

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: Utilities Checker Position Number: 60079 Location: Helena

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

Section and Unit: Utilities

Job Overview: This position serves as the Section's CADD design expert and utility checker to provide accurate and complete utility designs for relocation work; assist in the development, review and implementation of relocation projects; and provide project coordination, tracking, and representation for the Section and Bureau. The incumbent also performs a variety of other duties in support of ongoing Bureau, Division, and Department operations. The incumbent reports to the Utility Engineering Supervisor and does not directly supervise others.

Essential Functions (Major Duties or Responsibilities):

- A. PLAN AND SYSTEMS DESIGN 85%**
1. Develops utility plans utilizing right of way plans, construction plans, and cross-sections to provide accurate, safe, and technically viable plans and specifications for utility relocations.
 2. Develops and maintains accurate and efficient systems to effectively track utility, construction, and right of way plans and cross-sections associated with relocation and construction projects.
 3. Determines utility project data requirements and coordinates with the Highways Bureau, Right of Way Design, Bridge Bureau, Traffic and Safety Bureau, Consultant Design, and five districts to compile accurate and complete information and data necessary to manage tracking systems and relocation projects. Determines whether specific highway construction projects require utility involvement, when data will be available for developing utility plans, and which district is responsible for delivering the data.
 4. Reviews and provides edits to consultant engineering utility plans to verify accuracy, completeness and adherence to city, state, federal, and department standards and

guidelines and consults with department staff and the Professional Consultant Engineering firm to resolve problems and ensure accuracy of information on the final utility plans and cross-sections.

5. Reviews construction plans and design cross-sections to reflect technical information and data provided from a variety of sources. Reproduces plans and cross-sections, in both hard copy and electronic format, for district and utility companies as requested.
6. Analyzes and evaluates utility plans to determine the extent of actual or potential utility conflicts as well as viable solutions.
7. Represents the Utility Section at preliminary plan reviews to evaluate the quality and integrity of plans. Must exercise professional judgment and expertise to develop, recommend, and justify plan modifications such as road grade changes, revisions to cut and fill slope limits, right of way changes and reduce costly impacts to utility facilities, etc.

B. UTILITY AGENT

10%

1. Conducts Utility Plan in Hand field reviews with involved utility and/or railroad engineers, city and county officials, public works directors, tribal representatives, and utility engineering consultants to explain the scope of construction projects and determine the extent of actual/potential utility conflicts.
2. Develops cost estimates for utility and railroad relocations to provide location estimates for programming purposes.
3. Assesses utility and/or railroad cost estimates and plans to ensure that terms and conditions of agreements are met and that the cost estimates represent the most economical method of relocation.
4. Negotiates fair market prices for railroad right of way. The incumbent must evaluate Department appraisals; ownership documents (deeds, easements, etc.), encumbrances, and encroachments; and topographical and geographical features that may enhance or depreciate the final purchase price; reviews legal descriptions and computes areas.
5. Develops utility and/or railroad agreements to describe relocation work, cost sharing of work, special circumstances required by the contractor such as coordinated work. Writes contract special provisions to coordinate utility and highway construction work for inclusion in the construction contract.
6. Audits utility and railroad project billing to ensure accurate, complete, and timely payments by verifying the accuracy of invoices, identifying and resolving discrepancies, and processing payments.

C. OTHER DUTIES AS ASSIGNED

5%

1. This position performs a variety of other duties as assigned by the Utilities Section Manager and/or Supervisor in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Ability to travel through uneven terrain and/or active construction sites
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations (5%)
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

Knowledge, Skills and Abilities (Behaviors):

List the knowledge, skills and abilities (behaviors) typically required for the first day of work. You may also list preferred knowledge, skills and abilities.

KNOWLEDGE:

This position requires thorough knowledge of the principles and practices of highway engineering; mathematics; utility design and construction; state and federal regulations pertaining to utility placement and relocation; right of way acquisition; project management; contract administration and claims management; and environmental issues and regulations as they apply to road construction and utility relocation projects.

SKILLS:

This position requires skill in directing, organizing, and coordinating multiple staff and projects; examining, interpreting, and translating technical/legal information to broad audiences, standard office software applications (e.g., word processing, database, etc.), analyzing and interpreting statistical information, and written and verbal communications.

ABILITIES:

This position requires the ability to develop effective techniques and procedures to achieve goals and objectives; to provide clear directions, technical assistance, and guidance to team members to ensure effective operations and project activities; to assesses complex and rapidly changing technological issues and national trends; identify root causes of problems and development of alternative solutions; confidently challenge the status quo by experimenting with new ideas; to accurately apply engineering standards and project requirements to specific circumstances; to evaluate multiple and ambiguous factors to resolve problems; to communicate effectively orally and in writing; to create a positive work climate; to work effectively in a high stress and multi-task environment.

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 Engineering, Design Drafting or a related field.

This position requires a minimum of 2 years of experience in Utilities, Right of Way, or an Engineering field.

Certifications, licensure, or other credentials include: n/a

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 |
|------------------------------|--------------|-------------|

My signature below indicates that I have read this job description.

| | | |
|-----------------|--------------|-------------|
| Employee | Title | Date |
|-----------------|--------------|-------------|

Human Resources Review

Job Code Title:

Job Code Number:

Pay Band:

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