

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: Area Maintenance Superintendent Position Number: 74008, 74054, 74007, 73082, 73046, 73067, 77024, 77052, 78040, 78249, 89214, 79014, 87007, 87212, 75068, 75075, 76212, 76011, 03043, 88030, 88046

Location: Statewide

Department: Transportation Division and Bureau: Districe Field Maintenance

Section and Unit: n/a

Job Overview:

The Area Maintenance Superintendent is responsible for providing supervisory guidance and oversight of maintenance activities including planning and delivering major maintenance projects (e.g., pavement overlays, bridge repairs, chip seals, epoxy striping contracts, crack seals, drainage systems, winter road maintenance, facilities, etc.) involving multiple safety, engineering, and environmental considerations. The scope of duties includes project planning and management; Area Maintenance operations management; and performing a variety of other duties as assigned. The incumbent reports to the Area Maintenance Engineer (#75034) and provides direct or indirect supervision activities for up to 59 professional and technical staff (38.31 FTE).

Essential Functions (Major Duties or Responsibilities):

Maintenance Project Management - 50%

Develops short and long-term operational plans and project objectives to ensure that major maintenance projects (e.g., pavement overlays, bridge repairs, chip seals, drainage systems, winter road maintenance, facilities, etc.) conform with applicable engineering, safety, and environmental standards; promote efficiency and cost-effective maintenance operations; and respond to federal, State, and local interests.

Assists in the development of maintenance policies, procedures, standards and specifications to ensure consistency with State and federal requirements.

Implements and monitors strategies for maintenance projects, contract administration, contract claims management, and related project activities.

Maintains liaisons with the Federal Highway Administration; other districts and MDT divisions; and State, local, and tribal agencies. Negotiates with State, federal, and local interests to develop project plans, specifications, and memorandum of understandings that satisfy multiple and sometimes conflicting interests and objectives.

Analyzes, researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to highway maintenance that may affect MDT operations including materials and equipment.

Analyzes and evaluates proposed 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.

Directs and oversees ongoing maintenance project operations and activities to ensure consistency with plans and specifications, safety requirements, engineering standards, contractor agreements, and quality assurance guidelines. Continually monitors the status of projects relative to dynamic environmental and emergency conditions to adjust priorities, resource allocations, project schedules, specifications, and other factors as necessary to ensure the safety of the traveling public and maximize Department resources.

Plans and implements strategies for responding to emergency situations to preserve and protect public safety and/or environmental health.

Mediates contractor disputes related to project performance, materials specifications, claims and payments, and other issues to ensure compliance with agreements. Negotiates consensus and resolution as appropriate; coordinates with Maintenance Division and District managers, legal staff, and other to resolve persistent disputes.

Responds to public complaints, local/tribal government concerns, media interviews, and other inquiries to explain, promote, and defend District positions on maintenance activities and projects. Coordinates with other Districts' Maintenance Engineering Managers, Area Maintenance Engineer, Engineering and Maintenance division personnel, and others as necessary to ensure that public communications provide accurate, consistent, and relevant information regarding District maintenance operations and activities. Informs public of encroachments and issues of noncompliance that must cease or be removed.

Area Maintenance Operations and Staff Management – 50%

Directs and coordinates administrative details related to various maintenance project operations related to maintenance, engineering, materials and environmental practices and standards to ensure expenditures are cost-effective and ensure compliance with State and federal 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, etc.), personal review of maintenance project plans, and through discussions with other MDT staff and management.

Provides historical, active and forecasted project data for the preparation of biennial budgets. Develops recommendations for allocations for annual fiscal operational plans and recommends spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses. Monitors project expenditures to ensure that money is allocated as designated and tracks project funding levels through review of fiscal reports and approval of expenditures.

Determines the need for and oversees the development, negotiation, monitoring and project management of contracted services for rest areas, spraying, and other activities.

Submits equipment procurement needs in recommending specifications, ensuring compliance to Department procurement practices, assisting in developing EPP budget justifications and submitting requests, and integrating equipment into ongoing operations to ensure maximization of Area resources. Assists in developing approaches and strategies for securing the additional equipment, supplies, and facilities needed to accomplish highway maintenance engineering responsibilities.

Directs and oversees inventory management of paint, de-icer, asphalt, gravel, office supplies, and equipment to ensure availability, accessibility, and operability of essential materials and equipment. Reviews and approves cyclical and specific procurements, preventative equipment maintenance and repairs, storage and disposal, and other activities to ensure quality, compliance, and cost-effectiveness of inventory resources and procedures.

Coordinates and oversees area maintenance traffic control activities to ensure the safety of MDT staff and the traveling public and compliance with established guidelines, policies, regulations and the Manual on Uniform Traffic Control Devices (MUTCD). Provide input and information for the formulation of new or modified traffic control practices and policies.

Assists in the review and approval of approach permits, encroachment permits, over-width and over-length permits, and utility permits when appropriate and in accordance with Department policy.

Participates in maintenance process reviews, analyses, and feasibility studies to determine the most effective and cost-efficient methods to enhance and modify to existing maintenance processes.

Directly and indirectly manages professional and technical staff (up to 59 total FTE) by reviewing and revising overall 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, Division, and Department goals.

This position performs a variety of other duties as assigned by the Area Maintenance Bureau Chief in support of the Department mission and District objectives.

Supervision

The number of employees supervised is: varies statewide

The position number for each supervised employee is: varies statewide

Physical and Environmental Demands:

- Lifting objects weighing up to 50 lbs.
- Ability to walk over uneven terrain or in water
- Continual walking and/or standing
- Extensive travel within the assigned area (1,000+ miles/month).

Field work involves working conditions associated with an active construction site, including:

- Exposure to extreme weather
- Exposure to loud noises
- Exposure to high-temperature substances
- Exposure to high-speed traffic
- Exposure to hazardous materials

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of the concepts and theories 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 complex 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):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Civil Engineering, Engineering Technology, Construction Technology, or a related field.

This position requires a minimum of 4 years progressively responsible experience in the highway maintenance and construction fields including experience with maintenance, materials, bridge and road construction, project management, and contracting. This position requires a minimum of 2 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.

Human Resources Review

Job Code Title: Construction Supervisor

Job Code Number: S1101M

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