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:	50371930

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:	07/13/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	206277
Consultant:	KS
Supervisor:	AD

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 0070/0276	POSITION NUMBER 50371930
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) Engineer 8	CURRENT PAY LEVEL TS 322	CURRENT OFFICIAL JOB CODE 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 Seilhan, Kevin	Employee Qualifies For Job ☒ Yes ☐ No	HUMAN RESOURCES CONTACT Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION DOTD: Office of Operations: District 07: Unit 001: Lake Charles: Calcasieu PH (10)		HUMAN RESOURCES TELEPHONE (225) 379-1291
OFFICIAL TITLE OF SUPERVISOR Engineer 9 DOTD	DIRECT SUPERVISOR'S POSITION NUMBER 13452	HUMAN RESOURCES EMAIL mary.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

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.

EMPLOYEE	DATE 07-12-23	☑ 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) Seth J. Woods District Engineer Admin. PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 7/12/23	☑ 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.

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 DOTD/Assistant District Administrator-Operations

Function Statement:

This position is located in District 07/Unit 001 of the Department of Transportation and Development and reports directly to the District Engineer Administrator (Engineer 9). The overall function of this position is planning, managing, directing and evaluating the effectiveness of the district operations units, which consists of traffic operations, bridge operations, ferry operations, roadside development unit, mechanic shop unit, roadway maintenance unit, and facilities maintenance. The incumbent must be self-motivated and be able to perform duties many times with or without 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 is required to possess the following specialized knowledge, skills, abilities, as well as to maintain the following licensing and operate the following equipment:

Specialized knowledge, skills, and abilities: Engineering, Leadership, Organizational, and Budgeting skills. This position requires the incumbent to acquire and maintain certification in Safety Inspections of In-Service Bridges.

Required license: Current Louisiana license to practice professional engineering and driver's license.

Equipment needed to perform duties: cell phone, computer, laptop, calculator, pickup truck

Job Duties and Responsibilities

50% Supervises a staff of engineering/maintenance specialists/supervisors with 8 direct reports, total 131 direct/indirect reports depending upon current TO), responsible for the following district functions:

- Districtwide Road/Bridge Maintenance - Bridge inspection, bridge/facilities maintenance including bridge decks/pilings/guardrails/fences/painting, drainage/electrical crews, movable bridge operations, tree removals, etc.
- Roadside Development - Rest area management, erosion control, herbicide applications and inventory, and other landscape-related projects along state highways including wildflowers; sewerage treatment facilities.
- Special Projects - Oversees, plans and executes emergency procedures, preparedness and response for district; as required responds to office/incident location to direct/oversee activities for emergency situations/natural disasters/ hazardous materials; manages accident reimbursable program, Intelligent Transportation System.
- Traffic Operations - Sign fabrication, roadway striping, signal repair/installation, pavement marking.
- 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, etc.
- Equipment Management/Inspection/Repair - Equipment replacement program, equipment and vehicular repair, parts inventory/warehousing.
- Ferry Operations - Operate/maintain one (1) ferry at the Cameron location.

30% 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, manages the capital outlay/equipment/materials budgets, major repair projects, contract maintenance program (district reseal, maintenance overlays, concrete pavement repair, traffic maintenance and safety/hazard elimination programs.

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), 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. Functions as the District 07 ESF-3 Lead for Emergency Operations and oversees the activities for storm event planning, preparations, responses, clean-up, and facility repairs – includes oversight of the Debris Manager for clean-up contracts.

5% 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 Reviews and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc., are followed.

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

District 07 Admin Staff

ADA of Operations

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:

Possession of a current Louisiana license to practice professional engineering plus eight years of professional engineering experience, two years of which must have been at the supervisory level or above.

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: