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:	50372148

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:	08/11/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	194237
Consultant:	KLC
Supervisor:	VWK

STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 941 11 – 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	50372148

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEER 8	TS-322	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)
			☐ 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
VACANT	☐ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/OFFICE OF OPERATIONS/DIST61/UNIT 001/EBR (17)		(225) 379-1903
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
ENGINEER 9	011500	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

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	DATE	☐ 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	DATE	☐ 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)	DATE 8-11-22	☐ 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.
District Administrator 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.

Engineer 8 (ADA Operations)

Function Statement:

The overall function of this position is the Assistant to the District Administrator (Engineer 9) for Baton Rouge (District 61). As such, the incumbent is responsible for planning, managing, directing and evaluating the effectiveness of the district's operations to include traffic engineering and operations, the district wide maintenance of roads, bridges, facilities, moveable bridges, roadside development, equipment/vehicle maintenance and emergency operations, etc. District 61 consists of 9 parishes, 1841 miles of roadway, 872 non-moveable bridges, 7 movable bridges, 7 pump stations, etc. This position is located in the District 61/Unit 001/East Baton Rouge Parish) of the Department of Transportation and Development and reports directly to the District Administrator (Engineer 9). The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and also 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.

The incumbent of this position:

45% Supervises a staff of engineering/maintenance specialists/supervisors (7 direct reports, total of 106 direct/indirect reports), responsible for the following district functions:

- District wide Bridge Maintenance - bridge inspection, bridge/facilities maintenance including bridge decks/pilings/guardrails/fences/painting, drainage/electrical crews, movable 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- erosion control, herbicide applications and other landscape-related projects along state highways; Adopt-A-Road program, mowing contracts, emergency management and 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 repair/installation, roadway striping, signal repair/installation, pavement marking, outdoor advertising LOGO, ITS, Railroad Coordinator and Accident Investigations.
- 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,
- Random Drug Testing Coordinator
- Makes recommendations to District Engineering for Contract Maintenance Program
- 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 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 Evaluations and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc., are followed.

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

100%

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:

SEE ATTACHMENT

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:

Special Entrance Rate $3812.00 Bi-Weekly

Attachment

Engineer 8 Special Requirements

The incumbent is required to possess the following specialized knowledge, skills, abilities, as well as to maintain the following licensing and operate the following equipment:

- Incumbent is required to be a licensed Professional Engineer.
- Incumbent is subject to drug testing according to DOTD policies.
- Incumbent is required to operate a cell phone, computer, PDA, and have knowledge of bridge inspection and maintenance software, basic traffic principles, and be knowledgeable in the safe operation of passenger vehicles.
- Incumbent must participate in the DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

ADA Operations