

# 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: Maintenance Section Person A, B and C**

#### **Maintenance Section Person A**

03002, 03010, 03016, 03019, 03031, 03032, 03042, 03212, 73001, 73014, 73015, 73025, 73026, 73033, 73034, 73052, 73056, 73063, 73092, 74001, 74013, 74014, 74015, 74018, 74024, 74025, 74027, 74029, 74032, 74042, 74062, 74070, 74071, 75030, 75035, 75049, 75059, 75103, 75105, 76016, 76020, 76026, 76032, 76035, 76058, 77007, 77016, 77021, 77023, 77034, 77039, 77040, 77041, 77054, 78002, 78003, 78008, 78014, 78015, 78022, 78044, 78250, 79004, 79011, 79013, 79036, 87016, 87024, 88010, 88017, 89002, 89022, 89034, 89040

#### **Maintenance Section Person B**

03048, 73009, 73044, 73074, 74050, 74051, 75004, 75007, 75025, 75040, 75073, 75104, 76023, 76045, 76051, 77058, 77068, 78005, 78010, 79019, 78031, 87005, 87018, 87026, 87035, 88002, 88004, 88035, 88038, 88055, 88056, 88063, 89005, 89043

#### **Maintenance Section Person C**

03030, 73008, 73071, 73087, 74065, 75050, 75109, 76006, 77004, 77046, 78029, 79023, 87030, 88016, 88036, 89037

**Location: Statewide**

**Department: MDT**

**Division and Bureau: Maintenance Division/District Maintenance**

**Section and Unit: n/a**

#### **Job Overview:**

The Field Maintenance Section Person is responsible for planning and delivering maintenance projects (e.g., pavement overlays, bridge repairs, chip seals, drainage systems, winter road maintenance, etc.) involving multiple safety, engineering, and environmental considerations. The scope of duties includes coordinating and performing various maintenance projects and activities;

coordinating Section operations; providing direction to staff and performing a variety of other duties as assigned. The incumbent reports to the Division Maintenance Superintendent and provides direction, oversight, and leadership for up to 25 FTE staff.

This profile contains three internal levels of Maintenance Section Persons. Maintenance Section Person A leads regional operations with four or less total permanent employees assigned to the section, Maintenance Section Person B leads regional operations with five but less than nine total permanent employees assigned to the section, and Maintenance Section Person C leads regional operations with one of the following criteria: nine or more permanent employees assigned to the section, leads a crew in one of MDT's Division or District offices, or leads a crew with a unique set of complex and/or extenuating circumstances as determined by the Maintenance Administrator (for example managing a section that operates 24/7).

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

#### **Project Coordination, Delivery, Management and Direction - 70%**

- Coordinates, oversees, and performs preventative maintenance schedules, repairs, and enhancements to optimize asset performance and cost-efficiency.
- Coordinates directs, provides technical expertise, and performs repair and replacement projects on roadway, roadside, drainage, bridge, and MDT facilities to resolve actual or potential deficiencies, enhance transportation features (e.g., safety, durability, etc.), and ensure conformance with state and federal standards.
- Coordinates and performs traffic safety projects including installation, maintenance, repair, and replacement of post and overhead roadside signs, traffic signals, guardrails, curbs, medians, lighting, striping, and other features. Programs and calibrates electronic devices, technical and mechanical inspections, and repairs.
- Coordinates and performs winter maintenance operations including winter roadway inspections; snow removal; snow fence installation, repair, and removal; plowing, sanding, and application of de-icing chemicals; winter storm watch coordination. Responds to questions, complaints, emergency requests, and other incidents from members of the public, local officials, law enforcement personnel, MDT Transportation Management Center (TMC), and others.
- Coordinates the production, handling, and stockpiling of construction and maintenance materials to ensure public and environmental safety, process efficiency, and cost-effectiveness. Directs the production of aggregate, premix, and salt/sand mix; transporting and stocking bulk materials and maintenance supplies; and stockpiling salvaged highway materials.
- Coordinates and performs administrative and operational functions (e.g., personnel, accounting, environmental, permitting, information systems, etc.) with field maintenance divisions, centralized staff, local governments, and others to ensure statewide consistency;

evaluate and resolve common problems. Identifies and resolves errors, deficiencies, protests, exceptions, or other permit problems to ensure the effectiveness of ongoing maintenance activities.

- Coordinates and performs traffic control activities to ensure the safety of MDT staff and the traveling public and compliance with established regulations. Establishes traffic control practices for maintenance projects; ensures staff receives proper training and equipment; monitoring and performing traffic control activities; and resolving problems. Provides input and information for the formulation of new or modified traffic control practices and policies.
- Develops systems, standards, and procedures for effective coordination and project delivery within remote geographic regions. The position collaborates with other section persons, district staff, headquarters staff, local governments, law enforcement and others to develop cooperative approaches for emergency responses, resource sharing, common policies, and other issues.
- Directs, coaches and trains permanent and seasonal maintenance staff.
- Develops, reviews and revises staff work plans, priorities, and procedures. Monitors progress, disseminates data, and coordinates through meetings and consultation. Relays information regarding staff performance based on observable, measurable appraisal standards. Recommends, implements, and monitors corrective actions.
- Participates in recruitment and selection as requested by assisting managers in screening applicants, establishing questions for structured interviews, and participating in interviews.
- Plans and assigns work according to individual job descriptions, needs, and abilities of individual staff. Interprets, monitors, and implements work plans, policies, and procedures. Reviews assigned work for compliance with quality, quantity, and other standards Identifies and recommends training for section personnel.

### **Maintenance Section Operations and Oversight - 25%**

- Evaluates maintenance projects to determine priorities, resource requirements, procedures (e.g., environmental permitting, local/tribal involvement, etc.), schedules, quality assurances, and related management issues. Identifies and resolves deficiencies associated with project designs and specifications, schedules, contracts, resource allocations, and other issues to ensure safe, efficient, and effective project delivery.
- Monitors project expenditures to ensure Division management is aware of the needs for the section. Provides information to assist in maintenance reviews and the budget development process.
- Coordinates, performs, and oversees ongoing project operations and activities to ensure consistency with plans and specifications, safety requirements, engineering standards, contractor agreements, and quality assurance guidelines.
- Coordinates and implements responses to emergency situations to preserve and protect public safety and/or environmental health.

- Responds to public complaints, local/tribal government concerns, contractor disputes, media interviews, and other inquiries to explain, promote, and defend Division positions on maintenance activities and projects. Coordinates with other MDT personnel to ensure that public communications provide accurate, consistent, and relevant information regarding Division maintenance operations and activities.

### **Other Duties - 5%**

This position performs a variety of other duties as assigned by the Maintenance Superintendent in support of the Department mission and Division objectives. This includes exchanging information with consultants, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

### **Oversight**

This position provides direction and oversight for up to 25 personnel.

### **Physical and Environmental Demands:**

- Lift objects weighing up to 50 lbs.,
- Walk over uneven terrain or in water,
- Continual walking and/or standing,
- Extensive travel within the assigned area to project locations (1,000+ miles/month),
- Operate a personal computer,
- Communicate in writing, in person, and over the phone.

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

The position requires knowledge of the principles and practices of maintenance management, engineering, and associated physical sciences. This includes knowledge of road, traffic, and safety design; environmental rules and regulations; engineering policy and accepted practices; industry standards; AASHTO requirements and standards; federal, state, and local laws, regulations, and practices; contract claims; contract administration; highway maintenance and construction methods, specifications, standards, and regulations; materials properties, specifications, and test methods; safety practices; and departmental policies.

The position requires skill in reading and interpreting engineering and technical plans, specifications, and contract documents; project management; drawing conclusions and making recommendations; assessing maintenance management plans and projects; planning and conducting presentations and training; developing and administering a variety of diverse projects and functions; and developing ideas and solutions for complex problems by finding innovative and unprecedented solutions to maintenance management problems.

**Minimum Qualifications (Education and Experience):**

This position requires a minimum of 5 years construction/field maintenance-related experience. This position requires a minimum of 6 months of direct, or 1-year indirect supervisory experience. Experience in highway maintenance or construction is preferred.

Certifications, licensure, or other credentials include; Requires a valid Montana Commercial Operators License (Class A, Type II) with no restrictions, a tank endorsement and a valid Medical Examiner’s Certificate (MEC).

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications. A Bachelor’s Degree in Civil Engineering, Civil Engineering Technology, Construction Technology, Business Management, Business Administration, or Public Administration, or a related field may substitute for 4 years construction/field maintenance-related experience.

**Special Requirements:**

*List any other special required information for this position*

- Fingerprint check
- Valid driver’s license
- Background check
- Other; Describe

AFSCME or CRAFTS Depending on Assigned Safety Responsibilities  
 Location Union Code

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.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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**Employee Title Date**

**Human Resources Review**

**Job Code Title: Construction Specialist Job Code Number: S11011**

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 type="checkbox"/> Organizational Chart attached     |

**Human Resources:**

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**Signature Title Date**