

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: District Environmental Engineering Specialist

Position Number: 90758, 92338, 91998, 92498, 90178

Location: Statewide

Department: Transportation

Division and Bureau: Rail, Transit and Planning Division/Environmental Services Unit

Section and Unit: Environmental Engineering Section/Field Services Unit

Job Overview:

This position is commonly referred to as the District Environmental Engineering Specialist (DEES). The DEES serve in the District, for the Field Services Unit within the Engineering Section of the Environmental Services Bureau (ESB). This position is responsible for implementing MDT's erosion and sediment control, storm water, construction, and maintenance environmental permitting and compliance activities and programs to ensure compliance with local, State, Federal and Tribal regulations. This position is responsible for assisting with the development and delivery of environmental compliance and stewardship training programs. This position provides training for district field staff; contractors; other MDT work units; and other local, state, and federal agencies in accordance with ESB policy. This position exercises solid environmental engineering judgment coupled with accurate interpretation of environmental laws.

The Butte DEES (Position #90758) and Glendive DEES (Position #91998) directly report to the Field Services Engineer (FSE) in the ESB for supervision. Indirect supervision of the Butte and Glendive DEES positions is provided by the District Preconstruction Engineer. The Great Falls DEES' (Position #92338), Missoula DEES' (Position 90178) and Billings DEES' (Position #92498) daily supervision is from the District Preconstruction Engineer or District Construction Engineer, with indirect supervision provided by the FSE. These positions report to the Field Services Unit in the ESB for work prioritization, policy, and procedures, and routinely consult with the FSE regarding technical and ESB policy matters. These positions do not supervise other agency personnel.

Essential Functions (Major Duties or Responsibilities):

Construction Environmental Compliance Assistance – 30%

- This position provides professional and technical assistance, guidance and recommendations to district staff, Engineering Project Managers and contractors to promote compliance with applicable environmental regulations, permits, project plans, specifications, environmental commitments, and MDT and ESB policies and procedures.
- At the request of ESB, reviews environmental permit conditions and environmental special conditions within the contract document. Conducts reviews of preliminary bid packages for environmental issues that could affect constructability and construction activities. Develops suggested revisions, edits or additions to plans and special provisions and coordinates with ESB regarding their insertion in the contract documents.
- Participates in Pre-Construction Conferences to provide information and guidance regarding contract design features and special provisions related to environmental issues, environmental permit requirements for permanent and temporary facilities, and applicable environmental rules and regulations.
- The position is responsible for reviewing and evaluating Contractors' SPA 124 and CWA Section 404 permit applications for temporary facilities and construction activities. This position will coordinate with field staff and/or Contractors to review permit conditions and promote proper implementation of and compliance with those conditions.
- In coordination with the EPM, conducts on-site reviews to promote compliance with environmental permits, commitments, policies, procedures and applicable regulatory requirements, as well as for adherence to environmental-related standard specifications and special provisions. Monitors the effectiveness of environmental performance and procedures and makes recommendations to enhance environmental compliance, efficiency and cost effectiveness. Coordinates with contractors through the EPM and project staff to resolve problems at the lowest level possible. Assists construction personnel with issues related to erosion and sediment control Best Management Practices (BMPs) for purposes of complying with FHWA funding requirements.
- Coordinates with District personnel and Contractors to participate in Final Construction Inspection for Project Close-out to confirm environmental compliance to facilitate storm water permit transfers from the contractor or endorse the contractor's termination of storm water permit. Investigates contractor recordkeeping and compliance history to assess risk to the Department (or local agency) associated with permit transfer. If the Contractors' permit is to be transferred to a local agency, this position will provide technical assistance to local agency personnel if needed.
- Coordinates with District personnel to conduct on-site reviews to ensure uniform contract administration measures related to environmental permitting, water quality protection, storm water management, and other project elements to ensure compliance with contract documents, applicable environmental regulations, and requirements for federal aid.

Monitors the effectiveness of contract administration policy and procedures and makes recommendations to improve efficiency or cost effectiveness. Provides input into the development of contract administration measures related to environmental matters.

- Coordinates or conducts investigations of actual or potential environmental compliance deficiencies during construction. Recommends measures and practices to rectify deficiencies.
- Develops alternatives and innovative approaches to complex engineering problems (e.g., unexpected site or environmental conditions, design flaws, safety concerns, etc.) to promote compliance with environmental regulations and permits.
- Develops and promotes uniform contract administration measures related to BMPs to ensure full compliance with all requirements for federal aid. Monitor the effectiveness of contract administration policy and procedures and make recommendations to improve efficiency and cost effectiveness.
- Provides advice and guidance to District personnel on the evaluation and analysis of contract claims related to environmental matters.
- Provides environmental compliance advice, guidance and training to District staff in regard to water quality protection; storm water permitting; erosion and sediment control BMP implementation, inspection, and maintenance; temporary facilities and construction activity permitting; MS4 permitting; etc.
- Correspond with regulatory agencies to obtain or furnish information regarding construction projects.
- This position will function as a liaison between Field construction crews and other ESB personnel to foster effective communications. Serve as a contact and information point for district staff on environmental permitting for construction activities and temporary facilities.
- Reviews requests for change orders and provide input regarding additional environmental permitting or review that may be triggered. Coordinates with other ESB personnel regarding the need for additional or modified permitting related to permanent facilities environmental documents, clearances, and permits.

Maintenance Environmental Compliance Assistance – 30%

- The position is responsible for evaluating proposed activities to be conducted by MDT maintenance personnel for purposes of determining applicable environmental permitting, suggesting alternative means of accomplishing the maintenance work to minimize permitting responsibilities and enforcement risks, and ultimately preparing the permit joint application form in compliance with Federal, State and local regulations for ESB submittal. This position will coordinate with maintenance staff to review applicable laws and permit conditions and promote proper implementation of and compliance with those laws and conditions.

- This position will function as a liaison between maintenance personnel and other ESB personnel to foster effective communications and facilitate necessary environmental reviews such as Montana Environmental Policy Act (MEPA) compliance, protection of biological resources, and remediation of spill or hazardous material sites. As requested by Maintenance personnel, assist with preparation of environmental checklists for submittal to ESB. As requested by other ESB personnel, conduct on-site reviews of locations of proposed approach, utility or encroachment permit applications.
- This position is responsible for developing Storm Water Pollution Prevention Plans (SWPPPs) for maintenance activities in accordance with Montana and National Pollutant Discharge Elimination System (MPDES and NPDES) Construction General Permit requirements. This position is responsible for preparing the NOI for ESB submittal and overseeing Maintenance administration of these permit requirements including SWPPP updates, inspections, training, BMP installation and maintenance and revegetation efforts. This position is responsible for conducting annual inspections as applicable and for preparing the final stabilization report for
- Storm Water Permit termination. Prepares Notice of Termination (NOT) packets for Environmental Services Bureau Chief signature.
- Coordinates with District Maintenance personnel to conduct on-site reviews to promote compliance with environmental permits and applicable regulatory requirements. Monitors the effectiveness of environmental performance and procedures and makes recommendations to enhance environmental compliance, efficiency or cost effectiveness.
- Coordinates or conducts investigations of actual or potential environmental compliance deficiencies during maintenance activities. Recommends measures and practices to rectify deficiencies.
- Coordinate with ESB and district staff to identify appropriate locations for implementation of Federal Revegetation Management Program funds. As requested by other ESB personnel, the DA or DA delegate, assist with on-site reviews, contractor selection, work assignments, and contractor oversight.

Municipal Separate Storm Sewere System (MS4) Compliance – 20%

- This person is responsible for participating in activities to comply with Municipal Separate Storm Sewer System (MS4) permits within his/her district. Provides direction and coordination for administrative details related to local MS4 programs to ensure cost-effective expenditures as well as compliance with Local, State and Federal requirements.
- Monitors and evaluates information to determine compliance with established local, State and Federal policies and procedures. Uses professional judgment to review program operations and project plans; and through discussions with other Department staff and management, implements compliance measures. Monitors compliance with established MDT policies.

- Conducts outfall screening and storm drainage system mapping in compliance with applicable rules, regulations, and permit requirements.
- Assists ESB and Legal Services in development of responses to audits, deficiency and violation reports, and negotiation options regarding Local, State, and Federal MS4 requirements.
- Participates in creating, organizing, promoting and presenting training for the six measures required by federal and state law, (Public Education and Outreach, Public Participation and Involvement, Illicit Discharge Detection and Elimination, Construction Site Storm Water Control, Post-Construction Storm Water Management, Pollution Prevention and Good Housekeeping for Municipal Operations).
- Participates in development of Storm Water Management Plans and annual reporting for MS4 permit compliance.
- As requested by other ESB personnel, assist in design of post-construction storm water management in new development and redevelopment.
- Assist Maintenance and facilities staff in the district to ensure appropriate pollution prevention and good housekeeping for municipal operations. Recommend BMP improvements at MDT- owned facilities to reduce the discharge of pollutants to state waters to the maximum extent practicable.

Other Duties – 20%

This position performs a variety of other duties as assigned by the ESB, District Supervisor, or as determined by the incumbent in support of the Department mission and Section objectives.

Supervision

The number of employees supervised is: 0

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

Physical and Environmental Demands:

Travel throughout the state typically in excess of 12,000 miles per year to conduct project reviews, inspections, and site evaluations; attend public/project meetings; and meet with government officials.

Work in proximity with heavy equipment, including front end loaders, back hoes, cranes, dump trucks, and other earth moving equipment.

Physical activities, including occasional lifting (up to 50 pounds), traversing uneven terrain, and placement of temporary erosion control BMP's in inclement weather.

Walk along existing and proposed highway corridors under extreme environmental conditions for field reviews and data collection.

Other information including working conditions such as shifts, lifting requirements, travel or hours. This position requires travel throughout the District(s) typically in excess of 12,000 miles per year to conduct project reviews, inspections, and site evaluations; attend public/project meetings; and meet with government officials.

Extended working hours and unusual shifts may be required. This position requires periodic over-night stays away from Work Address. Compliance activities and investigations may lead to confrontational situations. The incumbent must be capable of working in adverse weather conditions on all types of terrain, and lifting and transporting supplies and equipment. Duties are often performed on active construction sites in proximity to heavy equipment, hot asphalt, and high speed traffic, requiring use of hard hats and safety training.

Knowledge, Skills and Abilities (Behaviors):

Incumbent will need a working knowledge of transportation construction and maintenance activities and local, state, federal, and tribal water quality regulations, standards, and requirements; statewide construction project needs and processes; Department objectives; and practical environmental engineering applications to implement erosion control and permitting programs required for critical federal funding. Other problems involve site-specific environmental issues, unique construction requirements, and politically or technically contentious issues associated with construction project objectives and water quality regulations.

This position requires extensive knowledge of accepted and developmental theories, concepts, and principles of civil and environmental engineering and environmental resources as they relate to environmental resource management, water quality protection, and erosion and sediment control as well as related mathematics and physical sciences (e.g., hydrology, geotechnical analysis, soil mechanics, etc.). The position also requires knowledge of the methods and practices of highway construction; engineering and design; and related policies, methods, procedures, specifications, standards, and regulations; advanced research methods and techniques; environmental permitting processes and requirements; applicable state, federal, AASHTO, and FHWA requirements and standards; applicable state, federal, and tribal laws and permit requirements.

The incumbent must be able to effectively manage multiple tasks and prioritize those tasks based on critical risk assessment capabilities. The incumbent must communicate well with a wide variety of audiences. The incumbent must be able to work well independently and as part of a team.

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 Environmental Engineering, Civil Engineering, Construction Engineering, or a related field.

This position requires a minimum of 4 years of progressively responsible experience in civil, construction and/or environmental work. Experience in transportation is preferred.

Certifications, licensure, or other credentials include: This position requires proof of passage of the Fundamentals of Engineering (FE) exam. A Professional Engineer (PE) license is preferred.

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 |
| 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: Engineering Analyst 1 Job Code Number: D25011

Level: 1

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