

Chapter 3

Maintenance Division

3.0 Introduction

The maintenance program is a division within MDT. The Division is headquartered in Helena with eleven administrative area offices throughout the state.

In order to provide a degree of uniformity and standardization for maintenance, the Helena Headquarters Maintenance Division has the responsibility and authority for the Department's program philosophy, objectives and policies. The Areas administer the policies and maintain the state-maintained road system.

For this blend of centralization/decentralization to be effective, good communication and cooperation must exist between Headquarters and the district/area maintenance organizations.

3.1 Maintenance Definition

Montana State Statutes, MCA 60-1-103 definition of maintenance is:

Maintenance means the preservation of the entire highway, including surface, shoulders, roadsides, structures and traffic-control devices that are necessary for the safe and efficient use of the highway.

3.2 Maintenance Goals and Objectives

The goals and objectives for maintenance can be found on the following website:
[www.mdt.state.mt.us/departments/maintenance/2003 goals-objectives.html](http://www.mdt.state.mt.us/departments/maintenance/2003%20goals-objectives.html)

3.3 Maintenance Responsibilities

Maintenance Division

The Maintenance Division is responsible for the Maintenance, Equipment and Motor Pool Programs. The functions of the administrative program are defined by statute, state and federal administrative rules and Department policy. Each of these programs is a separate program requiring different administrative support functions and knowledge.

Maintenance Areas

Each Maintenance Area is responsible for the upkeep of the highway system including repairs to the surface, bridge repair, facility maintenance, pavement markings, signing, winter maintenance, right-of-way issues, issuances of permits, and administrative functions. The Area Maintenance Bureau Chief is also responsible for the equipment program that includes the repairs, maintenance and replacements of all fleet units in the area.

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3.4 Maintenance Division

Maintenance Division Responsibilities

The Maintenance Division is responsible for the following:

- Budgeting and managing finances and federal-aid programming.
- Repairing, maintaining and preserving MDT maintained roadways.
- Developing and monitoring policy and procedures.
- Establishing roadway maintenance and repair program guidelines.
- Administering federal-aid maintenance programs.
- Transferring technology and applying maintenance products and technology.
- Establishing of winter maintenance levels of service guidelines.
- Developing and monitoring snow and ice control methods and procedures.
- Developing and coordinating a statewide pavement preservation program.
- Establish roadside maintenance and noxious weed control.

3.5 Maintenance Program Service Center Organizational Structure

The headquarter organization is headed by a Division Administrator and the following subdivisions that report to the Division Administrator:

- Equipment Bureau
- Facilities Bureau
- Communications Bureau
- Maintenance Management System Section
- Maintenance Review Section
- Management Systems and Budgets

The following are the subdivision's responsibilities:

Equipment Bureau

The Equipment Bureau is responsible for the following:

- Acquiring, repairing, maintaining, servicing and disposing of the Department's fleet.
- Administering a central shop for receiving new units, fabricating and assembling specialized equipment.
- Providing technical assistance to field shops on repairs, servicing and maintenance.
- Reviewing and recommending changes in number and types of vehicles and equipment required for support of the various field operations.
- Administering an extensive vehicle/equipment usage and operations cost database (EMS).
- Delegating purchasing authority and monitors the Department's use of the automated fueling and administers policy.

Motor Pool Unit

The Equipment Bureau administers the state Motor Pool program. The Motor Pool is defined in statutes and has its own budget authority. The Motor Pool program is responsible for the fleet of vehicles:

- Acquisition of vehicles
- Repairing vehicles
- Maintaining vehicles
- Servicing vehicles
- Disposing of vehicles
- Providing technical assistance to field shops on repairs, procedures, maintenance of Motor Pool Management System (MPMS)
- Conducting field review
- Consulting with those who lease vehicles.

Facilities Bureau

This section is responsible for the following:

- Establishing the long-range building program.
- Prioritizing needs of all new facilities and ongoing repair and maintenance of current facilities.
- Fueling maintenance sites.
- Maintaining and repairing headquarters' campus.
- Controlling Department entry systems and facility keying.

Communication Bureau

This section is responsible for the following:

- Repairing, maintaining, upgrading, and developing the two-way radio communications system.
- Developing and implementing a telecommunications system such as area office phone system, gas card dispensing systems, tel-8 and METNET communication system.
- Providing cellular phones.
- Maintaining the Remote Weather Monitoring Systems (RWIS).
- Installing and maintaining the Variable Message Signs (VMS).
- Acting as a liaison for communications issues.

Maintenance Management Section

Maintenance Management Section is responsible for the following:

- Managing MMS (Maintenance Management System).
- Providing travelers information.
- Managing computer database.
- Managing contracts.

The Maintenance Management System (MMS) is designed to track all activities performed by maintenance forces and provides an extensive activity based cost reporting system database. The following are tracked by the MMS system:

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- Labor
- Equipment
- Materials
- Contracts
- Aggregates and road oil inventories

Maintenance Review Section

The Maintenance Review Section is responsible for the following:

- Assuring quality and statewide maintenance uniformity.
- Reviewing operational procedures and methods.
- Implementing new technologies.
- Providing training

Management System and Budget Section

This section is responsible for the following:

- Developing, distributing and monitoring of budget from state funds and federal aid.
- Acquiring land and maintenance sites.
- Controlling noxious weeds.

3.6 Maintenance Areas

The eleven (11) Maintenance Areas are decentralized field operations that are administered by District Administrators and managed by Area Maintenance Bureau Chiefs.

- Area Maintenance Bureau Chiefs are responsible for the maintenance and operation of highways, facilities and equipment.
- Area Maintenance Supervisors are responsible for supervising multiple Maintenance Section operations.
- A Field Maintenance Supervisors are responsible for the day-to-day planning, scheduling and completing activities within each section.
- Maintenance Tech I, II and III typically staff the section. Supplemental staff may include temporary, seasonal and/or on-call personnel.

The equipment function is administered through the Shop Superintendents who are responsible for shop operations and equipment issues.