DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

STATECIVILSERVICE

Department:	0700 - DOTD
Agency:	0276 - DOTD-Engineering & Operations
Position Number:	50343722

Allocation Action:	Affirmed
Official Allocation:	EQUIPMENT SUPT
Job Code:	128810
Pay Level:	WS-218
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/02/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	199839
Consultant:	JCA
Supervisor:	DEZ

STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
700/0276	50343722

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
EQUIPMENT SUPERINTENDENT	WS-218	128810

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
			☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
NIPPER, JAY	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/OFFICE OF OPERS/DISTRICT61/UNIT 070/EAST BATON ROUGE	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEERING TECHNICIAN 7	10840	Jennifer.Mizzell@la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF

☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PES RATING ☒ APPROVES LEAVE

8	NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart **(required)** ☒ Duties / Responsibilities **(required)** ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

	DATE	
EMPLOYEE		☐ I certify that the information in this document is true and correct to the best of my knowledge. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR		☐ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
Chad Roubique APPOINTING AUTHORITY (required)	1-11-23	☒ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
Chad Roubique ADA-OPS PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

EQUIPMENT SUPERINTENDENT

Function Statement:

The overall function of this position is to supervise the District 61 Equipment Inspection Program. This position is also responsible for ensuring that all moveable bridges are staffed and operated according to DOTD and USCG Regulations and Policies. The incumbent supervises and coordinates the activities of District Equipment Inspection, Moveable Bridge Operations, and recommends to the ADA of Operations new equipment purchases, equipment replacements, and equipment repairs.

This position is located in the District 61/Unit 070/East Baton Rouge Parish of the Department of Transportation and Development and reports directly to the Engineering Technician 7. The incumbent must be self-motivated and be able to perform duties many times with or with minimal supervision and be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks. While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules and regulations as well as DOTD policies, procedures, manuals and directives.

Job Duties & Responsibilities:

40% Supervises, trains, and schedules work of Equipment Inspectors, Bridge Foreman 2, Mobile Equipment Operator -1Heavy, Mechanics and Office Coordinators, reviews repair orders, daily time sheets, equipment reports and supply request. Supervises the processing and maintenance of equipment inspection records for individual equipment items pertaining to the receipt, operation, modification, transfer, inventory and disposal of District equipment. Tracks equipment repairs done by central repair shop as well as parts delivery and pickup done through central repair. Coordinates and tracks statewide equipment used by the District. Manages the District's portable Message board Inventory for Emergency Preparedness and response. Identifies and advises the ADA of Operations of equipment and repair needs beyond the scope of district 61's available resources. Discusses the need for various equipment with District Administrator, section heads, and equipment inspectors, and makes recommendations for purchases of equipment within budgetary constraints. Prepares memorandums, spreadsheets, and other miscellaneous documents as necessary for equipment replacement and/ or work scheduling. Maintains District fuel cards and pins assigned to equipment and personnel. Participates in Safety meeting as an equipment advisor for the safe operation of district equipment. Investigates reports of District Equipment abuse and/or neglect. This position may be called upon to report to accidents involving equipment when a Safety officer is not available. This position is required to handle all equipment accidents, verifying proper documentation of accident, getting estimates of needed repairs, filing with the insurance company, getting equipment to and from the repair center and verify the repairs are satisfactory. Responsible for the newly installed GPS System for District 61 and Section 45.

25% Supervise, train, and schedule routine maintenance of seven District Pump stations. Schedule required repairs and replacement of pumps and associated parts as well as ensuring needed pump repairs are completed. Trains and supervises one or more employees in the operation of pump stations to be used as back up when multiple pump stations send alarm of high water or power failure. Point of contact with Headquarters Personnel to repair automated Pump Failure System (Ztron). Responsible for identifying and troubleshooting electrical repairs with District Electricians. Works with Design team to develop scope of pump station projects including contract development, specifications, project management, and final project inspection and acceptance. Sets and adjust float system to best handle water level for each pump station. Oversee the districts Confined Space program and ensures Department Policy is followed on Pump Stations and Movable bridges. Incumbent Documents all activity on pump stations and reports any breakdowns or issues to Supervisor and/or ADA of Operations.

15% Responsible for the operation of seven pump stations, monitors, trouble shoots, and conducts weekly site visits and takes all necessary steps to ensure the continued proper operation of pump stations by greasing all U-joints, Motors and pumps after each major weather event. Responds to all rain events including monitoring roadways for potential closures due to pump capacity issues, adjusts controls and Z-tron systems. Notifies local authorities and DOTD Administrative Staff when problems arise. Schedules grass cutting and yard cleanup around pump station and ensure 70 plus drains and 7 exhaust pipes are clear of debris. Schedules wet and dry pits clean outs every two years or less. Respond to all Pump Station Emergency call outs. Maintain 8 Generators located at various pump stations and test biweekly for proper operation. Maintain road closure signs and barriers as they pertain to pump stations. Inspect locks, doors, windows and other accesses to maintain security of Pump station and generator buildings.

15% Oversees management of movable bridge staff, maintenance, and operations, maintenance, and operations. Inspect all Movable bridges to verify work performed by Foreman and Bridge Tenders. Reviews schedules of bridge operators as well verifies all payroll. Ensures all collisions are properly documented, that all bridges have adequate supplies and that all mechanical and electrical systems are functioning properly. Trains Bridge tenders on proper operation and maintenance of assigned bridges. Responds to all request from Coast Guard, police, Government entities and general public. Ensures that all backup generators are fueled and operational at all times. May be required to fill in when Bridge Operators are absent or a replacement cannot be found. Must be available to respond to all emergency call outs for bridge operations, bridge damage, and equipment failures of movable bridges.

5% Will be required to perform other duties as necessary including, but not limited to emergency / disaster support activities.

100%

UNIT 070
ENGINEER. 8
DALTON WILLIAMS
#013420
ENGR. TECH. 7
MARCUS SMITH
#010840
EQUIPMENT SUPT.
JAY NIPPER
#50343722
ADMINISTRATIVE COORDINATOR 4
KENNETH ELLZEY
#50605660
EQUIPMENT INSPECTOR
MELVIN CANTY
#50573729
MOBILE EQUIP OPER 1/HEAVY
REGINALD PICKETT
#50598717
HIGHWAY FOREMAN 2
TODD MORGAN
#185680
HIGHWAY FOREMAN 2
PROPOSED
EQUIPMENT INSPECTOR
VACANT
#164212
MAINTENANCE REPAIRER 2
PROPOSED
UNIT 950
MOVABLE
BRIDGES (13)
UNIT 930
MOVABLE
BRIDGES (6)
MECHANIC 3
VACANT
#50472112