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:	50384302

Allocation Action:	Job Correction
Official Allocation:	TRANSPORTATION OPS MGR
Job Code:	160680
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/15/2023
Position Audited:	No
Audit Date:	
Comments:	• Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	205535
Consultant:	JF
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	POSITION NUMBER
0276	50384302

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Transportation Operations Manager	~~XXXXXXXXXX~~ 15312 WS 219	~~XXXXXXXX~~ 160250 160680
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
lemoine, Gerard	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Operations/08/Unit 002/Alexandria/Rapides/40		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	50372142	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 Gerard Lemoine	6/21/2023	☒ 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 Rhett A. Dessoche	6/21/2023	☒ 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) Rhett A. Dessoche	6/21/2023	☒ 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 Rhett A. Dessoche Engineer 8	6/22/23	

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.

Transportation Operations Manager – PN 50384302

Function Statement:

The overall function of this position is to as Transportation Operations Manager. This position is located in the District 08's Operations Section and reports directly to the Assistant District Administrator of Operations. The incumbent must be self-motivated and be able to perform duties many times without supervision or with minimal supervision and also be able to interpret 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. 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.

Job Duties & Responsibilities

45% Supervises, trains, guides, and coaches the Highway Foreman 2's, Carpenter Foreman and Administrative Coordinator 3 in routine, responsive, and specialized road and facility maintenance. Makes spot checks on work-in-progress and regularly observes work to determine that quality standards, correct work procedures and proper work methods are being followed. Regularly and continuously inspects work on all major projects to determine adequacy of repairs. Continually monitors progress of the District-wide work force with particular regard to work quantities and functions. Works closely with the Highway Foreman 2's in setting goals and planning work. Furnishes continuing assistance to the Highway Foreman 2's to ensure that all work planned and scheduled meets goals. Must solve technical problems which arise. Oversees and directs continuous on-the-job employee training program. Monitors and evaluates employee conduct and performance. Reviews performance evaluations, develops performance expectations, and sets performance standards. Handles all personnel problems with subordinates that may arise in assigned work crews. Randomly visits their assigned work crews at the beginning and end of the work day to verify compliance to working hours. Composes, types, and processes written correspondence concerning disciplinary actions, grievance responses and other personnel actions.

20% Must be able to receive complete special assignments as ordered by the Assistant District Administrator of Operations Engineer 8 DOTD. Makes plan reviews and microfilm searches for as-built details in order to help resolve special problems. Provides technical assistance such as setting grades or establishing lines on varied projects by district-wide forces which include preparing all necessary documents and submitting information for such projects.

20% Responsible for the implementation of Cooperative Endeavor Agreements, disposal of recyclable material, disposal of waste materials and pip purchases for replacement of deteriorated cross-drains. Makes requisitions and schedules delivery of materials needed. Assist District Accounting Personnel in correcting cost accounting problems. Confers with the District Repair Shop Supervisor pertaining to equipment request and needs. Manages District-wide and State-wide Equipment assigned to District's Assistant District Administrator of Operations in the management and repair of the district facilities and property. Manages and coordinates transportation assets of the district (low boys, shuttle truck, etc.)

10% Meets and communicates with property owners, public, local officials, and elected officials on various complaints to ensure they are properly resolved. Confers with the public pertaining to a variety of problems they experience with roads, drainage, permits, or illegal encroachments. May respond as required with written correspondence. Disseminates information to the public regarding Department activities and policies.

5% May be required to perform a wide variety of tasks to carry out the mission of the District Operations Section.

100%

SF-3.A
Rev. 11/01

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☐ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☒ This position requires a driver's license: ☒ A/B/C ☐ D ☐ E

☒ This position has the following 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:

- This position is responsible for performing advanced sub-professional engineering work providing technical advice and assistance as well as supervising and programming work activities.
- The incumbent utilizes independent judgment and knowledge of maintenance and engineering to assist, train and to guide three Highway Foreman 2's, one Carpenter Foreman, and an Administrative Coordinator 3, in the accomplishments of routine, response, and specialized maintenance.
- The incumbent is responsible for the quality control and quality assurance of all work performed by work crews
- The incumbent is required to make any technical engineering decisions relative to planning, scheduling, performing and controlling the various activities carried out in the work program.
- The incumbent provides necessary survey expertise, performs surveys such as drainage surveys and construction layout and trains staff to perform drainage surveying and leveling.
- The position implements standards, methods, and procedures for inspecting, scheduling and reporting work activity, makes cost estimates, and ensures continuous on-the-job employee training is conducted. These training programs are used to teach good work methods and procedures and new concepts designed to improve operations.
- The incumbent is responsible for gathering, organizing, and presenting information for the decision-making process in the Assistant District Administrator of Operations' office.
- This position participates in the required DOTD structured training program and obtains additional training to facilitate the performance of required tasks.
- The incumbent shall be required to operate a vehicle equipped with a two-way radio and distance measuring device to accomplish the department's mission and tasks.
- The incumbent may be required to utilize a cell, pager, computer, and email to facilitate communications. Also, uses engineering calculator to compute quantities, distance and other information and uses a variety of survey equipment to perform drainage and topographic surveys.

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

SF-3.A
Rev. 11/01

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): _____

☐ There is a base supplement for this position. List percentage _____

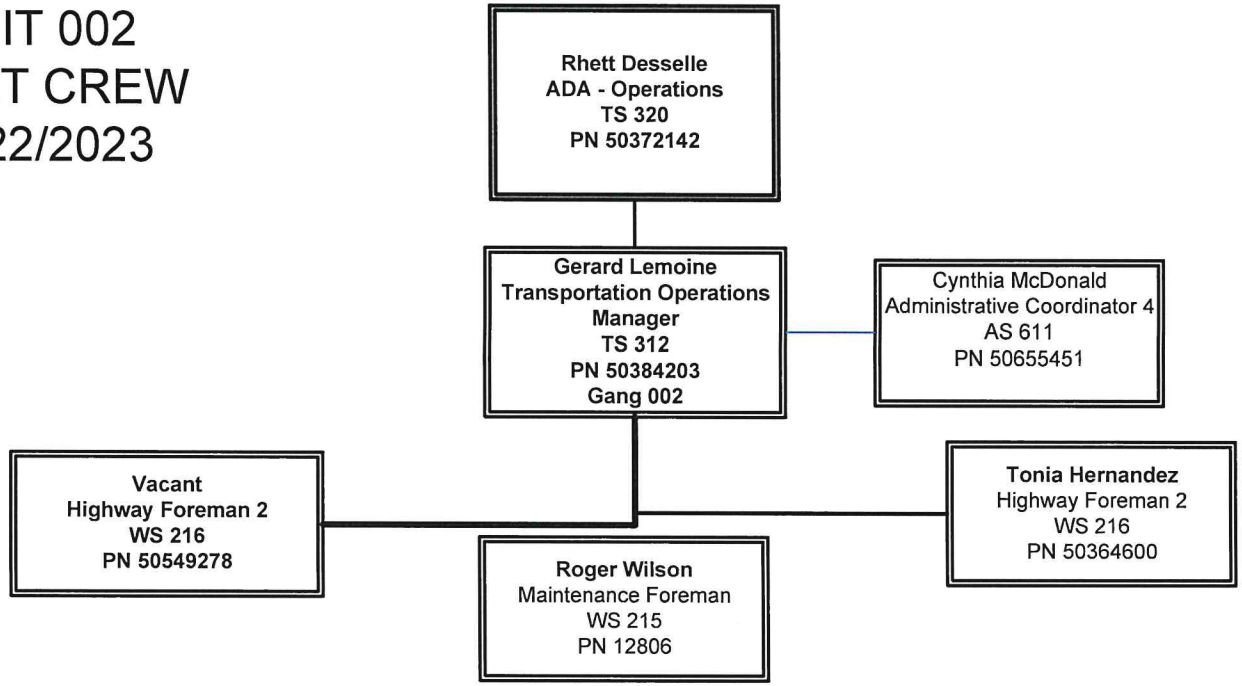
☐ This position is FLSA Status Exempt

☒ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is _____

☒ This position has other special pay/working conditions:

Regular work schedule is 4-10 hour work days. Monday thru Thursday, 6:30am to 5:00pm

This position is FLSA Status Non-Exempt

UNIT 002
FLEET CREW
06/22/2023