

# 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: Engineering Operations Bureau Chief      Position Number: 60082**

**Location: Helena    Department: Montana Department of Transportation**

**Division and Bureau: Highways and Engineering / Engineering Operations**

**Job Overview:** This position is the Engineering Operations Bureau Chief and is responsible for providing professional administrative and program oversight of bureau activities and projects; directing the development and implementation of engineering operation program methods, policies, and technology; and administering Engineering Operations Bureau budget, policies, and equipment. This position serves as an advisor to the Chief Engineer, Preconstruction Engineer, Construction Engineer, division bureau chiefs and section supervisors for the Highways & Engineering Division on a variety of issues affecting the Department's Engineering mission, operations, and statewide program activities.

The position reports to the Chief Engineer - Highways & Engineering Division Administrator, directly supervises six professional positions (6.0 FTE), and indirectly manages fifteen positions (15.0 FTE).

### **Essential Functions (Major Duties or Responsibilities):**

#### **Strategic Planning and Business Operation Improvement –55%**

- Coordinates comprehensive business improvement initiatives and projects to increase the overall quality, efficiency, and cost-effectiveness of the Highways & Engineering (H&E) Division's operations and services.
- Analyzes and evaluates business systems and infrastructure, including budgeting, information technology, planning, service delivery modes, statutory requirements, professional standards, available resources, and other components to develop and recommend innovative solutions and alternatives to achieving Department and program missions and objectives.
- Oversees development of initiatives designed to address current and anticipated Division needs, statutory requirements, and best management practices.
- Ensures that policies and practices integrate multiple requirements and objectives, comply with applicable State and Federal regulations and funding guidelines, and promote efficient and cost-effective systems and processes for MDT employees and partners.
- Administers research and evaluation of H&E Division management issues affecting Statewide division operations and activities to identify current or anticipated deficiencies, opportunities, and innovative approaches to meeting continually changing operational, technical, statutory, and program requirements.

- Identify, analyze, and prioritize division management issues as requested by management (e.g., Director and senior management officers, Division Administrators, Engineering Bureau Chiefs, and section supervisors, etc.) to improve the operational functions of the division.
- Ensures coordination of resources within the division and across division boundaries to accomplish these tasks.
- Serves as the liaison between the H&E Division and the Information Services Division. Oversees the information technology needs for the H&E Division to ensure compatibility with agency wide systems and requirements; present, promote, and defend division positions on various IT issues; and provide input to various policy and system development committees. As well as identifying and justifying IT opportunities, prioritizing division IT project delivery.
- Administers preparation of business case documentation for proposed IT solutions or business process changes to apprise senior H&E division and department management of actual and/or potential impacts and responses.
- Coordinates and manages both the preparation for request-for-information and request-for-proposals (REPs). Reviews the solicitation of vendor responses to ensure they not only meet specified IT/business needs. Identifies specific and detailed requirements. Reviews, investigates, and evaluates vendor response to determine applicability to division/department needs, as well as if the solicits vendor demonstrates and presents ideas of innovations in both IT and business solutions.
- Oversees the analysis and evaluation of MDT interrelationships between business functions and processes (e.g., engineering programs, accounting/budgeting, research and development, personnel management, etc.) to determine actual and potential impacts of alternative management strategies, new technologies and standards, changing legislation, budget and workforce adjustments, and other factors on H&E Division's operations and activities.
- Directs summarized management, information technology, training program, business process and policy recommendations to H&E Division Administrator, program managers and Bureau Chiefs. Comprehends, explains and justifies Division initiatives within division, across division boundaries and with external customers.

### **Engineering Operations Bureau Administration –30%**

- Oversees and directs the operation of the Research Section that is responsible for planning, directing, and overseeing the operations and activities of the Department's Research Projects Program, Experimental Projects Program, FHWA Pooled Fund Program and Technology Transfer Program.
- Business process-improvement organizes, directs, reviews, and approves the work of others in the performance of project delivery; assembles project teams, assigning individual responsibilities, identifies appropriate resources needed, develops schedules to ensure timely completion, and coordinates staffing needs with functional area managers.
- Oversees and directs the Highway Construction Training Program. Develops, implements, and manages a comprehensive training, orientation, and continuing education program for preconstruction and construction staff statewide.
- Conducts needs assessments, identifies sources/content for training, and administers contracts for training by consultants, develops training materials, teaches classes, manages training budgets, and reviews RFPs for training.

- Develops and administers Engineering Operations Bureau budget, policies, and equipment to ensure efficient and safe program operations, compliance with statutory responsibilities and related laws, and compliance with state, federal, and national standards.
- Assess legislated changes in budgeting requirements; and monitor the Research and Training programs for anticipated changes in funding levels and impacts on programs.
- Reviews and approves all requisitions, payrolls, expense claims, vendor claims, etc. for the bureau to ensure budgets are not exceeded and MDT resources are used in the most efficient manner possible.
- Determine and fulfill equipment procurement needs of the bureau including responsibility for developing equipment specifications, ensuring compliance to department procurement practices, developing EPP budget justifications and submitting requests, and integrating equipment into bureau practices to ensure maximization of bureau resources.

### **Staff Management –10%**

- Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Division and Department goals.
- Monitors staff compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff (e.g., weekly meetings, status reports, etc.); personal review of program operations and project plans; and through discussions with other Department staff and management.
- Handles disciplinary actions and resolves conflicts, hiring, training, and recommendations for terminating staff.
- 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.
- Establishes and approves overall responsibilities, organizational structures, and allocation of positions within sections of the Bureau.
- Determines training needs and develops training plans for Bureau staff through analysis of program effectiveness, new technology and policies, and staff performance.
- Prepares, presents, or arranges training through subordinate supervisors, personnel specialists, subject matter experts, training offices, or outside consultants.
- Ensures proper supervision and training of Bureau staff to make programs cost-effective and meet established and/or required standards.
- Determines and fulfills equipment procurement needs for subordinate staff including responsibility for approving specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into Bureau practices to ensure maximization of resources.

### **Other Duties as Assigned –5%**

- Performs a variety of other duties as assigned by the Highways and Engineering Division Administrator supporting program goals and objectives.
- Directs special projects, attends ongoing trainings and education, and performs a variety of other duties as assigned.

**Supervision**

The number of directly supervised employees is: 4.

The number of indirectly supervised employees is: 17.

The position number for each supervised employee is: 40067, 80014, 32073, 60017.

**Physical and Environmental Demands:** This position requires carrying and light lifting (items less than 10 lbs., i.e., papers, books, small parts). Remains seated for extended periods of time, with occasional walking, standing, and bending. Operates motor vehicle and travels within the State to district locations and as needed travel out of State by airline to National conferences and meetings.

**Knowledge, Skills and Abilities (Behaviors):**

- Extensive knowledge of the concepts and theories of business management and public administration.
- Knowledge of strategic planning principles; analytical methods and technologies; budgeting; workforce development, workforce management; and legislative processes.
- Thorough knowledge of program management; information technology standards; transportation system requirements; federal-aid eligibility; contract administration principles; statistical methodologies.
- Skills in business analysis and project management.
- Skill in planning and organizing the work of others.
- Ability to critically assess management plans as well as drawing conclusions and making recommendations.
- Skill in facilitating meetings and possesses the ability and skills in negotiation.
- Skill and the ability in developing and administering a variety of diverse projects and functions.
- Skill and ability to communicate effectively and efficiently both orally and in writing.
- Ability to multi-task and meet inflexible deadlines.
- Ability to read, comprehend and apply policies, procedures and guidelines.

**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, Engineering, Project Management, Computer Science, or a closely related field of study.

This position requires a minimum of five (5) years of experience in transportation related engineering, organizational management, strategic planning and/or business process analysis, program management experience. Work experience in a transportation-related environment is preferred.

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

Certifications, licensure, or other credentials include: NA.

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

Bachelor’s degree in public administration, math, science, education or engineering related field; plus, seven (7) years of experience in a transportation-related environment specifically related to engineering, computer sciences, strategic planning, organizational management, project management, and/or business process improvement may be considered in lieu of the Bachelor’s Degree in Business, Engineering or Computer Science.

Master’s degree in any of the above-mentioned fields will substitute for two years of experience. Two (2) years of direct supervisory experience and one (1) year of management development training course work may be considered in lieu of the three (3) years of direct supervisory experience.

**Special Requirements:**

<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:** A3101B    **Job Code Number:** Business Manager

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

**Human Resources:**

Tiffany Thornton    HR Generalist    3-1-2024

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Signature	Title	Date
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