

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: Assistant Bridge Inspector Position Number: 91968, 92458, 90748, 90168
Location: Statewide

Department: Transportation Division and Bureau: District Construction

Job Overview:

The Assistant District Bridge Inspection Manager is responsible for assisting the District Bridge Inspection Manager in directing and overseeing the bridge inspection program for the District. Duties include program planning and management; providing administrative and technical oversight, quality assurances, and bridge inspection expertise; assist in the management of the ongoing operations and activities of the work unit; and performing a variety of other duties as assigned.

Essential Functions (Major Duties or Responsibilities):

INSPECTION PROGRAM MANAGEMENT 85%

- Collaborates in planning and managing the district bridge inspection program to ensure the overall quality, efficiency, and cost-effectiveness of structure inspections. Helps to evaluate current and projected workflow, relative complexity of inspections (e.g., fracture critical, pin and hanger, snooper, emergency etc.), and available resources to determine priorities, staff/consultant assignments, and contract specifications. Monitors consultant contracts to measure progress, resolve problems, and ensure timely delivery of assigned projects.
- Develops and recommends new procedures, standards, and inspection alternatives to reflect changing program needs, standards, technologies, value engineering principles, and available human and equipment resources.
- Collaborates in the coordination of bridge inspection activities to accurately record the condition of bridges for use in decision making for project planning and bridge maintenance. Reviews the work of staff and consultants involved with bridge inspection to ensure the overall quality of work procedures and products as well as compliance with program requirements.

- Collaborates in the assessment and resolution of complex program management problems, identifies program resource needs, and assists the District Bridge Inspection Manager in coordinating the exchange of accurate, current information among District and Department staff, local governments, the federal government, members of the public, and others with a vested interest in bridge inspection results.
- Develops analytical reports of inspection methods, findings, and recommendations to assess structural condition, examine structural deficiencies, and recommend actions to prevent or mitigate structural damage, evaluate engineering alternatives, and implement corrective actions.
- Collaborates in implementing ongoing quality control for inspection methods and procedures, and helps develop new approaches to various inspection needs and impediments. Resolves process deficiencies (e.g., communication, technologies, etc.) and recommends procedures and standards that promote safety, quality, efficiency, and cost-effectiveness.
- Coordinates with centralized staff, other Districts, and MDT managers to evaluate new bridge inspection methods and technologies, operational efficiencies, cost-saving measures, safety measures, and other enhancements.
- Coordinates with the Bridge Inspection Manager to train new inspectors in all aspects of bridge inspection. Emphasizes safety of the inspector and the public; and explains basic structural engineering principles. Uses bridge inspection software for data collection, and trains other personnel on best practices with the software.

DISTRICT PROGRAM OPERATIONS 10%

- Collaborate in Allocation of human, material, and financial resources throughout the district to maximize the quality and efficiency of District bridge inspections. Assists in the preparation of program budget proposals and amendments for the Engineering Services Supervisor to obtain authority and resources necessary for program operations and activities.
- Collaborate in the coordination of contract negotiations and monitoring to ensure effective contract performance and compliance with specific terms and conditions of individual agreements. Ensures that the scope of contracts reflects appropriate intent and use of funds. Recommends approval, denial, or modifications of inspection-related contract components to ensure that agreements reflect the best interests of the Department and provide sufficient detail for effective monitoring and performance assessment.
- Assists the District Bridge Inspection Manager to determine and fulfill supply, equipment, and vehicle procurement needs of the District Bridge Inspection Program, including assistance in developing specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into District practices to ensure maximization of resources.
- Ensures adherence to Department, state, and federal safety standards and procedures to protect project staff, materials, and the public from hazards associated with bridge inspection and analysis.

OTHER DUTIES 5%

This position performs a variety of other duties as assigned by the District Bridge Inspection Manager in support of the Department mission and Division objectives.

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

PHYSICAL

- Lifting objects weighing up to 50 lbs.
- Ability to walk over uneven terrain or in water, climb structures spanning significant heights (i.e., 100+ feet), and effectively utilize safety equipment (e.g., ropes, hardhats, etc.)
- Extensive travel within the state to project locations (over 1,000 miles per month)
- Operating a personal computer
- Communicate in writing, in person, and over the phone
 - See bridge deficiencies, including hairline cracks and color changes

MENTAL

- 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
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Instructing

Predominant work is performed in the office and in the field, involving:

- Exposure to heavy vehicles and equipment
- Exposure to extreme heights
- Exposure to high speed traffic
- Exposure to dynamic weather conditions

Knowledge, Skills and Abilities (Behaviors):

List the knowledge, skills and abilities (behaviors) typically required for the first day of work. You may also list preferred knowledge, skills and abilities.

KNOWLEDGE:

This position requires extensive knowledge of the principles and practices of structure inspection; non-destructive testing techniques; basic structural engineering principles; project development and management methods; methods and techniques of highway construction; extensive knowledge of various site-specific characteristics and their potential effects on structural condition (e.g., temperature, weather conditions, scour, etc.); safety practices OSHA regulations; and contract administration.

SKILLS:

This position requires skill in directing, organizing, and coordinating multiple staff; complex inspection procedures; adapting inspection methods and techniques to meet various site-specific circumstances; and operating of a variety of inspection tools, equipment, and vehicles. Effective written and verbal communication skills are also required in communicating technical information and inspection plans with inspectors, contractors, and Department staff; developing technical reports and recommendations; and directing and coordinating a variety of training activities. This position further requires skill in the use of standard office software applications (i.e., word processing, spreadsheet, scheduling, etc.), and the ability to learn and use bridge inspection software and photo editing software.

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, Construction Technology, or a related field.

This position requires a minimum of 1 year of experience bridge inspection experience for candidates with a PE. Without a PE the required experience is a minimum of 4 years in the fields of in-service bridge inspection or bridge construction inspection or a combination thereof.

Certifications, licensure, or other credentials include: Registration as a Professional Engineer is preferred. Candidates certified as a Bridge Inspection Team Leader in accordance with federal requirements will be considered as qualified for this position.

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 Valid driver's license

Background check Other; Describe

MFPE 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: Project Management Specialist
Pay Band: 5

Job Code Number: 131855

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

Human Resources:

Signature	Title	Date
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