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: Geotech and Pavement Bureau Chief **Position Number: 54140026**

Location: Helena

Department: Transportation

Division and Bureau: Project Development & Delivery – Geotech and Pavement Bureau

Job Overview:

The Geotech & Pavement Bureau Chief oversees the Bureau's Geotechnical, Pavement Analysis, and Field Investigation sections and provides leadership and administrative management for all geotechnical and pavement engineering functions. The position directs subsurface investigation activities, laboratory testing, and engineering analysis and design. Key responsibilities include establishing project guidelines, procedures, and technical parameters; planning and supervising investigation, sampling, and analytical work; and providing advanced technical assistance to internal staff, consultants, and external agencies involved in road construction projects.

The Bureau Chief also develops and maintains agency policies and procedures for geotechnical engineering and pavement design strategies, serves as the primary point of contact for related technical inquiries, and acts as a liaison with the MDT Pavement Management Section to support statewide pavement condition assessment and data-collection efforts. This position reports to the Statewide Project Delivery Engineer and directly supervises 5 employees.

Essential Functions (Major Duties or Responsibilities):

Project Planning and Oversight – 60%

- Provides long-range planning and oversight for major Bureau projects to ensure the most cost-effective use of human and material resources.
- Evaluates engineering, quality, cost, safety, and operational needs to plan and manage quality control programs, analyses, training, and inspections
- Resolve complex geotechnical, surfacing and pavement and subsurface investigation issues referred by staff, consultants and MDT management.
- Assigns projects to ensure the most efficient, cost-effective, and otherwise appropriate use of human and material resources within inflexible project development (EPS) timelines and parameters.
- Establish guidelines for geotechnical studies and directs pavement condition data analysis to support project nomination, rehabilitation strategies, budgeting, and legislative justification.

- Develops solutions to a broad range of engineering deficiencies to facilitate timely project completion and ensure compliance with federal and state construction and contract requirements.
- Monitors subsurface and non-destructive investigation costs, procedures, effectiveness, staffing, and equipment; establishes procedures and standards and develops appropriate modifications; oversees project operations for drilling and sampling activities; and ensures Unit equipment and staffing resources are adequate.
- Determines, coordinates, and oversees responses to statewide Emergency Relief Projects involving rockslides, landslides, and related road hazard emergency situations.

Geotechnical Bureau Management – 20%

- Administers the Bureau's budget, policies, and equipment to ensure efficient, cost-effective, and safe operations, and compliance with statutory responsibilities and state, federal, and national standards.
- Monitors compliance with operational policies and achievement of goals through regular meetings, status reviews, and discussions with supervisors, staff, and MDT leadership.
- Develops the Bureau budget by reviewing allocations, recommendations, project plans, and expenditures, ensuring adequate support to districts and compliance with Federal, State, and MDT laws, regulations, and policies.
- Monitors program expenditures to ensure funds are used as designated, reviews accounting reports, and approves requisitions, payroll, expense claims, and vendor payments to prevent budget overruns and ensure efficient resource use.
- Determines and fulfills equipment procurement needs, including developing specifications, ensuring adherence to procurement practices, preparing budget justifications, and integrating new equipment into Bureau operations to maximize resources.

Staff Management – 15%

- Manages professional supervisory staff and indirectly supervises support staff by setting work plans, priorities, and procedures, and monitoring progress through meetings, consultations, and regular information exchange.
- Establishes and approves bureau responsibilities, organizational structure, and staffing allocations; recommends and justifies requests for additional personnel; and develops rotational assignments to support versatility and cross-training
- Identifies training needs based on program performance, new technologies, policies, and staff evaluations; provides or coordinates training to ensure staff use modern methods and consistent practices.
- Oversees recruitment and hiring by identifying staffing needs; coordinating with the HR Generalist to ensure compliance with employment and civil rights laws; assigning screening and selection committees; reviewing candidate assessments; and ensuring effective onboarding.
- Evaluate the performance of all positions directly supervised and complete performance evaluations; and review the work of positions indirectly supervised through assessment of subordinate supervisor's performance evaluations.

Other Duties– 5%

This position performs a variety of other duties as assigned by the Statewide Project Delivery Engineer and other management in support of the department mission and division objectives.

Supervision

This position supervises 5 positions directly and 33 indirectly.

The position number for each supervised employee is: 54140005, 54140010, 54140093, 54146005 and 54146019

Physical and Environmental Demands:

Physical:

- Works in a typical office environment - Remain seated for extended periods of time, with occasional walking, standing or bending
- Occasionally lift/transport items more than 50 pounds
- Occasionally travel within state to project locations, out of town bid lettings, and out of state travel by airline to national conferences and meetings

Environmental:

- Occasional fieldwork and the associated hazards and demands:
    - Asphalt fumes
    - Extreme weather and driving conditions
    - Loud noises
    - Traversing rough terrain

Knowledge, Skills and Abilities (Behaviors):

- Extensive knowledge of geotechnical engineering, geology, mathematics, physical sciences, and highway and bridge design principles.
- Comprehensive understanding of highway construction methods, construction engineering practices, engineering policy, materials properties, specifications, test methods, and construction safety practices.
- Strong understanding of Project Development & Delivery goals, project planning processes, research methods, and analytical techniques.
- Detailed knowledge of state, federal, AASHTO, and FHWA requirements and standards, as well as project specifications and statutory mandates.
- Proficient in the use and interpretation of specialized engineering manuals and documentation, including the Montana Geotechnical, Surfacing Design, Materials and

Construction Manuals, Standard Specifications for Road and Bridge Construction, and other MDT engineering manuals.

- Knowledge of transportation planning, highway design and construction processes, field applications of engineering, environmental regulations, and construction methods and practices.
- Familiarity with guidelines and procedures such as FHWA design manuals, Engineering Division policies, AASHTO and ASTM standards, and various Bureau-specific manuals.
- Proficient in interpreting complex designs, plans, drawings, statutes, regulations, contract documents and construction documents.
- Skilled in analyzing geotechnical projects using logical, defensible engineering approaches and in managing multiple project phases simultaneously.
- Strong judgment and decision-making skills for resolving difficult engineering, research, and contract issues.
- Effective communication and negotiation skills for interacting with staff, contractors, and stakeholders.
- Skill in administering diverse projects and functions, and in developing solutions to complex engineering and operational 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 Geotechnical Engineering, Civil Engineering, Geology, or other closely related field.

This position requires a minimum of 5 years of progressively responsible experience in geotechnical subsurface investigations, engineering analysis, and design.

This position requires a minimum of 3 years of supervision experience.

Certifications, licensure, or other credentials include: Registration as a Professional Engineer (PE) is required

Alternative qualifications include: None

Special Requirements:

☐ Fingerprint check

☐ Background check

Union Code

☐ Valid driver's license

☐ Other; Describe

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: Engineering Manager **Job Code Number: A9401B**

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**