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: Engineering Project Manager – Federal Aid (EPM)

Position Number: 59049, 59045, 59051, 59047, 59048, 59046, 53003, 53006, 53008, 53004, 53005, 53009, 57014, 57017, 57020, 57019, 57016, 57018, 57015, 55023, 55022, 55021, 55020, 55024, 55018, 55019, 55017, 51014, 51015, 90148, 51017, 51020, 51019, 51016, 51018

Location: Statewide **Department: Transportation**

Division and Bureau: District Project Delivery

Job Overview:

The Engineering Project Manager – Federal Aid (EPM) is responsible for the contract administration, engineering oversight, and policy implementation for federal-aid and state-funded highway, bridge, and rest area construction projects. The EPM manages a concurrent portfolio of 2 to 15 active construction contracts with individual values up to $75 million and a combined portfolio value up to $100 million, exercising delegated signature authority to approve contract changes, contractor payments, incentives and disincentives, time extensions, and enforcement actions on behalf of MDT. The position directly supervises 5 to 15 full-time employees.

Essential Functions (Major Duties or Responsibilities):

Contract Administration & Federal Aid Compliance - 60%

The EPM ensures compliance with all applicable federal, state, and local laws, regulations, and environmental permits, and serves as MDT's primary point of accountability for federal and state audit including the recoverability of federal funds and mitigation of potential disallowances. The position applies broad civil and transportation engineering expertise to deliver complex projects from development through closeout, including constructability assessments, survey direction, and resolution of claims, disputes, and contract modifications. Using a risk-based approach, the EPM engages across the full project life cycle and makes recommendations on claims resolution and

contract termination where warranted.

The Engineering Project Manager administers multiple concurrent construction contracts (federal-aid, state-funded, and locally funded) responsibilities include:

- Contract Compliance & Oversight
    - Administer and enforce all contract requirements across multiple active projects, ensuring adherence to contract provisions, technical specifications, environmental permits, and construction standards.
    - Ensures contractor compliance with all applicable federal laws and regulations including the Code of Federal Regulations, Davis Bacon wage laws, Buy America and Build America/Buy America provisions, Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) requirements, Equal Employment Opportunity programs, US Army Corps Permits, EPA permits, Migratory Bird Treaty Act, Endangered Species Act, NEPA process, and all other federal laws tied to federal aid projects.
    - Ensures contractor compliance with all applicable state laws including Montana Code Annotated, DEQ permits, FWP permits, DNRC permits.
    - Ensures contractor compliance with all applicable local agency requirements including noise restrictions, nighttime work restrictions, MS4 permitting.
    - Requires adherence to contract provisions, technical specifications (MDT Standard specifications, Montana Public Works etc), environmental permits, and construction standards.
    - Serves as primary point of accountability for federal and state audits, responsible for ensuring recoverability of funds and mitigating potential disallowances.

- Contract Management & Issue Resolution
    - Negotiate contract modifications, claims, disputes and escalation requests through MDT's change order process and Partnering and Issue Resolution Ladder
    - Make recommendations on claims resolution and contract termination where warranted.
    - Negotiate and agree on behalf of MDT, scope, schedule, and cost changes while ensuring compliance with applicable laws and specifications.
    - Coordinate with contractors, consultants, utilities, local governments, federal and state agencies, adjacent landowners, and the traveling public to resolve technical, contractual and regulatory issues.
    - Manages finalization and closeout processes across multiple projects simultaneously, ensuring that all testing, documentation, payment, and compliance records are complete for MDTs acceptance and reimbursement by FHWA.

- Financial & Payment Management:
    - Manages budgets and expenditures on behalf of MDT, for multiple concurrent projects
    - Exercise delegated signature authority to approve contractor payments, progress estimates, and final payments; withhold payment for noncompliance.
    - Administers contract incentives and disincentives based on material properties utilizing MDT's QA system.
    - Administers project specific liquidated damages (LD) process.
    - Manages and maintains, all records for accuracy and audit readiness for federal, state and local reimbursement.
- Documentation & Audit Readiness:
    - Maintains comprehensive project documentation across all assigned contracts to demonstrate compliance with federal, state and local regulations and permits.
    - Ensures documentation of right of way agreement obligations, railroad agreement obligations, safety compliance obligations, and environmental obligations is accurate and complete.
    - Prepares and provides required documentation for FHWA, MDT, and local audits as well as project closeout reviews.
- Materials & Quality Assurance:
    - Requires that project specific materials acceptance requirements are met in accordance with Federal, MDT and local standards.
    - Oversee testing, inspection and quality assurance processes across multiple active projects.
    - Apply appropriate price reductions to materials that do not meet applicable contract requirements.
- Public Safety, Staff Safety & Risk Management:
    - Manages project specific safety requirements to ensure safety of project personnel.
    - Implement traffic management strategies to ensure safety of the traveling public.
    - Identifies potential legal, environmental, or financial risks across concurrent projects and develops mitigation strategies.
- Stakeholder Coordination
    - Coordinates project specific railroad involvement to ensure safety of operations and compliance with railroad access agreements.
    - Ensures right of way agreements are enforced and complied with during construction.
    - Works with contractors, consultants, utilities, local governments, and federal/state agencies to resolve technical, contractual and regulatory issues.
    - Works with adjacent landowners and traveling public to resolve technical, contractual, and regulatory issues.

- Perform on camera and phone interviews with state and local media.
- Attend project specific public meetings.

Program Management - 20%

- Manages concurrent projects of high complexity and value, with responsibility for delivery of individual contracts up to $75 million and total contract portfolios up to $100 million.
- Directs project schedules, resources, and assesses risk management.
- Provides constructability assessments and milestone plan/specification reviews.
- Directs and oversees preconstruction and construction survey activities, digital terrain model development and field layout.
- Calculate and review survey layout information, including traverse control, bench levels, cross sections, property ties, and control ties.
- Apply broad civil and transportation engineering expertise in technical and contractual decision making.
- Coordinates with federal, state, and local agencies, consultants, contractors and utilities to resolve technical, legal and logistical issues.
- Develops and recommends district level policy for construction compliance, claims management, schedule oversight and audit readiness.

Supervision - 15%

- Directly supervise 5-15 FTEs including engineers and technicians.
- Establishes work priorities, performance standards, and training programs for staff.
- Participate in recruitment and selection activities as selection committee member.
- Ensures professional development, succession planning, and advancement opportunities within the construction section.
- Serves as a leader in the district construction program, providing mentorship, technical guidance and oversight for complex projects.
- Exercises delegated authority to assign and direct work across multiple district crews and technical and professional staff in addition to direct reports.

Other Duties as Assigned – 5%

- Perform other duties as assigned

Supervision

The number of employees supervised is: varies statewide

The position number for each supervised employee is: varies statewide

Physical and Environmental Demands:

- Work is performed outdoors in all weather conditions, around heavy equipment and high traffic. volumes and heavy traffic
- Requires use of safety apparatus including fall protection and respirators.
- Extensive travel between project sites (often exceeding 2,500 miles per month)
- Requires extended hours, overnight travel, and weekend work.
- Duties include walking on steep slopes, working on bridges and structures under construction, and lifting/moving heavy materials and samples.
- Office duties are performed in a variety of conditions including in field office, vehicles, and temporary accommodations.

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge and competence in:

- Road and highway construction principles, engineering, methods and standards
- Bridge construction, structural design and materials performance.
- Geotechnical engineering including soil mechanics, slope stability and foundations.
- Traffic engineering and traffic management principles, including work zone safety and traffic control.
- Hydraulic and drainage principles relevant to highway construction.
- Surfacing design, pavement management, and materials science.
- Contract law and administration, procurement, claims resolution, and federal aid compliance.
- Right-of-way acquisition processes and property law.
- Environmental permitting and engineering related to transportation projects.
- Surveying, GIS, and digital terrain modeling.
- Survey calculations and layout design.
- Cost estimating, value engineering, and project financial management.
- MDT construction manuals, AASHTO standards, FHWA guidance, CFR and state/federal regulations governing transportation construction.
- Construction law, labor relations, collective bargaining agreements, and public administration.
- CPM scheduling, claims analysis, and time impact evaluations.
- Federal funding mechanisms and reimbursement processes tied to FHWA oversight.
- Knowledge of OSHA, MSHA and DLI standards and requirements.

The position also requires skill in:

- Negotiation
- Project planning
- Project administration
- Organizing, supervising and reviewing the work of others.
- Preparing technical reports and documentation to meet state and federal audit standards.
- Using computers, engineering software, surveying instrumentation and data collection tools.

Abilities include:

- Managing multiple high value projects simultaneously.
- Leading diverse teams across construction and survey disciplines.
- Coordination of resources for multiple simultaneous operations.
- Communicating effectively with employees, supervisors, contractors and the public.
- Applying engineering concepts to non-routine and complex situations

Minimum Qualifications (Education and Experience):

Experience requirements vary by credential, as follows:

Applicants must meet one of the following combinations:

- A bachelor's degree in civil engineering, construction engineering, construction management, or a related field and;
    - Professional Engineer (PE) license and;
    - Four (4) years of relevant MDT construction project management experience, **or** five (5) years of relevant non-MDT construction project management experience.
- A bachelor's degree in civil engineering, construction engineering, construction management, or a related field and;
    - MDT Senior Engineering Coordinator certification and;
    - Five (5) years of relevant MDT construction project management experience.
- External candidates only - A bachelor's degree in civil engineering, construction engineering, construction management, or a related field and;
    - Eight (8) years of relevant construction project management experience.

This position requires a minimum of 1 year of supervising employees or being the team lead of people in addition to progressively responsible construction project management experience.

MDT internal applicants must have either a Professional Engineering License or a Senior Engineering Coordinator Certification and the required experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Revision Date: 10/2026

Special Requirements:

List any other special required information for this position

☐ Fingerprint check

☐ Background check

☐ Union Position: Code _____

☒ Valid driver's license

☐ Other; Describe _____

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**

Administrative Review **Title** **Date**

My signature below indicates that I have read this job description.

Employee **Title** **Date**

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**