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:	50371211

Allocation Action:	Affirmed
Official Allocation:	ENV IMPACT MGR 1
Job Code:	141030
Pay Level:	TS-314
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/22/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	207708
Consultant:	KLC
Supervisor:	HHH

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
0700-0276	50371211

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Environmental Impact Manager 1	TS-314	141030
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 Engineering/Environmental-Section 28		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Environmental Impact Manager 2	00086677	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
Robin Daigle	110033	Environmental Impact Manager 1/DOTD

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

5	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	8/22/23	☒ 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.
APPOINTING AUTHORITY (Required)	8-22-23	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Noel Ardoin, Env. Engr. Adm.		

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.

FUNCTION OF WORK:

To evaluate the Department's Construction and Maintenance Programs and administer the Department's environmental programs to ensure compliance with federal, state and local environmental regulations. This position is responsible for the implementation and accomplishment of compliance goals of the DOTD Wastewater/Stormwater Programs, and other environmental programs administered through the Environmental Compliance Unit (ECU) (Underground Storage Tanks, Solid and Hazardous Waste, Vibration Monitoring, and etc.). It serves as the link between the unit goals and objectives, established by the Department and the Environmental Impact Manager 2, and the actual completion of work by lower level Environmental Compliance Unit Environmental Impact Specialists and program support personnel throughout the nine highway districts. The incumbent receives broad supervision from the Environmental Impact Manager 2 and exercises direct supervision over at least four (4) Environmental Impact Specialists, and has functional supervision over numerous non-environmentalists who have specific program tasks relating to stormwater, wastewater and other environmental regulatory mandates.

The incumbent is expected to gain and maintain the necessary level of training and experience in storm water and wastewater to effectively supervise the programs, as well as obtain and maintain required certifications in LA DHH Wastewater Treatment and Collection Programs. A valid and current driver's license is required as this position is required to perform field and site visits to assess, evaluate, and monitor the Department's environmental programs.

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

Specific responsibilities and duties are outlined below.

55% The incumbent provides direct supervision over the day-to-day activities of ECU personnel involved in the Wastewater, Stormwater, and other ECU Programs to ensure the DOTD's compliance with state and federal regulations. Supervises Environmental Compliance Unit personnel responsible for the production and coordination of information and activities, within and outside of the Department associated with the various DOTD statewide environmental Programs. Additionally, provides supervision over various environmental consultants and serves as the principal assistant to the Environmental Impact Manager 2 relative to the basic operational framework of the Environmental Compliance Unit.

15% Supervises the coordination of analytical test data between multiple Divisions and Sections within the DOTD and with various Divisions of the La DEQ and other agencies including LA DHH, USEPA, Environmental Consultants and FHWA. Such supervision ensures adequate and consistent communication for regulatory compliance and further ensures that DOTD employs the most cost effective environmental decisions regarding site assessments and the development of Best Management Practices (BMPs).

15% Coordinate with HQ Design Engineers, District Construction Engineers, Project Engineers, District Maintenance Engineers, the LA DEQ Regional Supervisors, LA DHH and Environmental Consultants to ensure the implementation of BMPs and corrective actions in an effort to minimize workers' exposure to contaminants and to minimize non-permitted discharges into the environment. This position conducts and participates in field surveys and site visits to assess, evaluate, and monitor sites of concern. Routine communication within specific Sections of the Department and frequently extends to other environmental and non-environmental entities outside the Department (LA DEQ, US EPA, LA DHH, Environmental Consultants, City/Parish Governments and Analytical Laboratories). Represents the Department at meetings and during other settings to provide program updates and specific data as the immediate need may dictate.

10% Provides regulatory supervision over other Environmental Compliance Unit programs and/or special projects, and serves as the principal assistant to the Environmental Impact Manager 2 with the implementation of the statewide wastewater performance evaluation process, management of the Environmental Compliance Unit including the development of environmental policies and procedures, research proposals and the preparation of the unit budgets. The incumbent also assists the Manager 2 with the development of consultant contracts by setting scope of services, developing pay schedules and reviewing methodologies and procedures to ensure regulatory compliance.

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

Section 28 Environmental
(TO 34)
Noel Ardoin
Engineer 8
TS 322 (Unit 001)
Position # 008134
Kristi Buhler
Admin. Assistant 5
AS 613 (Unit 001)
Position # 008290
Robert Lott
Engineer 7
TS 320 (Unit 003)
Position # 50386088
vacant
Engineer Technician DCL
TS 312 (Unit 002)
Position # 010819
vacant
Engineer Technician 1
TS 308 (Unit 002)
Position # 50372437
Vacant
Engineer 6 - DCL
TS 319 (Unit 003)
Position # 50670643
Kayla Bankston
Engineer Intern 2
TS 313 (Unit 003)
Position # 189788
Ezekiel Onyegbunam
Engineer Intern 2
TS 313 (Unit 003)
Position # 152081
Jena Milliner
Engineer 5
TS 317 (Unit 003)
Position # 155518
Rhonda Braud
Engineer 6 DCL
TS 319 (Unit 003)
Position # 50473176
Carey Coxe
Environmental Impact Manager 2
TS 316 (Unit 004)
Position # 163726
Craig LeBlanc (biologist)
Environmental Impact Specialist DCL
TS 314 (Unit 004)
Position # 50336158
Stacie Palmer (archaeology)
Environmental Impact Specialist DCL
TS 314 (Unit 004)
Position # 50336157
vacant (architectural historian)
Environmental Impact Specialist DCL
TS 314 (Unit 004)
Position # 50449465
Amanda Gibbons (biologist)
Environmental Impact Specialist 1
TS 308 (Unit 004)
Position # 109006
Katherine Sinsitiere (cultural resources)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 011317
Patrick Vines (cultural resources)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 50514255
Robin Daigle
Environmental Impact Manager 1
TS 314 (Unit 004)
Position # 110033
Sharon Gage (cultural resources)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 177075
McKaila Stafford (biologist)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 013086
Tiffinee Brown (biologist)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 50315931
Krystal Cox (cultural resources)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 098968
Jacob Dupre (cultural resources)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 50514256
Joubert Harris
Environmental Impact Manager 2
TS 316 (Unit 042)
Position # 00086677
Vacant
Environmental Impact Manager 1
TS 314 (Unit 042)
Position #50371211
Quentin Scott
Environmental Impact Specialist 2
TS 309 (Unit 042)
Position # 00090615
Abigail Thibodeaux
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50376942
Don Turner
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50310179
Jacob Cortez
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 00012095
Thomas Gage
Environmental Impact Specialist 2
TS 309 (Unit 042)
Position # 00012052
Nicholas Larks
Environmental Impact Specialist DCL
TS 314 (Unit 042)
Position # 50336271
Kenya Lewis
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50310180
Kadie Wheat
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50310177
Nikita Simon
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50310178