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:	50371912

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:	04/27/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190055
Consultant:	WPA
Supervisor:	DBA

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
0276	50371912

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
Barrios, Troy	☒ Yes ☐ No	Mary thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD-Office of Operations-District 02-Unit 070-Bridge City-Jefferson Parish (26)	(225) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8-DOTD	50372228	mary.e.thomas@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

2	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.
APPOINTING AUTHORITY (Required) Scott Boyle, ADA Operations PRINT NAME AND TITLE OF APPOINTING AUTHORITY	4/20/22	☒ 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.

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 Unit 070

Mission Statement: This position is in the District 02 Operations' Section of the Department of Transportation and Development and reports directly to the Assistant District Administrator of Operations.

This position is tasked with overseeing the repair and maintenance of all equipment for the District 02 Headquarters as well as the Houma Sub-District. Oversees the inspection of all equipment in the district for proper mechanical operation. Submits recommendations to the Assistant District Engineer (Operations) for equipment purchases and buyback equipment. The position requests, researches and assists in processing quotes for the repair of equipment from outside vendors and contractors. Inspects and assesses accident damage on equipment, and works with the Office of Risk Management on reimbursements and funding of accident damage to DOTD equipment.

The incumbent is required to possess the following specialized knowledge, skills and abilities:

- *Adhere to PPM-21 – Substance and Alcohol Abuse Policy.*
- *Knowledge and ability to comprehend and use a computer, cell phone, mobile data collector or any electronic device issued.*
- *Ability to operate office equipment such as copier, scanner*

While in official capacity, DOTD employees must comply with all applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, manuals, and directives.

40% Supervises the repair and maintenance of equipment for all of District 02 including the Houma Sub-District.. Oversees and works in conjunction with Mechanic Supervisor B in purchasing the necessary tools and equipment needed for the shop to function properly. Oversees and works with the Mechanic Supervisor B in prioritizing and scheduling work performed on equipment and welding in the most efficient manner to achieve desired repairs. Processes recall equipment and ensures work is completed. Processes documentation for new equipment assignments within the District as well as equipment transfers within the District. Performs an on-site visit to the Houma Sub-District to meet with the Mechanic Supervisor A and ADA-Operations (If available) for at least one day per every two calendar weeks.

25% Requests, thoroughly researches and processes quotes for repair of equipment from outside vendors and contractors. Inspects and assesses accident damage on equipment. Assists the Assistant District Administrator (Operations), Safety Section and Business Office in securing parts and repairs of damaged equipment. Responsible for maintaining inventory of all numbered equipment within District.

15% Conducts performance planning and review for employees directly supervised. Counsels employees and recommends disciplinary action to section head when necessary. Approves work schedules and leave for employees that are directly supervised.

5% Recommends equipment to be purchased annually to the Assistant District Administrator (Operations). Inspects buy-back equipment before being turned in each year. Prepares proper documentation to insure process is completed in a timely manner for all equipment repairs. Compiles specifications for bid preparations for parts and/or repairs of equipment.

5% Assists in conducting on site preventive maintenance and safety inspections of light and heavy equipment, generates reports on equipment condition and recommends corrective action.

5% Completes all required training for position and ensures that subordinates satisfy all training requirements.

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

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3A)

If the position has specific requirements (shift work, driver's license, other special requirements), assigned special pay, and/or unique working conditions, please complete and attach this form to the official position description. If this form is not used, however, these requirements must be documented in Item 8, Job Duties and Responsibilities, of the official position description.

POSITION SPECIFIC REQUIRMENTS

☒ This position requires a driver's license: ☐ A/B/C ☐ D ☒ E

☒ This position has the following special requirements:

This position requires drug testing either because it involves operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles. Lift requirement is a maximum of 50 pounds. Manual lifting over 50 pounds requires assistance.

SPECIAL PAY / WORKING CONDITIONS

☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ There is on-call pay for this position:

☐ There is a base supplement for this position (list percentage):

☒ This position is considered Disaster Essential

☒ This position has other special pay/working conditions:

This position is FLSA status EXEMPT

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