

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 Reviewer / Supervisor

Position Number: 41004

Location: Helena

Department: Transportation

Division and Bureau: Maintenance / Facilities Bureau

Section and Unit: n/a

Job Overview:

The Facilities Reviewer and Project Manager is responsible for advanced project management and research, and plan and provision evaluations for statewide facility construction and maintenance. This position manages and evaluates projects during each major phase of delivery; conducts building inspections; and conducts professional reviews of plans and special provisions for proposed and active facilities management projects. The position reports to the Facilities Bureau Chief and supervises the custodial services team and the Helena building maintenance team.

Essential Functions (Major Duties or Responsibilities):

Facilities Project Management 50%

- Evaluates assigned projects through field reviews during each major phase of delivery and provides professional and technical assistance to department staff and contractors to ensure compliance with established policies, regulations, plans, and project specifications. Determines the need for project changes due to unexpected problems. Develops and promotes uniform contract administration measures; and evaluates project administration and recommends appropriate responses to ensure compliance with established policies, regulations, methods, specifications and promotes uniform contract administration statewide.
- Oversees and evaluates proposed facilities maintenance, safety, and other aspects of plans to ensure compliance with established State and federal contract requirements, building codes, and department facilities management requirements. Coordinates viable solutions with various sections, bureaus, and divisions within the department as well as staff within other agencies to identify information needs and develop responses.

- Monitors projects through inspections during each major phase of delivery and provides professional and technical assistance to department staff and contractors to ensure compliance with project plans, specifications, building codes, safety protocols, Department policies, and other regulations.
- Determines the need for project design changes due to safety, personnel, or material problems. Work with contractors and project staff to resolve problems at the lowest level possible.
- Develops alternatives and innovative approaches to complex facilities problems.
- Provides technical oversight, advice and guidance to Districts on facilities management issues to identify how they relate to project needs and activities. Conducts research into project alternatives and requirements to develop responses to identify suitable product or service alternatives. Develops changes in scope and draft clarifications and addenda. Provides facilities management advice and technical assistance to District Offices, individuals, contractors, and others regarding project plans and maintenance practices; contractor monitoring; and regulations, codes, and criteria.
- Plans and implements strategies for responding to emergency situations resulting from environmental circumstances, hazardous materials, and other circumstances. Coordinates emergency responses, insurance recovery, and repair/mitigation of damage to facilities.
- Corresponds with State, City, County and federal agencies to obtain or furnish information regarding facilities projects and MDT and federal standards and requirements for materials and building specifications. Provides assistance to cooperating agencies on facilities management, materials, contract administration, and related activities. Serves as a contact and information point for Division staff and other MDT divisions on facilities standards and specifications.
- Develops and conducts analytical reports covering any or all aspects of facility review, delineating problems and recommending corrective actions. Disseminate and discuss findings with the Maintenance Administrator, Facilities Bureau Chief, field staff, and other agency personnel to initiate corrections, deliberate alternatives, and implement solutions. Reviews design plans and specifications, reviewing facility certifications, environmental compliance and interviewing project managers to isolate and identify project problems and causation.
- Provides technical advice, troubleshooting, and training in the administration of contract and building specifications, quality assurance processes and equipment. Provides on-site assistance and trains and guides departmental employees through technological advances in facilities management and materials and acts as a contact for the development of statewide policies and procedures including research and analysis of new facility practices and materials.
- Develops and administers facility contracts by developing procurement plans and working with the Administration Division Purchasing unit to coordinate bid solicitations and selection process.

- Monitors contracts to ensure conformance with terms and conditions of individual agreements, reviews work procedures, monitors quality of supplies and services; and performs inspections. Identifies and resolves errors, discrepancies, and contract deficiencies to ensure conformance with project schedules and stipulations. Responds to contractor inquiries and provides consultation and technical assistance related to policies, procedures, priorities, and other information.
- Reviews requests for change orders and provides preliminary change order approval. Determines whether proposed changes are within the scope of the original agreement; negotiate terms of change orders; calculates time and cost impacts of proposed changes; evaluates project plans and specifications for conformance with contracted terms and overall adequacy, quality, and safety; and consults with specialty work units in the department to resolve problems.
- Provides advice and guidance to Districts on the evaluation and analysis of contract claims, particularly those related to facilities. This involves researching, compiling, and presenting pertinent information in professional and accessible formats; conducting investigations of claims, plans, and specifications; documenting findings; developing legally defensible conclusions; and recommending appropriate actions.
- Develops and promotes uniform contract administration measures related to facilities, procedures, safety measures, and other project elements 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 or cost effectiveness.

Research and Development 10%

- Researches and evaluates innovations in building systems, equipment, and materials to determine their applicability to State and department operations. Communicates new specifications and requirements to department staff, contractors, and others to ensure adequate support for and understanding of facilities management needs and requirements. Evaluates new equipment and methods of the industry to recommend modifications to materials specifications, methods, and technologies.
- Implements and monitors strategies for statewide implementation of new facilities management methods, new materials, and sampling and testing methodologies. Assesses facility management plans and operations, staff training and readiness, contractor ability to produce, economic impacts on contractors, maintenance costs, safety, environmental and other issues. Coordinates training activities with other divisions, and contractors as needed.
- Determines professional training needs, develops training materials, and presents new technical information on materials, equipment, methods, new regulations and requirements and provide other information as necessary.
- Coordinates facility standards development, research, and information exchange with appropriate personnel to recognize trends, determine their applicability to MDT.

- Directs the preparation of studies, summaries, research, and special reports related to facility management projects, policies, and standards to ensure that sound judgment and management practices are incorporated in all department processes. Provides technical expertise and information to appropriate design, construction, materials, and facility personnel on management, design and specifications, safety, and related issues. Meets with research teams to organize project direction, goals, and priorities; analyzing research data at each phase of project development; and writing and distributing findings, including conclusions recommended courses of action.

Plan and Provision Evaluations 20%

- Conducts initial review and comprehensive assessments of facility plans prepared by others to determine the level of compliance with regulations and determine interrelationships and site requirements. Assesses plans to ensure that project requirements and control standards are established in compliance with specifications and standards. Conducts research into past department projects and precedents; assesses current materials, level of effort, and resource requirements and economics; performs advanced project modeling work using facility management concepts and computer tools; examining and synthesizing complex reports, plans, and site characteristics to determine adverse effects and solutions; and assesses various facility management methods to ensure compliance with state and federal requirements.
- Reviews facilities project proposals, project precedents, recent developments and innovations, and project needs to assess the time and cost parameters of proposed projects, ensure that proposals are compatible with past projects, and determine whether project objectives and outcomes are well-defined. Identifies areas of non-compliance and recommends solutions, amendments, or delays as appropriate.
- Evaluates proposed facilities management, materials, safety and other aspects of plans to determine compliance with professional standards; and ensure compliance with established state and federal contract, materials, and facility management requirements. Coordinates viable solutions with various sections, bureaus, and divisions within the department as well as staff within other agencies to identify information needs and develop responses.
- Provides technical consultation and advice to Divisions and maintenance staff on project standards and material requirements to identify how they relate to project needs and activities. Develops unique solutions to large and specialized procurement processes by analyzing the scope of proposed projects and interviewing project managers, field facility crews, specialists, and others to synthesize information regarding project needs. This involves conducting research into project alternatives and requirements to develop responses and may involve negotiations with contractors to identify suitable product or service alternatives that are more cost-effective. Develop changes in preliminary scope of work and drafts clarifications and addenda.

- Reviews facility project specifications, standards, and contract administration policies to develop recommendations to make them more efficient and effective. Evaluates inspection practices to keep them current with industry standards.
- Performs analysis of value-based proposals to determine if similar project results can be attained in a more cost-effective manner. Reviews and assesses proposed alternatives to determine optimum locations and test parameters.

Supervision 15%

- Directly supervises Facility Supervisor and Custodian staff. Reviews overall work plans, priorities, and procedures and monitoring progress through meetings and consultations.
- Determines training needs of staff and coordinates training opportunities through the appropriate resources. Identifies staffing needs, recruits and hires employees, and allocates human resources to adequately support ongoing building systems operations and activities. Evaluates the performance of positions directly supervised and completes performance evaluations. Recommends, implements, and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in the application of disciplinary actions.
- Ensures that staff comply with State and Department personnel rules, regulations, and policies. Resolves grievances at the lowest level whenever possible.

Other Duties 5%

This position performs a variety of other facilities management, contract administration, and other activities as assigned by the Facilities Bureau Chief in support of the department mission and division objectives.

Supervision

The number of employees supervised is: 6

The position number for each supervised employee is: 41010, 44033, 41016, 41022, 41012, 41017

Physical and Environmental Demands:

- Works regularly in a typical office environment.
- Some work completed in a field environment where there is exposure to loud noises, caustic and/or hazardous materials, and high temperature substances.
- Lifting heavy objects (materials, equipment, etc.) up to 60 lbs.
- Ability to walk over uneven terrain or in water.

Knowledge, Skills and Abilities (Behaviors):

This position requires advanced knowledge of concepts and theories of building systems design, inspection, diagnosis, and repair; system calibration, testing, operation, and maintenance; construction practices and procedures; occupational and environmental safety protocols; and applicable Department, state, and federal standards and requirements. requires trade-level knowledge in one or more of the following areas: electrical, plumbing, structural, concrete, refrigeration, or related building systems. Project management requires knowledge of planning, budgeting, and contract administration.

This position requires skill in reading and design and diagnostic schematics, operations manuals, and technical specifications; calibrating and configuring specialized electronic and mechanical systems; volt meters, soldering irons, and other tools used for equipment calibration, maintenance, and repair; and communicating effectively verbally and in writing. Requires skill in testing, diagnosing, and resolving technical problems; planning and coordinating work with utilities, contractors, and other state agencies; operating personal computers and specialized 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 or mechanical engineering, construction technology, business management, or a related field.

This position requires a minimum of 5 years of experience in facilities management, project management, building systems, or a related field. This position requires a minimum of 2 years of supervision or team lead experience.

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

☒ Valid driver's license

☐ Background check

☐ 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: 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:

Signature

Title

Date