates training through Human Resource specialists, training officers, or outside consultants to ensure that modern technologies and technical expertise are available. Ensures consistency in the application of training opportunities for all staff. Ensures that program personnel are properly supervised and trained to ensure that projects are cost-effective and achieve performance standards.

Other Duties - 5%

Performs a variety of other duties as assigned by the Bureau Chief and/or Lands Section Supervisor in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 3

The position number for each supervised employee is: 60049, 60002, 60046

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:

Extensive knowledge of land surveying, advanced principals of civil engineering and highway right of way design, construction methods and materials, and real estate law as it applies to land titles and transfer documents. Knowledge of the concepts and theories of environmental issues and regulations as they apply to road design. The position also requires thorough knowledge of contract administration, applicable state, federal, AASHTO, and FHWA design standards, technical and legal documentation standards, and 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 skill in analyzing, interpreting, examining and preparing technical, legal and contract data, understanding legal descriptions and restrictions, preparing legal documents and exhibits, and reading and interpreting highway plans. The position requires skill in directing, organizing, and coordinating multiple staff and projects; examining, interpreting, and translating technical/legal information to broad audiences, proficient in using standard office software applications (e.g., word processing, database, etc.), analyzing and interpreting statistical information, and written and verbal communications. This position also requires skill in the use of specialized surveying and other equipment such as microfiche readers, microfilm readers, distance measuring equipment, motion analyzers, planimeters, and others.

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, Business Administration, , Survey or a related field.

This position requires a minimum of 2 years of experience in Right-of-Way Design, Road Design, and/or Survey using CAD software. This position requires an additional minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include:

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 checked="" 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: Program Manager Job Code Number: 111917

Pay Band: 7

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:

Signature

Title

Date