STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodation to otherwise qualified individuals with disabilities.

Job Title: Superload Quality Control Specialist **Position Numbers: 22055**

Location: Helena **Department: Transportation**

Division and Bureau: Motor Carrier Services/Commercial Vehicle Operations Bureau

Section and Unit: Superload Program

Job Overview:

This position evaluates Division policies, performance measures, administrative rules, and business processes related to superload movements, and implements updates as needed. Updates operational policies, workflows, engineered route reviews, and administrative rule requirements related to superload movements. The position reviews and recommends approvals for superload permits route surveys, engineering analyses, and traffic control plans to ensure oversized or overweight movements comply with federal, state, and local regulations. This position reports to the Commercial Vehicle Operations Bureau Chief.

Essential Functions (Major Duties or Responsibilities):

Core Responsibilities 70%

Technical and Engineering Responsibilities

- Review engineering analysis using the Federal Bridge Formula and other load-distribution methods to verify axle spacing, weight limits, and structural impacts.
- Review structural and route suitability reviews, ensuring loads do not endanger bridges, roadways, or other infrastructure.
- Review proposed routes for feasibility, including bridge clearances, overhead obstructions, construction zones, narrow shoulders, and other constraints.
- Review and verify the completeness of traffic control plans, including requirements for pilot cars, utility relocations, law enforcement escorts, and curfews. Contact customers to obtain missing documentation as well as corrections needed.

- Coordinate and verify route surveys conducted by certified pilot car operators.
- Review oversize/overweight and superload permit applications, confirming route accuracy, dimensional compliance, and structural limitations prior to the permit approval. Evaluate superload permit applications for compliance with engineering, safety, and regulatory standards.
- Verify all application criteria, including non-divisibility, proof of necessity, and alternative transport considerations.
- Ensure all permit conditions, approvals, and engineering reviews are satisfied before issuing permits.
- Track and report Superload movement through the state as needed or requested depending on the size and weight of the Superload.

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Coordination & Stakeholder Engagement

- Liaise with internal divisions such as motor carrier services, bridge engineering, highway design, maintenance, and right-of-way teams.
- Coordinate with external partners including utilities, railroads, local jurisdictions, law enforcement, pilot car operators, and construction crews.
- Correspond with the general public, customers, and local, state, and federal agencies. Provide guidance and communicate with customers, carriers, districts, and other state agencies such as the Department of Justice to facilitate program activities.

Technical Assistance, Documentation & Reporting

- Provide guidance to carriers, enforcement agencies, and internal staff regarding permit requirements, fees, and regulatory standards.
- Prepare detailed permit conditions, engineering assessments, and traffic control documentation.
- Ensure accurate reporting and recordkeeping for approved or denied permits.
- Prepare Superload permit reports for analysis by MCS Leadership and MDT Management upon request.
- Evaluate and incorporate state, national, and international permitting standards. Assist with drafting administrative rules, policy updates, and legislative proposals. Conduct research to identify improvements to program effectiveness for the program manager to make decisions.
- Serving as a subject matter expert and work on MCS request for proposals. Serve as a scoring member on the RFP Team.

- Participate in grant funding activities. Serve as a subject matter expert for permitting on enforcement grants.
- Maintain and update the Superload program manuals and materials.

Development and Administration of Superload Permitting Policies and Regulations 25%

- Evaluates policies, standards and procedures to administer the Motor Carrier Services permitting program for super loads to promote uniform delivery of services in compliance with state and federal laws and regulations on a statewide, national and international basis. This involves assessment and incorporation of state, national and international initiatives and requirements.
- Assists in the development of policies and procedures to ensure compliance with applicable laws and regulations and ensure efficient operations of super loads. This involves research and analysis of motor carrier and commercial vehicle permitting issues, consultation with various motor carrier groups and organizations, participation in legislative initiated studies, and assessment of practices in other states and countries to determine necessary changes to increase program effectiveness and ensure legal compliance.
- Assists in the preparation of administrative rules and proposed legislation to address program and industry needs, facilitates the efficient operation of super load permitting programs and ensure consistency with state and national requirements. This involves research and analysis of current program operations, direct contact with the industry to determine needs and problem areas, review of current statutes and laws of Montana and other states, development of proposals for potential sponsors to support bills introduced to the legislature and development of proposed legislation and administrative rules to implement needed changes (e.g., expanded permit agreements, etc.).

Other Duties 5%

Performs a variety of other duties as assigned by the Bureua Chief and Administrtator in support of the department mission and bureau objectives.

Supervision

The number of employees supervised is: 0
The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- Works in typical office environment.

- Occasional travel around the state to perform field visits to review routes with other MDT staff and MCS Enforcement.

Knowledge, Skills and Abilities (Behaviors):

- Understanding of commercial motor carrier laws, MDT systems, transportation infrastructure, permitting processes, and regulatory compliance.
- Knowledge of Montana and Federal commercial motor carrier law and regulation including Titles 15, 61, and 69 of the Montana Codes Annotated (MCA), Title 44 of the Code of Federal Regulations (CFR), and the Administrative Rules of Montana (ARM), Title 18, Chapter 8.
- Knowledge of the State of Montana's highway system, geography, county jurisdictions and highway connectivity with other states and Canadian provinces.
- Ability to manage highly charged, time sensitive and sometimes hostile licensing/permitting related interactions with the commercial motor carrier industry, local government officials and other jurisdictional officials.
- Ability to identify, explain, interpret and defend complex and contradictory commercial motor carrier law and regulation.
- Ability to make decisions that impact the safety of the traveling public, the livelihood of commercial motor carriers, local government and MDT employees.
- Ability to communicate effectively with variying internal and external stakeholders.

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, transportation, engineering technology or a related field.

This position requires a minimum of 1 year of related experience.

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

☒	Fingerprint check	☒	Valid driver's license
☒	Background check	☐	Other; Describe
☒	MFPE 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**

Administrative Review **Title** **Date**

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

Employee **Title** **Date**

Human Resources Review

Job Code Title: Program Officer 2 **Job Code Number: B1J092**

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**