

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: Utilities Designer/Checker Position Number: 60079 Location: Helena

Department: Transportation Division and Bureau: Engineering / Right of Way

Section and Unit: Utilities

Job Overview: This position serves as the Utility CADD design expert for the utility section and the Utility plan checker for the utility section. As the designer, this position provides accurate and complete utility designs for relocation work, assists in the review and implementation of relocation projects, and provides project coordination, tracking and representation for the section and bureau. As the plan checker, this position reviews plan packages developed by consultants to ensure compliance with applicable standards, ensures plans are accurate and CADD files are compiled according to MDT standards. This position provides technical assistance, training and direction to utility agents, designers and engineers as needed, and technical assistance, direction, changes and plan requirements to consultants.

Essential Functions (Major Duties or Responsibilities):

Utility Plan Design - 45%

- Serve as functional manager for utility plan preparation for internally designed projects, including responsibility for planning, allocating and administering schedules, and ongoing operations. Coordinate project communications, ensure quality and conformance with specifications and requirements.
- Develop utility plans, right of way plans, construction plans, and cross-sections to provide accurate, safe, and technically viable plans and specifications for utility relocations.
- Develops and maintains accurate and efficient systems to effectively track utility, construction, and right of way plans and cross-sections associated with relocation and construction projects.

- Determine utility project data requirements and manipulate data prepared by the Highways Bureau, Bridge Bureau, Traffic and Safety Bureau, Consultant Design, Right of Way Design Section, and five districts to compile accurate and complete information and data necessary to create a complete set of utility plans.
- Develops construction plans and design cross-sections to reflect technical information and data provided from a variety of sources. Reproduces plans and cross-sections, in both hard copy and electronic format, for district and utility companies as requested.
- Analyzes and evaluates road construction plans to determine the extent of actual or potential utility conflicts as well as viable solutions.
- Represents the Utility Section at preliminary plan reviews to evaluate the quality and integrity of plans.
- Determines whether specific highway construction projects require utility involvement, when data will be available for developing utility plans, and which district is responsible for delivering the data.

Utility Plan Checking - 40%

Serve as functional manager for utility plan checking for consultant designed projects, including responsibility for planning, allocating and administering schedules, and ongoing operations. Coordinate project communications, ensure quality and conformance with specifications and requirements.

Review and check consultant designed utility files and related documentation. Manage consultant design files on DMS.

Review and check SUE surveys, plans and reports received from consultants to evaluate the quality and integrity of utility data, assure utility agents receive copies for use in the completion of utility relocation projects. Review and check consultant designed utility plans to verify accuracy, completeness and adherence to department standards and guidelines. Provide written comments to department staff and Professional Consultant Engineering firms to make plan corrections before final plan submittal.

Technical Assistance and Training - 10%

- Maintain a contemporary knowledge of construction and design practices, software, and other job related skills by attending training and education to maintain continuing professional development. Maintain constant contact with other MDT divisions and bureaus, and conduct continual research to maintain a current knowledge of state and federal policies and standard, current software applications and other job-related issues.
- Provide technical assistance and training to utility agents and other staff on computer-related items such as data transfer, resolving plotting problems, and answering specialized

software questions. Provide training in the use of the department's design software packages, DMS, EPS, Adobe Acrobat, plotters and printers.

- Provide design and utility plan interpretation, consultation and guidance to designers throughout the course of design projects.
- Provide project related guidance and technical expertise to other departmental work units regarding issues with utilities, design alternatives, and solutions.
- Provide technical assistance and information to utility companies and consultants by providing information and answering questions on projects. Prepare and export design files for data transfer to MT Share file transfer service as requested by utility companies for their use.
- Provide support and assistance to project managers and designers to deliver projects on schedule.
- Participate in the development and writing of specifications for design methods and applications.

Other Duties – 5%

This position performs a variety of other duties as assigned by the Utility Section Manager in support of the Department mission and Division 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 10 lbs.)
- Ability to travel through uneven terrain and/or active construction sites
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety

Knowledge, Skills and Abilities (Behaviors):

This position requires thorough knowledge of the principles and practices of highway engineering; mathematics; utility design and construction; state and federal regulations pertaining to utility placement and relocation; right of way acquisition; project management; specialized engineering and design software including MicroStation, DMS and EPS; and environmental issues and regulations as they apply to road construction and utility relocation projects.

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

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, Design Drafting or a related field.

This position requires a minimum of 2 years of experience in Utilities, Right of Way, or an Engineering field.

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

☐

Fingerprint check

☐

Background check

Union Code

☐

Other; Describe

☒

Valid driver's license

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: Designer 2 Job Code Number: D31012 Level: 2

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