

Chapter 2

Montana Department of Transportation's Organization

2.1 Organization

MDT is a line and staff organization with headquarters offices in Helena. Field operations consist of five administrative districts containing eleven maintenance areas.

2.2 Organization of the Montana Department of Transportation

The following provides an overview of the duties and responsibilities of the major functions within MDT.

Administration Division

The Administration Division provides a wide variety of support and regulatory service to MDT including the following:

- Accounting
- Auditing
- Collecting taxes
- Managing finances
- Managing information
- Photographing related work
- Duplicating
- Managing records
- Purchasing
- Managing and enforcing statutes, policies and procedures related to these services

Aeronautics Division

The Aeronautics Division provides a wide variety of aeronautic support and regulatory service including the following:

- Promoting safety in aeronautics
- Providing for uniformity in laws and regulations related to aeronautics
- Cooperating with federal authorities in developing a national system of civil aviation
- Managing fourteen state-owned airports
- Maintaining air navigation aid system
- Helping with airport development projects
- Assisting in a broad range of programs and training related to aeronautics

Engineering Division

Engineering Division is responsible for the following:

- Engineering roadway and bridge design
- Managing construction
- Inspecting all MDT projects

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- Consulting in-house for local governments

Engineering is divided into the following bureaus:

Bureaus responsible for design and preparation required prior to building the highway projects:

- Reconstruction
- Bridge
- Right of Way

Bureaus that are responsible for ensuring the highway projects are constructed in accordance with plans and specification:

- Construction
- Materials
- Engineering Oversight

Environmental Services Unit

Environmental Services' mission for MDT is to provide expertise regarding all environmental issues, concerns, and opportunities within MDT. This unit performs the following:

- Assures compliance with environmental laws, rules, regulations, policies, orders and agreements.
- Evaluates and identifies impacts of construction and maintenance on natural resources.
- Recommends appropriate measures to avoid minimize or mitigate environmental impacts.

The Environmental Services Unit addresses the following natural resource issues related to MDT:

- Fish/Wildlife/Vegetation
- Wetlands
- Historic/Cultural/Archaeological
- Paleontological
- Hazardous waste
- Erosion control
- Air and water quality
- Noise impact
- Visual impact
- Social/economic concerns

Human Resources Division

The Human Rights Division has three functions:

- Employee Relations
- Civil Rights
- Organizational Development

The Human Resource Division is responsible for the following:

- Establishing, administering and evaluating MDT recruitment and selection programs and policies.
- Administering the labor relations program.
- Administering the statewide Classification and Pay program in MDT.
- Defending Department in employment actions.
- Investigating employee and discipline matters.
- Maintaining employee records.
- Developing and administering personnel policies and procedures.
- Administering internal and external civil rights programs.
- Implementing and administering the American with Disabilities Act including complaint investigation.
- Administering the technical and management training programs.
- Administering MDT's Loss Control Program.
- Conducting safety inspections and providing technical assistance to safety committees statewide.
- Managing MDT's accident, incident and other losses.
- Monitoring compliance and provide technical assistance on Montana Occupational and Safety Health Act, Montana Safety Culture Act, OSHA and other safety and health issues.
- Managing MDT's drug and alcohol testing program.
- Providing ergonomic analyses and recommending changes.
- Maintaining all employees' training records.

Legal Services Unit

The function of legal is as follows:

- Providing legal advice and representation to MDT.
- Acting as legal advisor to the Montana Transportation Commission.
- Reviewing legal documents.
- Preparing administrative rules that are adopted by MDT.
- Representing MDT in legal proceedings.
- Helping draft legislation related to MDT.

Motor Carrier Services Division

The Motor Carrier Service Division is responsible for the following:

- Licensing, registering and permitting of commercial vehicles.
- Operating weight station facilities.

Transportation Planning Division

The Transportation Planning Division is responsible for the following:

- Developing and implementing a long-range multi-modal construction program.
- Maintaining a data collection and analysis program for use throughout MDT.
- Promoting public safety, health, and welfare through efforts to reduce traffic crashes, deaths and injuries.

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2.3 MDT Districts

There are five administrative Districts with a District Administrator and staff located at:

- District 1 - Missoula
- District 2 – Butte
- District 3 – Great Falls
- District 4 - Glendive
- District 5 - Billings

Districts primary functions are designing, constructing, and maintaining roadways within the District.

The Districts are further decentralized into the eleven Maintenance Areas:

- District 1 – Missoula (11) and Kalispell (12)
- District 2 – Butte (21) and Bozeman (22)
- District 3 – Great Falls (31) and Havre (32)
- District 4 – Glendive (41), Wolf Point (42), and Miles City (43)
- District 5 – Billings (51) and Lewistown (53)