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: Designer

Position Numbers: Career Ladder with multiple positions - 32046, 32086, 32089, 32091, 39003, 51001, 51044, 51206, 53042, 53064, 55012, 57040, 59029

Locations: Helena, Missoula, Butte, Great Falls, Glendive, Billings

Department: Transportation Division and Bureau: Highways and Engineering

Section and Unit: Road Design

Job Overview:

Positions in the assigned bureau or district are responsible for conducting in-depth engineering and analysis, administering contracts, overseeing projects and project design, and may serve as a lead worker. Work is assigned through instruction on specific engineering objectives and direction and the incumbent determines the best solution based on established engineering guidelines, knowledge, and skills. Completed work is reviewed for application of sound professional judgment.

Essential Functions (Major Duties or Responsibilities):

Entry level:

Applies prescribed engineering techniques and engineering procedures in accordance with established criteria to perform assigned tasks. The work is routine and technical therefore does not require previous experience. Collects data, gathers information or documents, performs standard computations or analysis and prepares drawings and visual aids. Possesses basic oral and written communication skills and interacts with other staff. The employee acquires an understanding of professional and ethical responsibilities and develops basic skills.

Mid level:

Acquires basic engineering knowledge and develops skills in a specific assigned work area. Applies

standard engineering techniques, procedures, and criteria to perform assigned tasks as part of a wide-ranging assignment. Exercises limited judgment on details of work and in application of standard methods for conventional work. Performs basic engineering design tasks and provides assistance for other tasks such as; drawings, and computer-aided design (CAD) work. Receives close supervision on unusual or difficult problems and general review of all aspects of work, and interacts with staff, general public, officials, and contractors.

Top level:

Performs routine engineering tasks in the assigned area with little or no supervision. Acquired engineering competence in a specific work area should reasonably transfer to other work areas at the same level.

Performs engineering design tasks under a variety of circumstances, in accordance with the assigned bureau or district. The setting may range from a traditional office environment to on-site environments that require engineering design activities which can be developed and varied. – 35%

- Assesses data from a variety of internal and external sources. Determines how to address the overall design process. Coordinates work with other disciplines, federal and state agencies, and tribal or local governments. Prepares a design package that is accurate, constructable and cost effective. Adjusts standards and practices to fit routine encounters of conflicting information, views, or interests.
- Prepares design packages incorporating the following:
    - Design models
    - General layout/plan and profiles
    - Design details
    - Avoidance and mitigation measures
    - Quantities and cost estimates
    - Special provisions
- Prepares to conduct dynamic engineering design activities in field and on-site environments, providing problem resolution.

Prepares or participates in preparing project documents, and other engineering reports. - 35%

- Prepares documentation of reviews and decisions on project related issues. The documentation includes milestone reports (e.g. Preliminary Field Review Report, Scope of Work Report, Plan-In-Hand Report, etc.), meeting minutes and other project-related decisions. Documentation includes proposed solutions, the evaluation process, and the basis for the final decisions.

Prepares and edits specifications. – 10%

- Prepares draft special provisions to address unique situations, materials and construction practices. Ensures that the method of measurement and basis of payment correspond to the project plans and that the special provisions do not conflict with MDT's Standard Specifications.

Performs research and investigations. – 10%

- Collects and analyzes data within a given set of parameters to determine the following:
    - Measures that may be needed to address changes in traffic volumes and characteristics
    - Impacts to existing systems or corridors
    - Compatibility with existing plans or environmental documents
    - Effects of changes in design practices
- Participates in larger studies such as corridor studies or Value Analysis studies as needed.

Assigns tasks to and coordinates work with entry-level engineers, designers, or administrative staff. - 5%

- Assesses the capabilities of entry level engineers, technicians or administrative staff and provides appropriate assignments. Reviews work for accuracy and provides technical guidance as needed.

Assists in determining schedule, cost estimating, forecast progress or budget requirements. - 5%

- Meets project schedules and keeps projects on budget. Identifies issues that may require additional time as well as areas where the allotted time can be reduced. Considers other factors such as scheduling and seeks out cost savings or minimizing cost increases.

Supervision

The number of employees supervised is: n/a

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

Physical and Environmental Demands:

- Work is generally performed in an office setting (headquarters or a district office).

- Travel is required and is generally a few times per year, with one or more overnight stays.
- The work environment can involve harsh or caustic fumes, dust, extreme temperatures, wind, rain and snow.

Knowledge, Skills and Abilities (Behaviors):

Develops sufficient engineering knowledge, skills, and judgment in a specific practice area to perform the routine engineering tasks in the assigned area. Although the knowledge acquired is in a specific work area, that knowledge and competence should reasonably transfer to other work areas at the same level.

Broad knowledge of engineering practices and principles and construction methods, processes and procedures, computer-assisted drafting and design software, and engineering techniques are required for projects of moderate complexity. A journey level knowledge of federal guidelines and procedures regarding road design and construction is also required.

Possesses effective oral and written communication skills in order to assist with client, customer, or official contacts and communication pertaining to specific assignment or meetings.

Minimum Qualifications (Education and Experience):

Entry Level

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to four years of design-related experience, or two years of design-related experience and a two-year Associate degree in Computer-Aided design, survey or a related field, or a Bachelor's Degree in Civil Engineering or a related field.

Mid Level

This position also requires a minimum of 2 years of related work experience.

Top Level

This position also requires a minimum of 3 years related work experience.

Special Requirements:

List any other special required information for this position

☐	Fingerprint check	☒	Valid driver's license
☐	Background check	☐	Other; Describe
MFPE or Non-Union 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: Designer

Job Code Number:173135/173145,173136/173146
Pay Band: 5,6

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**