

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: Area Bridge Inspection Manager

Position Number: 50034

Location: Missoula

Department: Transportation

Division and Bureau: Project Development and Delivery, Bridge Bureau

Section and Unit: Bridge Management Section,

Job Overview: The Area Bridge Inspection Manager directs and oversees the bridge inspection program for the assigned inspection area. Duties include bridge inspection program planning and management, inspection quality control, and supervision of bridge inspectors. This position works closely with the Bridge Inspection Program Manager in the Bridge Bureau to help ensure that statewide goals of the bridge inspection program are met. This position is supervised by the Bridge Inspection Program Manager in the Bridge Bureau, with indirect supervision provided by the District Project Delivery Engineer.

Essential Functions (Major Duties or Responsibilities):

Inspection Program Management – 40%

- Manages bridge inspections within an assigned area to ensure the overall quality, efficiency, and cost-effectiveness of inspections. Evaluates current and projected workflow, relative complexity of inspections, and available resources to determine priorities, staff/consultant assignments, and inspection schedules.
- Assesses and resolves complex program management problems, identifies and addresses program resource needs, and coordinates the timing of inspections with MDT personnel, county road supervisors, railroad flaggers, and local law enforcement as needed.

- Oversees the development of accurate, high quality inspection reports that assess structural condition and meet inspection program requirements and federal regulations.
- Develops and recommends new procedures, standards, and inspection alternatives to reflect changing program needs and available human and equipment resources. This duty involves ongoing research and evaluation of new developments in structural engineering, data collection methods and technologies, and changing program needs to recommend enhancements to the Area's bridge inspection function.
- Analyzes bridge deficiencies, and facilitates the development of engineering solutions. Reports safety issues to the Bridge Inspection Program Manager when they are identified. Notifies bridge owners of deficiencies, and ensures that corrective actions are completed.
- Represents the Department at public meetings, professional conferences and workgroups, formal hearings, legal proceedings, and other events to explain, promote, and defend Department positions, actions, and interests on various issues related to bridge inspection and safety.
- Responds to emergency assistance and other requests from local/county officials, Department staff, FHWA personnel, and members of the public.

Inspection Program Operations – 40%

- Monitors compliance with established operational policies and procedures and progress toward program goals.
- Leads program personnel toward achieving program goals, meeting federal requirements, and ensuring public safety.
- Allocates human, material, and financial resources among various inspection projects to maximize the quality and efficiency of Department bridge inspections. Prepares program budget proposals and amendments for the Bridge Inspection Program Manager to obtain authority and resources necessary for program operations and activities.
- Coordinates contract negotiations and monitoring to ensure effective contract performance and compliance with terms and conditions of contract agreements. Ensures that the scope of contracts reflects appropriate intent and use of funds. Recommends approval, denial, or modification of inspection-related contract components to ensure that agreements reflect the best interests of the Department and provide sufficient detail for effective performance assessment.
- Determines and fulfills supply, equipment, and vehicle procurement needs for the inspection program, including developing specifications, ensuring compliance with department procurement practices, developing budget justifications, and integrating equipment into inspection practices to ensure maximization of resources.
- Ensures adherence to safety standards and procedures to protect staff, materials, and the public from hazards associated with bridge inspection.

- Builds relationships with Bridge Management Section personnel and District Personnel to facilitate communication and maintain good working relationships

Bridge Inspector Supervision – 15%

- Supervises a variable number of permanent and seasonal bridge inspection personnel (approx. 4 FTE).
- Manages overall work plans and priorities.
- Evaluates employee performance. Coaches staff as needed.
- Recommends and justifies requests for additional personnel as necessary.
- Identifies training needs and recommends training programs to fit the needs of subordinate staff.
- Provides ongoing guidance and technical assistance as necessary.

Other Duties – 5%

This position performs a variety of other duties as assigned by the Bridge Inspection Program Manager.

Supervision

The number of employees supervised is: 4

The position number for each supervised employee is: 50066, 50067, 50037, 50022

Physical and Environmental Demands:

- Lifting objects weighing up to 50 lb
- Ability to walk over uneven terrain or in water
- Climb structures spanning significant heights (100+ feet) and effectively use safety equipment
- Travel within the state to bridge locations (less than 1,500 miles per month)
- Operate the bucket of an Under Bridge Inspection Vehicle over water and at significant heights
- Ability to see small bridge defects within arm's reach and at a distance
- Work in the office and in the field
- Endure exposure to heavy vehicles and equipment, extreme heights, high speed traffic, dynamic weather conditions, and enclosed spaces

Knowledge, Skills and Abilities (Behaviors):

Knowledge:

- Extensive knowledge of the principles and practices of structural inspection
- Familiarity with the AASHTO Manual for Bridge Evaluation, Standards for the National Bridge Inventory, and Element Level inspection standards and procedures
- Non-destructive testing techniques for structural materials

- Structural engineering principles
- Project development and management methods
- Methods and Techniques of highway construction
- Safety practices and OSHA regulations
- Contract administration
- Department and State personnel procedures and policies
- Personnel management practices and techniques

Skills:

- Coordinating multiple staff and projects
- Operating inspection equipment
- Adapting to changes in plans and site conditions
- Effective written and verbal communication
- Operating computer software, including standard Microsoft Office software and bridge inspection applications
- Working with and motivating peers and employees
- Leadership
- Effective Delegation
- Relationship building
- Applying engineering concepts to a variety of situations
- Evaluating structural problems by examining evidence, discussions with peers and inspection personnel, and using structural calculations
- Applying engineering judgment to make decisions on structural stability and safety

Abilities:

- Ability to effectively communicate with the public on a regular basis while maintaining a positive attitude
- Attention to detail
- Ability to meet inflexible deadlines
- Make decisions that affect public health and safety
- Mathematical computations such as calculating areas
- Comparing and compiling large amounts of data
- Problem Solving for multiple types of structural and logistical issues

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Civil Engineering, or a related field from an ABET accredited Engineering program that includes civil structural engineering courses in structural analysis.

The required experience options are as follows:

- Registration as a Professional Engineer in Montana, and 2 years of in-service bridge inspection experience with a minimum of 1 year of experience as a Bridge Inspection Team Leader

- Bachelor's Degree in Civil Engineering, Construction Technology, or a related field from an ABET accredited program, and proof of passage of the Fundamentals of Engineering (FE) exam, and 4 years of in-service bridge inspection experience with a minimum of 2 years of experience as a Bridge Inspection Team Leader
- 7 years of in-service bridge inspection experience with a minimum of 2 years of experience as a Bridge Inspection Team Leader, or 5 years of in-service bridge inspection experience and 2 years of bridge inspection related experience with a minimum of 2 years of experience as a Bridge Inspection Team Leader.
- A minimum of 1 year of supervision or leadership experience.

Certifications, licensure, or other credentials include: Montana Certified Bridge Inspection Team Leader

Graduate degrees with concentrations in structural analysis and design will be evaluated on a case-by-case basis.

Special Requirements:

List any other special required information for this position

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|--|--|
| ☐ Fingerprint check | ☒ Valid driver's license |
| ☐ Background check | ☐ 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
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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