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: | 50383811 |

| | |
|---|---|
| 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.<br>Work Parish is Pointe Coupee Parish |

| | |
|---|---|
| Log Number: | 204751 |
| Consultant: | YM |
| Supervisor: | DEZ |

STATE CIVIL SERVICE

# 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: 700/0276 | POSITION NUMBER: 50383811 |
| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): ENGINEERING TECHNICIAN 7 | CURRENT PAY LEVEL: TS-312 | CURRENT OFFICIAL JOB CODE: 166250 |
| REQUESTED OFFICIAL JOB TITLE: TRANSPORTATION OPERATIONS MANAGER | REQUESTED PAY LEVEL: WS-219 | REQUESTED OFFICIAL JOB CODE: 160680 |

## 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: CATLETT, JONATHAN | Employee Qualifies For Job: ☒ Yes ☐ No | HUMAN RESOURCES CONTACT: JENNIFER MIZZELL |
| AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/OFFICE OF OPERS/DISTRICT61/UNIT 001/EBR | | HUMAN RESOURCES TELEPHONE: ( 225 ) 379-1902 |
| OFFICIAL TITLE OF SUPERVISOR: ENGINEER 7 | DIRECT SUPERVISOR'S POSITION NUMBER: 50376255 | HUMAN RESOURCES EMAIL: 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.

| | | |
|---|---|---|
| EMPLOYEE | DATE | ☐ 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. |
| DIRECT SUPERVISOR | DATE | ☐ 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. |
| APPOINTING AUTHORITY (Required) Jeffery C. Chatelain<br>PRINT NAME AND TITLE OF APPOINTING AUTHORITY Area Engineer | DATE 5/24/23 | ☒ 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. |

## 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 (Area B)**

**Function Statement:**

The overall function of this position is to supervise and monitor the work operation of multi parish-wide units and assist the Area Engineer (Engineer 7 DOTD) in managing the maintenance unit's activities. This position is located in the District 61, Area B, which include Pointe Coupee, West Baton, East Feliciana and West Feliciana parishes of the Department of Transportation and Development and reports directly to the Area Engineer (Engineer 7 DOTD). The incumbent must be self-motivated and be able to perform duties many times with or with 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.

**Job Duties & Responsibilities:**

50% **Supervision:**

Supervises the Parish Highway Maintenance Superintendents and monitors the production of the parish maintenance units. Assist the Area Engineer in managing maintenance activities by planning, scheduling and coordinating maintenance management activities in the Area in conjunction with the parish superintendents and foremen. Coordinates the training of maintenance personnel with District Training Specialist and oversees safe operating check lists (SOCL's) for employees. Approves sick and annual leave; prepares and conducts employee performance appraisals; interviews applicants; maintains employee records; and makes recommendations for promotions, reallocations, merit increases and other personnel actions to supervisor. Administer administrative actions when required. Review payrolls and bi-weekly activity reports. Ensure correct use of equipment by parish-wide personnel. Periodically authorizes overtime expenditures. Assign jobs to be accomplished by maintenance personnel. Coordinates projects with the District and Statewide Maintenance Units, Statewide Equipment Section, the District Safety Officer, and the parish beautification programs. Supervises the Agile Asset Program with all assigned parish units and a daily basis.

**Additional duties as follows:**

- Review all assigned maintenance units' weekly work schedule at the beginning of a work week which is e-mailed weekly to insure that no major work is being performed on roadway sections that may be soon under construction.
- Review the upcoming weather forecast to insure that the work schedule will comply. Respond by e-mail any changes and call the Superintendent to verify changes that you may have made.
- Follow up with the respected units on all citizen and political work request by both e-mail, written and verbal forms and then file.
- Prepare units for all season changes. (Hurricane Season & Winter Storms etc).
- Always be available to assist Area Engineer in planned emergency events (ex: Hurricanes & Ice storms).
- Do not allow your superintendents long period vacations during hurricane season. (August thru October).
- Review Contra-Flo procedures at the beginning of hurricane seasons. (June 1st.).
- Be prepared to work overtime in emergency events.
- Establish a close working relationship with the local government and public works groups.
- Create a phone directory to all your contacts in case of your absent.
- Visit all your units on weekly bases.
- Visit the jobsite to inspect their work on monthly bases.
- Keep your Area Engineer updated on all major changes to the maintenance units work schedule.

- Review all leave runs.
- Attend meetings as necessary.
- Remain updated on all computer training.
- Keep documentation to assist in accurate employee performance appraisals.
- Coordinate special detailed work with the district wide specialist.
- Conduct Random Drug Test

15% **Highway Needs:**

Collects roadway condition information for the highway needs study and makes recommendations for the Districtwide Road Preservation Program, the Contract Maintenance Program and the Interstate Rehabilitation Program. Verifies and resolves public complaints with the general public, local officials and material vendors. Inspects roads and bridges to estimate annual workload, schedule repairs, and determine priority and budget needs. Estimates equipment, material and labor for road projects and repairs, and requisitions materials. Orders maintenance stockpile materials, arranges for testing and delivery. Uses survey instruments for determining alignment and grade. Organizes and implements computer based forms for maintenance units for daily usage. Coordinate with the emergency preparedness officials in the respective parishes. Assist in gathering information for legal documentation. Monitors and reviews inventory records and insures that material quantities are being entered correctly. Minimize the margin of error for inventory balances prior to end of year audit.

10% **Inspection:**

Inspects maintenance work performed under contract with DOTD including roadway, drainage and mowing contracts and recommends acceptance. Inspects parish unit's facilities on a regular basis and establishes repair priorities; prepares cost estimates for maintenance projects; inspects condition of maintenance equipment; computes and monitors quantities of materials used in maintenance activities; reviews the documentation of all work completed by parish maintenance crews. Assist in inspection of driveway permits to ensure conformance to the Standard Specifications. Perform inspections on the progress of projects for meeting highway standards. Perform Accident investigations as required by the Office of Risk Management. Reviews all ORM claims referred to the maintenance office.

10% **Roadside Development:**

Coordinate herbicide spraying in respective parishes. Calculates mowing and herbicide spraying acreage Recommends equipment modification when necessary.

10% Meets with local government officials and coordinates work with local government agencies.

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

100%

# POSITION SPECIFIC REQUIREMENTS

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

- Class E driver Licenses.
- Equipment used in this position is as follows: Computers, cell phone, survey equipment, personal digital device (PDA) and Global Position System (GPS).
- May work in extreme weather or hazardous conditions.
- Position is subject to drug tests per LADOTD policies.

# 50400041-D61/G001-MAINTENANCE SPECIALIST / BR