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:	50361403

Allocation Action:	Affirmed
Official Allocation:	DOTD DEP CHIEF ENG
Job Code:	162790
Pay Level:	TS-324
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	10/25/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	209922
Consultant:	KS
Supervisor:	AD

STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF 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	50361403

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
DOTD Deputy Chief Engineer	TS-324	162790

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
DOTD Deputy Chief Engineer	TS-324	162790

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Michael Vosburg	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Engineering/S53/G001/EBRP	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD Chief Engineer	00145376	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

4	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		☐ 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)	10/25/23	☑ 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.

Chad Winchester
Chief Engineer
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.

The function of this position is to assist the DOTD Chief Engineer with establishing engineering standards, policies and procedures that guide project delivery, construction, preservation of all transportation-related projects and systems.

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.

65% Administers all matters, related to the programs of the state with respect to engineering, the environment, project design and management, construction, traffic engineering, system preservation and regulation of highways and bridges, and other special programs as may be directed by the DOTD Chief Engineer or DOTD Secretary. Assist in the preparation and administration of the budget for the Office of Engineering.

Assists in the approval process of all plans, specifications, and estimates for the construction of all facilities and projects for which this Office is responsible.

Direct oversight of four divisions. This includes planning, organizing and evaluating the respective missions and activities of each. Establishes goals, objectives, policies and procedures in order to facilitate achievement of desired results; schedules and prioritizes work activities in order to achieve results in a timely and efficient manner; establishes criteria or benchmarks against which work efforts will be measured in order to gauge progress; and, reviews and evaluates results actually achieved.

Ensures that all functions and responsibilities are appropriately managed and coordinated with other Offices and Divisions.

Routinely confers with Assistant Secretaries, DOTD Division Chiefs, District/Section Administrators and managers in an effort to coordinate work efforts, communicate operational and managerial needs, utilize resources, eliminate duplication of efforts, and facilitate achievement of the Department's overall goals.

Participates in conferences with other state and federal agency officials to correlate administrative and operational programs.

Consults with and advises various public and private agencies, committees, and individuals with an interest in related activities.

30% Serves as the DOTD Owner's Representative for execution of the construction phase of alternative delivery projects (design-build, CMAR, P3) and assistance with procurement during the pre-construction phase of the projects. Will provide the necessary general direction and broad management coordination required to execute the project and shall have the authority to act on behalf of the Owner. This includes contract and specification review, administration and contract enforcement, project scheduling, cost management, value engineering, change order administration, productivity analysis and risk analysis. Will utilize experience with construction contract management and understanding of contract requirements to enforce the terms of those contracts.

Tasks include:

- Develop, implement and interpret project contract requirements, standards and specifications.
- Monitor contractor performance against contract requirements and obligations including project budget, scope and schedule through review of monthly progress reports.

- Ensure contractor conformance to contract and project requirements. Recommend courses of action when respective contractual requirements are not being fulfilled.
- Review expenditure forecasts and other financial statements of job condition.
- Evaluate change requests and estimates and negotiate change settlements.
- Resolve conflicts in interpretation of standards and specifications and approve changes.
- Lead or advise resolution of disagreements, claims, non-binding mediation, or litigation arising out of the construction contract; evaluate and determine liabilities and cost risks to minimize exposure to the owner.
- Understand issues and engage other resources if unique and costly cost events are expected which may require additional expertise, guidance, and oversight.

These tasks will be performed individually, through the project manager and/or with dedicated contractual advisors with experience and expertise in the delivery of projects of this type and magnitude.

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

DOTD Chief Engineer
145376
Chad Winchester
Admin Assistant 6
147136
Carmel Dysart
DOTD Deputy Chief Engineer
50361403
Michael Vosburg
LTRC Director
152444
Samuel Cooper
Engineer 8
8134
Noel Ardoin
Engineer 8
180475
Mark Chenevert
Engineer 8
50649251
Vertie Gary
Traffic Engineering Division
Administrator
50339276
Ryan Hoyt
Project Development Division
Chief
181372
David Smith
Deputy Asst. Secretary
180309
Edward Knight
Engineer 9
50607927
Peggy Paine