

# 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: Maintenance Section Supervisor A, B and C**

#### **Maintenance Section Supervisor A**

03002, 03010, 03016, 03019, 03031, 03032, 03042, 03212, 73001, 73014, 73015, 73025, 73026, 73033, 73034, 73052, 73056, 73063, 73092, 74001, 74013, 74014, 74015, 74018, 74024, 74025, 74027, 74029, 74032, 74042, 74062, 74070, 74071, 75030, 75035, 75049, 75059, 75103, 75105, 76016, 76020, 76026, 76032, 76035, 76058, 77007, 77016, 77021, 77023, 77034, 77039, 77040, 77041, 77054, 78002, 78003, 78008, 78014, 78015, 78022, 78044, 78250, 79004, 79011, 79013, 79036, 87016, 87024, 88010, 88017, 89002, 89022, 89034, 89040

#### **Maintenance Section Supervisor B**

03048, 73009, 73044, 73074, 74050, 74051, 75004, 75007, 75025, 75040, 75073, 75104, 76023, 76045, 76051, 77058, 77068, 78005, 78010, 79019, 78031, 87005, 87018, 87026, 87035, 88002, 88004, 88035, 88038, 88055, 88056, 88063, 89005, 89043

#### **Maintenance Section Supervisor C**

03030, 73008, 73071, 73087, 74065, 75050, 75109, 76006, 77004, 77046, 78029, 79023, 87030, 88016, 88036, 89037

**Location: Statewide**

**Department: MDT**

**Division and Bureau: Maintenance Division/District Maintenance**

**Section and Unit: n/a**

#### **Job Overview:**

The Field Maintenance Supervisor is responsible for planning and delivering maintenance projects (e.g., pavement overlays, bridge repairs, chip seals, drainage systems, winter road maintenance, etc.) involving multiple safety, engineering, and environmental considerations. The scope of duties

includes coordinating and performing various maintenance projects; coordinating Section operations; supervision, and performing a variety of other duties as assigned. The incumbent reports to the Division Maintenance Superintendent and provides supervision for up to 9.9 FTE staff.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Project Coordination, Delivery, Management and Supervision - 70%**

- Coordinates, supervises, and performs maintenance projects involving roadway, roadside, draining, bridge, and MDT facilities to ensure safety, longevity, and operability of transportation, storage, structural, and public facilities. This includes blade and shape of gravel surfaces, vegetation management, cleaning drainage structures, bridge painting, public rest area maintenance, and many other projects. Coordinates with section staff and contractors to prioritize work, monitor project progress, and resolve problems.
- Coordinates and performs repair and replacement projects on roadway, roadside, drainage, bridge, and MDT facilities to resolve actual or potential deficiencies, enhance transportation features (e.g., safety, durability, etc.), and ensure conformance with State and federal standards. This includes projects such as asphalt chip sealing, slope flattening and repair, replacing drainage structures, repairing concrete and timber bridge components, and others.
- Coordinates and performs traffic safety projects including installation, maintenance, repair, and replacement of post and overhead roadside signs, traffic signals, guardrails, curbs, medians, lighting, striping, and other features. This includes programming and calibration of electronic devices, technical and mechanical inspections, and repairs.
- Coordinates and performs winter maintenance projects including winter roadway inspections; snow removal; snow fence installation, repair, and removal; plowing, sanding, and application of de-icing chemicals; winter storm watch coordination. Responds to questions, complaints, emergency requests, and other incidents from members of the public, local officials, law enforcement personnel, and others.
- Coordinates the production, handling, and stockpiling of construction and maintenance materials to ensure public and environmental safety, process efficiency, and cost-effectiveness. This includes production of aggregate, premix, and salt/sand mix; transporting and stocking bulk materials and maintenance supplies; and restoring salvaged highway materials.
- Coordinates purchasing and sales of supplies; preventative equipment maintenance and repairs, storage and disposal, and other activities to ensure quality, compliance, and cost-effectiveness of inventory resources and procedures.
- Coordinates and performs administrative and operational functions (e.g., personnel, accounting, information systems, etc.) with field maintenance divisions, centralized staff, and

others to ensure statewide consistency; evaluate and resolve common problems; and develop approaches to statewide maintenance.

- Coordinates with Division environmental engineers on permitting processes to identify project needs, explain plans and specifications, and ensure compliance with State and federal requirements related to environmental, safety, transportation, and related issues. Assists in the review and approval of approach permits, encroachment permits, over-width and over-length permits, and utility permits when appropriate and in accordance with Department policy. Identifies and resolves errors, deficiencies, protests, exceptions, or other permit problems to ensure the effectiveness of ongoing maintenance activities.
- Coordinates and performs traffic control activities to ensure the safety of MDT staff and the traveling public and compliance with established regulations. This includes establishing traffic control practices for maintenance projects; ensuring staff receives proper training and equipment; monitoring and performing traffic control activities; and resolving problems. Provides input and information for the formulation of new or modified traffic control practices and policies.
- Develops systems, standards, and procedures for effective coordination and project delivery within remote geographic regions. This includes developing standards for effective, independent decision-making that may have significant impacts on public and environmental health. The position collaborates with other Section supervisors, Division Chiefs, headquarters staff, and others to develop cooperative approaches for emergency responses, resource sharing, common policies, and other issues.
- Supervises permanent and seasonal maintenance staff (total 1.0 – 9.9 FTE). Reviews and revises staff work plans, priorities, and procedures. Monitors progress, disseminates data, and coordinates projects through meetings and consultation.
- Provides input to the Maintenance Superintendent on position descriptions and performance standards. Relays information regarding staff performance based on observable, measurable appraisal standards. Recommends, implements, and monitors corrective actions.
- Participates in recruitment and selection as requested by assisting managers in screening applicants, establishing questions for structured interviews and participating in interviews.
- Researches and evaluates workflow processes, efficiencies, and problems to identify the most effective use of resources to meet Section goals and project objectives. Presents recommendations for improving workflow and performance.
- Plans and assigns work according to individual job descriptions, needs, and abilities of individual staff. Interprets, monitors, and implements work plans, policies, and procedures. Reviews assigned work for compliance with quality, quantity, and other standards. Assists other project staff in solving complex aspects of work assignments.
- This Profile contains three internal levels of Maintenance Supervisors. Maintenance Supervisor A supervises regional operations with five or less total assigned FTE's, Maintenance Supervisor B supervises regional operations with five but less than ten

assigned FTE's, and Maintenance Supervisor C supervises regional operations with one of the following criteria: ten or more FTE's, supervises a crew in one of MDT's Division or District offices, or supervise a crew with a unique set of complex and/or extenuating circumstances as determined by the Maintenance Administrator (for example managing a section that operates 24/7).

### **Maintenance Section Operations and Oversight - 25%**

- Evaluates maintenance projects to determine priorities, resource requirements, procedures (e.g., environmental permitting, local/tribal involvement, etc.), schedules, quality assurances, and related management issues. Identifies and resolves deficiencies associated with project designs and specifications, schedules, contracts, resource allocations, and other issues to ensure safe, efficient, and effective project delivery.
- Monitors project expenditures to ensure that Division management is aware needs for the section and also provides information to assist in the budget development process. This also includes accurate reporting of information on MMS, SABHRS, and other systems to ensure sufficient documentation is established for reimbursement from FHWA or other sources.
- Coordinates and oversees ongoing project operations and activities to ensure consistency with plans and specifications, safety requirements, engineering standards, contractor agreements, and quality assurance guidelines. Continually monitors the status of projects affected by dynamic field conditions, emergency situations, and safety concerns to adjust priorities, resource allocations, project schedules, specifications, and other factors as necessary. This includes specialized projects (e.g., pavement overlays, bridge repairs, etc.) as well as seasonal maintenance services (e.g., snow removal, de-icing, etc.).
- Provides technical expertise for repairing/maintaining rest areas, drainages, roadways, bridges, signs, and structures to ensure that roadways are safe, accessible, and operable. This involves inspecting actual/potential problems; determining appropriate methods, tools, and tests necessary for repairs; and performing or overseeing repairs to ensure effectiveness. Coordinates and oversees preventative maintenance schedules, repairs, and enhancements to optimize facility performance and cost-efficiency.
- Coordinates and implements responses to emergency situations to preserve and protect public safety and/or environmental health. This includes emergencies resulting from environmental circumstances (e.g., avalanches, floods, etc.), hazardous materials, road closures, traffic accidents, and other circumstances.
- Responds to public complaints, local/tribal government concerns, contractor disputes, media interviews, and other inquiries to explain, promote, and defend Division positions on maintenance activities and projects. Coordinates with other division personnel to ensure that public communications provide accurate, consistent, and relevant information regarding Division maintenance operations and activities. Negotiates consensus and resolution as appropriate; coordinates with Maintenance Division and Division managers, legal staff, and other to resolve persistent disputes.

- Identifies and recommends staff training needs to promote competency with new equipment technologies; local, State, and federal requirements; environmental regulations; project plans; and other developments. Monitors and evaluates projects to evaluate the success of training activities and identify other training needs.

### **Other Duties - 5%**

This position performs a variety of other duties as assigned by the Maintenance Superintendent in support of the Department mission and Division objectives. This includes exchanging information with consultants, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

### **Supervision**

The number of employees supervised is: up to 15

The position number for each supervised employee is: varies statewide

### **Physical and Environmental Demands:**

- Lift objects weighing up to 50 lbs.
- Walk over uneven terrain or in water
- Continual walking and/or standing
- Extensive travel within the assigned area to project locations (1,000+ miles/month).
- Operate a personal computer
- Communicate in writing, in person, and over the phone

### **Knowledge, Skills and Abilities (Behaviors):**

The position requires knowledge of the principles and practices of maintenance management, engineering, and associated physical sciences. This includes knowledge of road, traffic, and safety design; environmental rules and regulations; engineering policy and accepted practices; industry standards; AASHTO requirements and standards; federal, state, and local laws, regulations, and practices; contract claims; contract administration; highway maintenance and construction methods, specifications, standards, and regulations; materials properties, specifications, and test methods; safety practices; and departmental policies.

The position requires skill in reading and interpreting engineering and technical plans, specifications, and contract documents; project management; drawing conclusions and making recommendations; assessing maintenance management plans and projects; planning and

conducting presentations and training; developing and administering a variety of diverse projects and functions; and developing ideas and solutions for complex problems by finding innovative and unprecedented solutions to maintenance management problems.

**Minimum Qualifications (Education and Experience):**

This position requires a minimum of 5 years construction/field maintenance-related experience. This position requires a minimum of 6 months of direct, or 1 year indirect supervisory experience. Experience in highway maintenance or construction is preferred.

Certifications, licensure, or other credentials include: Requires a valid Montana Commercial Operators License (Class A, Type II) with no restrictions, a tank endorsement and a valid Medical Examiner’s Certificate (MEC).

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications. A Bachelor’s Degree in Civil Engineering, Civil Engineering Technology, Construction Technology, Business Management, Business Administration, or Public Administration, or a related field may substitute for 4 years construction/field maintenance-related experience.

**Special Requirements:**

*List any other special required information for this position*

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|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe                   |

AFSCME or CRAFTS Depending on Assigned Safety Responsibilities  
Location Union Code

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.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Construction Supervisor**

**Job Code Number: S1101M**

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:**

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**Signature**

**Title**

**Date**