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:	50378494

Allocation Action:	Affirmed
Official Allocation:	EQUIPMENT SUPT
Job Code:	128810
Pay Level:	WS-218
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/24/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	201892
Consultant:	WPA
Supervisor:	AD

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	POSITION NUMBER
0276	50378494

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Equipment Superintendent	WS 218	128810
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
Thomas, Joseph	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD: Office of Operations: District 07: Unit 070: Lake Charles: Calcasieu PH (10)		(225) 379-9102
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	50371930	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

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 Joseph Thomas	3/20/23	☑ 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)	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.
KEVIN SEILHAN ADA OF OPERATIONS PRINT NAME AND TITLE OF APPOINTING AUTHORITY	03-24-2023	

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 Statement: The overall function of this position is to supervise the District 07 Equipment Program. The incumbent supervises and coordinates the activities of the District Mechanic Shop. This position recommends to the Engineer 8/ADA of Operations new equipment purchases, equipment replacements, and major equipment repairs. This position is located in the District 07, Unit 070, Mechanic Shop of the Department of Transportation and Development and reports directly to the ADA of Operations. 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, conferences, and meetings deemed necessary to meet the required objectives. 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:

40% Administers the activities of the District Headquarters Equipment Repair Shop. Reviews and approves work orders, equipment reports and supply requisitions. Approves daily time sheets and subordinate work assignments. Instructs DOTD personnel in the proper servicing and maintenance requirements for all types of equipment.

20% Assists the ADA of Operations with the District equipment budget, obtaining information to be used in the preparation of standard specifications for purchasing mechanical highway equipment, supplies, parts, and materials. Makes recommendations for the purchase of new equipment and equipment utilization to meet District objectives. Extracts data and prepares reports from Agile Assets and LAGOV computer systems.

20% Identifies and advises the ADA of Operations of needed equipment repairs which cannot be made with District resources. Itemizes necessary repairs and obtains estimates from vendors.

10% Develops and oversees a district-wide equipment inspection program for owned and rented equipment. Acts as an advisor to the District Equipment Inspector. Supervises the use and maintenance of pool equipment. Ensures that key information, shop manuals, and operator manuals are available to mechanics and operators. Advises the ADA of Operations, the District Safety Officer, and other personnel of potential equipment safety hazards.

5% Supervises the processing and maintenance of historical records on each piece of equipment in the District inventory pertaining to the receipt, operation, modification, transfer, inventory, and disposal of equipment.

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

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:
Possess experience and knowledge to understand moveable equipment capabilities and diagnose mechanical and electrical problems in heavy, medium and light-duty equipment. Possess the ability to manage multiple tasks and issues with changing priorities. Must be able to quickly learn to use various computer software and data systems. Computer, cell phone, diagnostic equipment.

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:

Units 070/071
Mechanic Shop
ADA of Operations

Revised 3/2/2023