

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: Traffic Data Collection & Analysis Supervisor Position Number: 26016

Location: Helena Department: Transportation

Operations Area and Program: Asset Strategy, Operations & Maintenance / Asset Strategy Program

Bureau and Section: Data & Analytics Bureau / Traffic Data Collection & Analysis Section

Job Overview:

This position is responsible for the ongoing development and administration of various state and federal traffic reporting and operations programs. Responsible for directing and overseeing traffic operations projects, information systems, data analyses, and related activities. This position reports to the Bureau Chief and directly supervises 9 employees.

Essential Functions (Major Duties or Responsibilities):

Program Development and Administration 50%

- Develops and establishes short and long-range plans for various state and federal traffic data programs. Assesses past, current, and potential program activities to find potential improvements and efficiencies. . Works with technical and professional staff to develop, define, and synthesize program plans into the broader Department plans and objectives.
- Develops, establishes, and monitors operational policies, procedures, and guidelines related to systems development, data collection and analysis, equipment operations, quality assurances, and related program activities.
- Identifies operational efficiencies and process improvements to enhance the implementation, integration, and administration of various program functions. Assesses existing analytical methods, tools, and technologies; available resources; staff competencies; transportation planning needs and priorities; and other factors to identify opportunities for improving program operations and delivery.

- Responsible for the statewide comprehensive Traffic Monitoring System (TMS) and ensures conformance with federal requirements. Coordinates the TMS local government involvement process, selection of analytical methodologies, analytical interpretation, report organization, editorial review, and quality and content of process documentation.
- Provides technical analysis and evaluation of vendor software, streamlining a variety of processing software, and developing system models and standards that promote quality, efficiency, and cost-effectiveness. Ensure standards are updated to conform to changes in industry hardware and software as well as changes in federal data collection, processing techniques, and regulations as mandated by Title 23 USC and HPMS reporting requirements.
- Directs and oversees the ongoing development of the statewide comprehensive Weigh-In-Motion (WIM) program to support and provide data for the Motor Carrier Services Division's enforcement activities. Use WIM data to provide Pavement Management, Engineering, and others with ESAL or load spectra data.
- Directs the development of new traffic data collection and analysis programs necessary to support statewide and metropolitan planning requirements of Federal law and policy processes including multimodal corridor plans and feasibility studies.
- Develops unique solutions for complex or unprecedented conflicts, deficiencies, and other problems associated with system impact analyses, environmental reviews, transportation access, policy development, and other issues.

Program Implementation

30%

- Monitors information systems and data collection activities to ensure the integrity of data collection, editing, and reporting at short-term and continuous count sites throughout Montana.
- Serves as a liaison between the section/bureau and design engineers to develop plans, schedules, and procedures for installing new or replacing existing traffic data collection equipment in conjunction with pending highway construction projects.
- Serves as a liaison with the Equipment, Procurement, and Project Development and Delivery staff to specify and procure operating equipment.
- Provides traffic forecasts for highway design, transportation plans, and environmental studies. Analyzes and compares static scale data to WIM truck weight data to ensure accuracy in developing ESAL computations as a basis for determining the amounts and types of materials used for construction and maintenance of Montana's highways.
- Evaluates the effectiveness of WIM system functions and operations to develop and modify data flow layout and program designs. Assesses changing transportation planning and traffic operations needs, system capabilities and limitations, and data management principles to develop new system functions and applications. Guides and directs staff in the development and implementation of systems analysis functions for various software programs.

- Writes, approves, and directly administers consultant contracts dealing with traffic data collection, software processing programs, installation of complex data collection equipment, and equipment calibration program.
- Directs and oversees the development of equipment specifications and operational software to make realistic and logical purchasing decisions of state-of-the-art equipment used to record vehicle volumes, vehicle types, vehicle speeds and axle loads.
- Develops traffic information analyses, reports, and other documentation regarding traffic volumes for specified periods, methods by which data was obtained, and procedures or methodologies used in development of traffic design data. Evaluates information and writes reports to document and communicate project results using all pertinent data and analyses from project studies.
- Provides guidance and technical expertise to MDT management, employees, other agencies and the public on traffic monitoring procedures, development of traffic statistics and characteristics, program operations, project activities, and other related matters.

Staff Supervision 15%

- Reviews and revises staff work plans, priorities, and procedures and monitors progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Bureau and Department goals.
- Establishes and approves overall responsibilities and position allocations within the Section's programs. Recommends and justifies requests for additional personnel as necessary.
- Determines training needs of Section staff by analyzing program effectiveness and individual staff performance; and emerging standards, specifications, technologies, and policies. Prepares, presents, and/or coordinates training for staff through personnel specialists, training offices, or consultants to ensure that modern technologies and operational strategies are available.
- Identifies staffing needs, recruits and hires employees, and coordinates with Human Resources staff to adequately support the ongoing operations and activities of the Section.
- Evaluates the performance of staff and completes performance evaluations. Recommends, implements, and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in the application of disciplinary actions.
- Ensures that Section staff complies with State and Department personnel rules, regulations, and policies. Resolves grievances at the lowest level whenever possible.

Other Duties 5%

This position performs a variety of other duties as assigned by the Bureau Chief, Program Manager, and Operations Manager in support of the Department mission and Program objectives.

Supervision

The number of employees supervised is: 9

The position number for each supervised employee is: 05012, 05021, 26024, 26036, 26048, 26049, 26054, 26061, 26068,

Physical and Environmental Demands:

- Works in a typical office environment.
- Travels within the state to project locations, and out of state travel by airline to national conferences and meetings.

Knowledge, Skills and Abilities (Behaviors):

- Extensive knowledge of principles and theories of traffic monitoring and analysis.
- Knowledge of statistical methods used to establish traffic trends and forecasts.
- Knowledge of federal-aid highway program funding sources and planning requirements.
- Knowledge of advanced information system functions, operations, and programs.
- Knowledge of data analysis and reporting requirements of the Federal Highway programs as mandated in Title 23 USC, Traffic Monitoring Guide (TMG), Highway Performance Monitoring System Field Guide, AASHTO guidelines, and the American Society for Testing and Materials (ASTM) standards.
- Knowledge of the principles and practices of transportation planning; program planning, budgeting, and administration; and contract administration principles and claims management.
- Skills in evaluating the social, economic, land use, visual, and aesthetic issues associated with the Highway Program.
- Skills in budgeting, program management, project implementation, and administering a variety of project objectives and requirements.
- Ability to synthesize complex information into accessible data and reports; translate technical information for varied audiences; and apply technical research methods, tools, and techniques.

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 Civil Engineering, Mathematics, Planning, Business or a related field.

This position requires a minimum of four years of related program / project management or other related experience. This position requires a minimum of one year of supervisory 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:☐

Fingerprint check

☒

Valid driver's license

☐

Background check

☐

Other; Describe

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**

Employee**Title****Date**

Human Resources Review

Job Code Title: Transportation Planner Supervisor

Job Code Number: E3901M

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