

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: Facilities Bureau Chief Position Number: 41020

Location: Helena Department: Transportation

Division and Bureau: Asset Strategy, Operations & Maintenance / Facilities Bureau

Job Overview:

The Facilities Bureau Chief provides strategic leadership and executive oversight of MDT's statewide facilities program. This position directs the planning, acquisition, design, construction, maintenance, and lifecycle management of over 200 MDT facilities valued at more than \$200 million. Responsible for statewide capital planning, operational excellence, environmental compliance, and long-term sustainability. Leads professional and technical staff, collaborates with other divisions, state agencies, and external partners to ensure MDT facilities effectively support the department's mission and operational needs. Works with District Maintenance Chief's to provide oversight and guidance to district maintenance carpenter positions. This position reports to the Operations Manager for the Asset Strategy, Operations & Maintenance Division, directly supervises 3 employees and indirectly supervises 11 employees.

Essential Functions (Major Duties or Responsibilities):

Facilities Program Oversight 50%

- Provide strategic direction for MDT's statewide facilities programs, including planning, design, construction, operations, and maintenance.
- Develop and implement long- and short-range capital improvement and maintenance strategies aligned with asset management and sustainability goals.
- Lead statewide facility condition assessments, budget prioritization, and performance-based investment planning.
- Oversee compliance with environmental, accessibility, building, and energy standards in coordination with state and federal agencies.
- Direct development and implementation of facility-related policies, procedures, and standards to ensure consistent practices across all districts.

- Manage environmental and safety compliance, including hazardous materials handling, fuel storage, stormwater, and waste management programs.
- Coordinate with the Department of Administration on long-range building program initiatives and state capital improvement planning.
- Represent MDT in legislative hearings and interagency forums, providing expert input on facilities management, construction policy, and environmental compliance.
- Foster innovation in sustainable design, energy efficiency, and building technologies to improve operational performance and resiliency.

Project Management 25%

- Lead the planning, design, and delivery of new construction, major maintenance, and renovation projects across MDT facilities.
- Oversee all project phases from concept through closeout, ensuring scope, budget, and schedule objectives are met.
- Develop and approve technical specifications, cost estimates, and construction schedules.
- Monitor and evaluate project performance, identifying risks and implementing mitigation strategies.
- Direct contract development, procurement, and administration for construction and professional services.
- Review and approve project designs for architectural, mechanical, electrical, and structural systems.
- Ensure integration of safety, accessibility, and sustainability features into facility design and construction standards.
- Provide technical direction on facility security systems, energy management, and emergency preparedness infrastructure.
- Manage budget tracking and expenditure controls to ensure fiscal accountability and efficient resource allocation.

Staff Management 10%

- Supervise leadership staff, professional staff and technical staff by providing vision, mentorship, and accountability for program performance. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Bureau goals.
- Ensure effective workforce development, training, and succession planning.
- Promote a culture of safety, accountability, innovation, and customer service.
- Implement effective change management practices across facilities programs, ensuring modernization and workforce readiness.
- Develop career pathways and succession planning strategies to strengthen statewide technical and leadership capacity.

- Identifies staffing needs, recruits and hires employees, and allocates positions within the Bureau. Ensures compliance with State and federal employment and civil rights laws throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making hiring decisions, and ensuring proper training and orientation of new employees.
- Ensures that Bureau staff comply with State and departmental personnel rules, regulations, and policies as well as collective bargaining agreements. Resolves grievances at the lowest level possible.

Other Duties 5%

Performs a variety of other duties assigned by the Operations Manager and Director in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 3

The position number for each supervised employee is: 94124, 41004, 76065

Physical and Environmental Demands:

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

Knowledge, Skills and Abilities (Behaviors):

- Comprehensive knowledge of facilities planning, construction, environmental compliance, and capital financing, along with expertise in budgeting, and fiscal management.
- Strong leadership, negotiation, and communication skills are essential, with the ability to represent MDT at executive and legislative levels.
- Ability to manage multiple high-value programs, resolve complex operational and fiscal conflicts, and translate technical and financial data into actionable strategies for diverse audiences.
- Knowledge of budgeting, fiscal management practices, and State and federal funding principles and requirements.
- Advanced written and verbal communication skills, including technical, legislative, and public documents, presentations, and negotiations with widely varied audiences.

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 Business Management, Construction Management, Engineering, Architecture, or a related field.

This position requires a minimum of 5 years of experience in building management, facilities management, construction management, or related field. This position requires a minimum of 3 years of supervision.

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

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| none 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
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Facilities Manager Job Code Number: A3102B

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 type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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