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:	50372116

Allocation Action:	Affirmed
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/27/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	183203
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
700/0276	50372116

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 8	TS322	109100
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)
50018585	Bossier Parish	Reg/Leav5110010	☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764020400				

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Sincavage, Bernard	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD-Office of Operations/District 04/Gang 001/Bossier City/Bossier 08		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9	00011596	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

7	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.

EMPLOYEE Bernard Sincavage	DATE 9/23/21	☒ 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 [signature], P.E.	DATE 23 Sep 21	☒ 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) [signature], P.E.	DATE 24 Sep 21	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY David North DA		

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.

Assistant District Administrator-Operations
Engineer 8

The incumbent of this position functions as the Assistant to one of DOTD's nine District Administrators (Engineer 9) for Operations. As such, the incumbent is responsible for planning, managing, directing and evaluating the effectiveness of the district's operations, to include movable bridges, ferries, roadside development, equipment/vehicles, railroad rehabilitation projects, traffic engineering and operations; district wide maintenance of roads, bridges, facilities, emergency operations, etc. District 04 consists of 7 parishes, 2611 miles of roadway, 1144 state owned bridges and 600 state off-system bridges, 1 pump station, etc. This position is a designated first responder and ESF-3 Lead POC during emergency response. **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.**

Incumbent therefore:

50% Supervises a staff of engineers/maintenance specialists/supervisors, responsible for the following district functions:

- Districtwide Bridge Maintenance bridge inspection, bridge/facilities maintenance including bridge decks/pilings/guardrails/fences/painting, drainage/electrical crews, bridge operations, tree removals, etc.
- District Wide Road Maintenance- machine leveling, mud jacking, installation and repair of drainage structures, pavement patching, erosion repairs, tree removal, etc.
- Roadside Development- rest area management, erosion control, herbicide applications and other landscape-related projects along state highways; sewerage treatment facilities; Adopt-A-Road program, (mowing & rest area contracts, emergency management & contract maintenance.
- District Wide Facilities Maintenance.
- Provides technical assistance to Area Engineers regarding mowing contracts and herbicide applications.
- Special Projects - oversees, plans, and executes emergency procedures for District such as; emergency/incident management, road/weather emergency management, message board, etc.
- Traffic Operations - sign fabrication, roadway striping, signal repair/installation, pavement marking, (outdoor advertising LOGO, ITS, Railroad Coordinator and Accident Investigations optional here or in Traffic Engineering).
- Traffic Engineering - traffic engineering and traffic studies; preparation of reports pertaining to installation/modification of traffic control devices, speed limits, traffic counts, abnormal accident locations, traffic safety, etc.; preparation of traffic control plans/work zone designs/striping plans; outdoor advertising/LOGO/tourist-oriented directional signs (TODS), right-of-way permits.
- Equipment Management/Inspection/Repair - equipment replacement program, equipment and vehicular repair, parts inventory/warehousing.
- Permits and Utilities.
- Makes recommendations to District Engineering for Contract Maintenance Program.
- Responsible for maintenance and operation of water pump stations throughout district.
- Manages letter bid contracts for major repairs.

20% Develops and/or participates in the development of strategic plans, district goals and objectives, budget development/control/expenditures, performance indicators, long and short-term planning efforts, evaluation of efficiency and effectiveness, measurement of results achieved, resource utilization, automation and other duties typically associated with financial and human resource management.

20% Develops and maintains effective working relationships with federal, state and local elected officials and governing bodies; effectively communicates with a diverse group of stakeholders and customers, including representatives of the Federal Highway Administration (FHWA), industry contractors and consultants, local media, and members of the general public. Makes presentations to various organizations and associations; schedules, plans, and conducts meetings and/or

corresponds in writing on district programs and projects; attends public hearing or meetings; answers interrogatories and requests for information pertaining to litigation; gives depositions, provides expert testimony and/or acts as an agency representative in legal proceedings involving the agency.

10% Serves as functional appointing authority for all employees under his/her jurisdiction; may additionally serve as final signatory authority on various business documents, such as payroll, purchasing, leave, travel, expenditures, Performance Planning and reviews and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc. Performs such other duties as may be required including emergency operations.

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

50018585-D04/G001 - ADMIN/OPRS / BOSSIER CITY

50021410-D04/G001 - ADA-OPERATIONS / BOSSIER