

# 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: Statewide Broadband Coordinator    Position Number: 60012    Location: Helena**

**Department: Right of Way    Division and Bureau: Engineering    Section and Unit: Utilities**

### **Job Overview:**

The Right of Way Bureau acquires and manages land needed for transportation systems, provides assistance and payments to individuals and businesses relocated by highways, designs the right of way, and arranges for relocating utilities that conflict with highway construction. This position manages the statewide broadband deployment. This position serves as the contract administrator and innovations specialist and is responsible for researching, developing, reviewing, implementing, and deploying new technologies, practices, tools, and methods to install facilities within MDT's state highway system or Highway Commission designated right of way routes. This position reports to the Utility Engineering Manager.

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

#### **Project Management - 50%**

- Directs multiple projects concurrently or directs a single large or critical project. Determine assignments and when the project is system development related, work with direct supervisors to define work methods. Review detailed project plans.
- Regularly communicate with the Utility Engineering Manager, staff, and stakeholders by providing updates on project progress, activity, and concerns on all project related efforts.
- Manage the triple constraints of schedule, budget, and scope for assigned projects. Balance each of these elements as necessary in each particular situation to meet project delivery expectations. Carefully regulate project scope by securing consensus on what changes can be managed.
- Implement and follow a change management process on all projects. Consider impact of all changes on the project itself, on the existing staff, current business processes, software, hardware, and on other projects. Effectively estimate the impact of the change in all areas. Identify and, if necessary, implement project contingency plans to account for possible project obstacles.

- Provide Quality Assurance to ensure the project is meeting the identified needs, expectations, and requirements of customers and stakeholders, following project management guidelines. Create and present Quality Assurance plans to the Utility engineering manager, customers, and stakeholders.
- Ensure the project meets all the end users established and agreed upon goals. Track project activity and expenditures against plans.
- Ensure applicable state and federal laws, rules, and regulations compliance in all project efforts.
- The position will ensure the necessary project training of users and assess user satisfaction with the completed project.

### **Contract Administration - 45%**

- Conducts field reviews with involved engineering consultants on broadband, wireless, and pipeline projects to ensure that all applicable state and federal laws, rules, and regulations compliance in all project efforts.
- Ensure that terms and conditions of agreements are met. Coordinates review of agreements with other MDT sections and stakeholders. Interprets and analyzes field review information.
- Reviews and approves applications for alternative use licenses for interstate deployment.
- Conveys contract pricing for right of way.
- Develops lease agreements to cover special circumstances required by the contractor such as coordinated work. Writes contract special provisions to coordinate utility and highway construction work for inclusion in the construction contract. Conducts regular meetings for each project to review construction issues to address any problems. Resolve disputes with contractors regarding the adequacy of work to ensure the overall quality, timeliness, and effectiveness of relocation projects.
- Interprets governmental regulations, rules, and policies. Applies these theories to real estate transactions and business operations.
- Monitors and tracks status of existing alternative use licenses and agreements using MDT software applications.
- Draft and update processes, procedures, Right of Way manual, and Administrative Rules relative to the Alternative Uses of Highway Right of Way Program.
- Ensure the Alternative Uses of Highway Right of Way Program is administered in adherence to legislative intent.

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

This position performs a variety of other duties as assigned by the Utility Engineering Manager in support of the Department's mission and Right of Way Bureau's objectives.

## **Supervision**

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

## **Physical and Environmental Demands:**

- Light lifting (less than 20 lbs.)
- Ability to travel through uneven terrain and/or active construction sites
- Carrying light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking, standing, bending
- Traveling by car to in-state project locations, occasionally by airline to out of state conferences and meetings

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

This position requires thorough knowledge of the principles and practices of highway engineering; mathematics; utility design and construction; read and interpret MDT construction and utility staking plans, state and federal regulations pertaining to broadband, wireless, and pipeline installation and relocation; project management; contract administration and claims management; and environmental issues and regulations as they apply to road construction and utility/facility projects.

The position requires skills in the operation of a personal computer, office software and specialized system applications, and standard office equipment; mathematical analysis; problem solving techniques; organization, attention to detail, conflict resolution, time management, written and verbal communications; and presentation and negotiation.

This position requires skill in directing, organizing, and coordinating multiple staff and projects, examining, interpreting, and translating technical/legal information to broad audiences, standard office software applications (e.g., word processing, database, etc.), analyzing and interpreting statistical information, and written and verbal communications.

This position requires the ability to develop effective techniques and procedures to achieve goals and objectives; to provide clear directions, technical assistance, and guidance to team members to ensure effective operations and project activities; to assesses complex and rapidly changing technological issues and national trends; identify root causes of problems and development of alternative solutions; confidently challenge the status quo by experimenting with new ideas; to accurately apply engineering standards and project requirements to specific circumstances; to evaluate multiple and ambiguous factors to resolve problems; to communicate effectively orally and in writing; to create a positive work climate; to work effectively in a high stress and multi-task environment.

Additional knowledge, skills, and abilities to aid in success of this position include the following:

- Communicating in writing, in person, via MS Teams, Zoom, and over the phone
- Meeting demands for accuracy in all aspects of work
- Meeting inflexible deadlines
- Prioritizing work to meet goals and deadlines
- Communicating engineering concepts to people with varying levels of knowledge and education
- Coordinating with people having different priorities, backgrounds, cultures, etc.
- Interpreting complicated technical papers, manuals, publications, and reports
- Managing stress from the job responsibilities
- Decision making that affects public health and safety

**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 Engineering, Business Administration, Real Estate, Finance, Project Management, or a related field.

This position requires a minimum of 2 years of experience in Utilities, Right of Way, an Engineering field, Project Management and/or Business Analysis 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*

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|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe                   |

MFPA Union Code

Safety Responsibilities

<p>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.</p>
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**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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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Statewide Broadband Coordinator    Job Code Number: B1J032**

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 checked="" type="checkbox"/> Telework Available      | <input type="checkbox"/> Telework Not Available        |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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