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: Statewide Facilities Project Manager **Position Number: 41004**

Location: Helena **Department: Transportation**

Division and Bureau: Maintenance / Facilities Bureau **Section and Unit: n/a**

Job Overview:

The Statewide Facilities 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%

- Oversee facility projects and contracts by conducting inspections and reviews, ensuring compliance with project plans, specifications, safety requirements, building codes, contract terms, and state and federal regulations.
- Provide technical leadership and guidance to district staff, design consultants and contractors, and partner agencies on facilities management, contract administration, maintenance practices, quality assurance, policies, procedures, and regulatory requirements.
- Manage project and contract changes by evaluating issues, developing solutions, reviewing change orders, negotiating modifications, and resolving project challenges related to safety, materials, schedules, and scope.
- Coordinate facility operations and emergency response efforts by working with internal and external stakeholders, planning for emergencies, managing recovery and mitigation activities, and ensuring continuity of facility services.

- Analyze, improve, and standardize facilities programs through research, reporting, training, policy development, contract administration oversight, and implementation of best practices to enhance compliance, efficiency, and cost effectiveness.

Plan and Provision Evaluations 20%

- Review and evaluate facility project plans, and proposals to ensure compliance with state and federal requirements, professional standards, project objectives, budgets, schedules, and operational needs.
- Provide technical leadership and consultation to department staff, maintenance personnel, and contractors by developing solutions, evaluating alternatives, coordinating stakeholders, and supporting procurement and project development activities.
- Analyze and improve facility standards, specifications, inspection practices, and management processes through research, value analysis, and recommendations that enhance efficiency, effectiveness, and cost performance.

Supervision 15%

- Supervise facility and custodial staff by establishing priorities, overseeing work plans, monitoring performance, and ensuring efficient building operations.
- Manage staffing and employee development through recruitment, hiring, training, workforce planning, performance evaluations, and professional development.
- Ensure compliance with personnel policies and standards by addressing employee relations issues, resolving grievances, and administering corrective and disciplinary actions as needed.

Research and Development 10%

- Research, evaluate, and recommend innovative facility management technologies, materials, equipment, and practices to enhance department operations.
- Develop statewide standards, implementation strategies, and training programs to support effective adoption of new methods, regulations, and industry advancements.
- Lead research initiatives and technical studies, providing analysis, recommendations, and expert guidance on facility management policies, specifications, safety, and operational improvements.

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 project management, construction practices, building codes, safety protocols, environmental compliance, and state and federal contract requirements. Strong expertise in project evaluation, field inspections, contract administration, and the ability to identify needed design changes or develop innovative solutions is essential.

This role requires the ability to develop and manage diverse facilities projects; applying analysis and professional judgment to draw conclusions and make recommendations; program planning and management, developing and organizing procedures; assessing construction plans and projects; short and long-term project planning. A deep understanding of procurement processes, change order analysis, claims evaluation, and statewide policy development is needed to ensure consistent, compliant contract administration. Effective coordination and communication across divisions, agencies, contractors, and field staff is critical, as is the ability to provide technical guidance, training, emergency response planning, and consultation on evolving facility standards, materials, and methodologies.

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 project management, facilities management, 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**

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

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

Employee **Title** **Date**

Human Resources Review

Job Code Title: Statewide Facilities Project Manager 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**