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: | 50372142 |

| | |
|---|---|
| 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: | 09/20/2023 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 208789 |
| Consultant: | JF |
| Supervisor: | ALG |

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 | 50372142 |

| 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<br>☐ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| | | | | |

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| DESSELLE, RHETT A. | ☒ Yes ☐ No | JENNIFER MIZZELL |
| AGENCY/DEPARTMENT – OFFICE – DIVISION | | HUMAN RESOURCES TELEPHONE |
| DOTD/Office of Engineering & Operations/District 08/Unit 001/Alexandria/Rapides/40 | | ( 225 ) 379-1902 |
| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
| ENGINEER 9 | 00008665 | 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 |
|---|---|---|
| CHACHERE, NICHOLAS I. | 50372221 | Engineer 8 |
| SINCAVAGE, BERNARD J | 50372116 | Engineer 8 |

## 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.

| | | |
|---|---|---|
| Rhett A. Desselle<br>EMPLOYEE | DATE 9/13/2023 | ☒ I certify that the information in this document is true and correct to the best of my knowledge.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| [signature]<br>DIRECT SUPERVISOR | DATE 9/13/23 | ☒ I certify that I agree with this document.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| [signature]<br>APPOINTING AUTHORITY (Required) | DATE 9/13/23 | ☒ I certify that I agree with this document.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| TROY ROUSSELL DISTRICT ADMINISTRATOR<br>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.

**Assistant District Administrator – Operations – Engineer 8**

Function Statement:

While in the 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.

This position is located in the Department of Transportation and Development's Office of Operations/District 08/District Operations Section/Unit 001 and reports directly to the District Engineer Administrator [Engineer 9]. District 08 is headquartered in Alexandria and consists of seven (7) parishes located in Central Louisiana: Avoyelles, Grant, Natchitoches, Rapides, Sabine, Vernon and Winn. The District is responsible for 2623 centerline miles of State-maintained highways and over 1,250 State-maintained bridges, including one (1) movable bridge. The overall function of this position is to serve as the Assistant District Administrator over Operations. The incumbent is responsible for planning, managing, directing, and the effectiveness of the District Operations, to include: bridge inspection; bridge maintenance/repair; traffic engineering and operations; right-of-way management and roadside development; fleet management and repair; facilities management, maintenance, and repair; specialized and heavy district-wide maintenance; and emergency response planning and operations.

The incumbent must be: self-motivated; able to perform duties without or with minimal supervision; and able to interpret and react to unforeseen conditions as they may arise.

The incumbent will participate in DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks, including, but not limited to, the following:

- National Incident Management System [NIMS] Incident Command System training [ICS-100, 200, 300, 700, and 800]
- Safety Inspection of In-Service Bridges
- Northwestern University Traffic Operations

Job Duties and Responsibilities

45% Supervises and manages a staff of Engineers/Engineer Technicians/Supervisors seven (7) direct reports and Foreman/Skilled-Craft/Mobile Equipment Operators of approximately 93 indirect reports responsible for the following district functions and programs:

- **District-wide Bridge Program** – National Bridge Inspection Program; bridge maintenance and repair; movable bridge operation, maintenance, and repair
- **Traffic Engineering and Operations** – traffic engineering studies; sign installation, fabrication, and maintenance; pavement markings; signal operation, repair, maintenance, and installation; Intelligence Transportation System (ITS) Operation; railroad crossing safety program; road/lane closures and detours; variable message signs; accident review and investigations
- **Right-of-Way Management/Roadside Development** – Mowing and litter removal contracts and agreements; herbicide and integrated vegetative control program ; Adopt-A-Road Program; Wildflower Project; landscaping-related projects
- **Fleet Management and Repair** – equipment inventory, inspection, and replacement; heavy equipment and passenger vehicle repair, preventative maintenance, and servicing; operations of service station; welding fabrication shop; body repair shop
- **Facility Management and Maintenance** – buildings and grounds maintenance, repair, and construction
- **District-wide Specialized and Heavy Maintenance** – asphalt overlays/resurfacing; roadway cold-milling and bump grinding; mud jacking; street sweeping; installation, repair, and cleaning of drainage structures; pavement patching; erosion repairs; tree removal; fence repair; guardrail repair
- **Emergency Planning, Response, and Operations** – oversees, plans, and executes emergency procedures for District such as: emergency/incident management and weather emergency management

Prepares and manages the annual budget by researching information; recommending and approving purchases, expenditures, capital equipment, and staffing levels; presenting budget or recommendations; monitoring ongoing expenditures; and recommending adjustments. Manages contracts by maintaining and reviewing regular reports and spreadsheets, reporting contract status, assisting managers with proposed language or contract negotiations, and ensures managers monitor work progress and adherence to schedules and budgets. Manages business activities by reviewing equipment, facility and personnel efficiencies, correcting deficiencies, monitoring and evaluating staff performance, overseeing the appraisal process, establishing training programs, forecasting personal needs, participating in strategic and space planning, monitoring service programs and deliveries, overseeing fleet vehicles programs, participating in special projects, ensuring policy compliance, and participating in training. Copes with job related stress including but not limited to: deadlines; customer, supervisory, and staff interactions; multi-tasking; high work volumes. Provides leadership and manages activities/response/support during inclement weather such as floods, hurricanes, and snow/ice events.

20% Serves as appointing authority for all employees under his/her jurisdiction. Serves as final signatory authority on various business documents such as: payroll; purchasing; leave; travel; expenditures; invoices; employee performance evaluation, planning, and reviews; and other personnel actions. Ensures agency policies and procedures followed.

20% Develops and implements: strategic plans; goals and objectives; short and long term work plans; budget; plans of action; communication plans; and performance measures. Evaluates efficiency and effectiveness, measures of results achieved, and manages resource use. Responsible for technology and automation implementation and other duties typically associated with financial and human resource management.

Job Duties and Responsibilities Continued

10% 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), U.S. Coast Guard, 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 hearings or meetings; answers interrogatories and requests for information pertaining to litigations; gives depositions, provides expert testimony and/or acts as an agency representative in legal proceedings involving the agency.

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:

See Attached Page

**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:

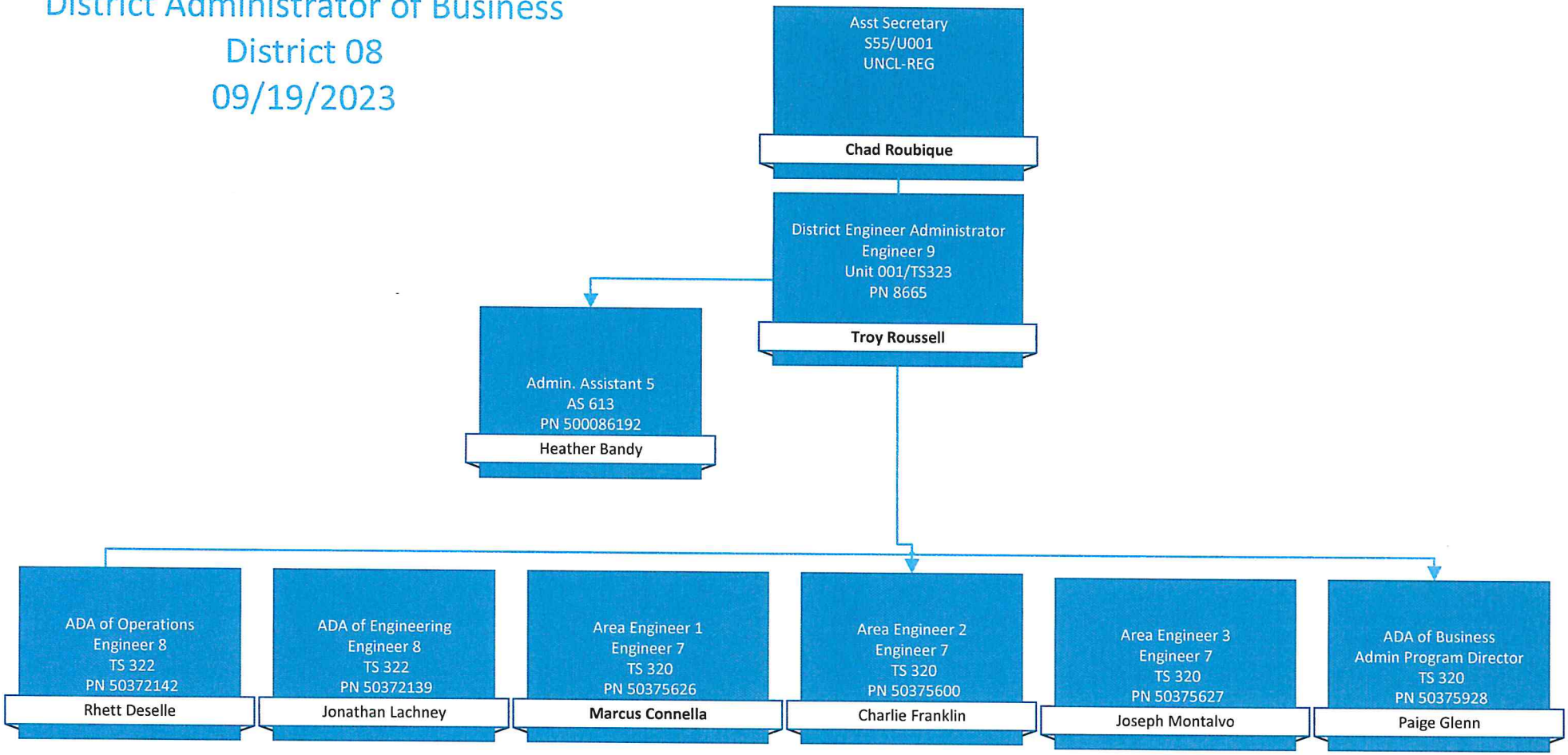
Desselle, Rhett A
Position Description Update 2023
Position Number 50372142

This position has the following special requirements:

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

- Effective communication, both verbally and in writing
- Effective planning, implementation, and evaluation of work plans
- Effective supervisory and management skills
- Possession of license to practice Professional Engineering in the State of Louisiana
- Possession of valid driver's class E license issued by the State of Louisiana
- Equipment used shall include Smart phone or other hand-held data device/cellphone, two-way radio, personal computer, and passenger vehicle

# District Administrator of Business
# District 08
# 09/19/2023



# District 08
# Operations Section

Troy Roussell
Engineer 9
Position No. 58665
TS 323

Rhett A. Desselle
Engineer 8
Position No. 50372142
TS 322

J'Rel West
Roadside Development District Coordinator
Position No. 153799
TS 311

Lance Broom
Engineer 7
Position No. 50457778
TS 320

Patrick Fontenot
Equipment Superintendent
Position No. 13509
WS 218

Dale Craig
Engineer 7
Position No. 014141

Gerard Lemoine
Transportation Operations Manager
Position No. 384302
WS 219

Deadra White
Administrative Assistant 5
Position No. 50379639
AS 613

Freddy McCall
Engineering Technician 4
Position No. 50345861
TS 308