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:	50376256

Allocation Action:	Affirmed
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/14/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	205219
Consultant:	KS
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: 0700/0276	POSITION NUMBER: 50376256
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): ENGINEER 7	CURRENT PAY LEVEL: TS-320	CURRENT OFFICIAL JOB CODE: 109340
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)
	ST. JAMES		☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST: ELISAR, AARON	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Jennifer Mizell
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/OFFICE OF OPERS/DISTRICT61/UNIT 001/ST. JAMES(47)		HUMAN RESOURCES TELEPHONE: (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR: ENGINEER 9	DIRECT SUPERVISOR'S POSITION NUMBER: 011500	HUMAN RESOURCES EMAIL: Jennifer.Mizell@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

3	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. ☐ 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) Chad Roubique Chad Roubique Dep Asst Sec of Operations PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 6-12-23	☒ 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.

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.

Engineer 7 (Area Engineer)

Function Statement:

This position is located in the Department of Transportation and Development, District 61/Unit 001. Incumbent reports directly to the District Administration (Engineer 9). The incumbent must be self-motivated and be able to perform duties 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. The incumbent of this position functions as the DOTD Engineer with primary responsibility for organizing, planning, scheduling, executing and coordinating construction and maintenance activities on roads, bridges, ports, airports, and public works projects within a multi-parish area. This assigned area for this position consists of 898 miles of roadway in St. James Parish. 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:

30% Supervises a staff of 1 Project Engineers (Engineer 6), 1 Transportation Operations Manager and 1 Engineering Technician 4 (3 direct reports) with a total of 59 direct/indirect reports, and serves as an appointing authority for the following district functions for their assigned geographical area.

MAINTENANCE- Plan and budget maintenance work to ensure infrastructure is maintained in good working condition; provides input in the development of the material and equipment budgets and road maintenance needs, mowing and litter contracts, maintenance contracts with municipalities, RAP Program, ensures adherence to safety regulations, routine roadway inspection schedules, removal of illegal signs, collection of roadway condition information for highway needs; recommends projects for contract maintenance projects and preservation program of highways and bridges, etc. Determines permit requirements for all applicants within the area, and follows up to make sure that permitted projects are constructed to specified DOTD requirements.

CONSTRUCTION - Construction project inspection, sampling and testing, contract administration; contractor compliance with plans/specifications; resolution of complex contract issues/problems/disputes; accountable for safety/quality of project and delivery on time/budget; approves partial and final pay estimates to contractors, approves Category 2 Minor Change Orders. Some examples of Category 2 change orders are as follows:

- Changes which increase a major item more than 25%
- The change in amount of the contract up to $250,000.00
- Allowing the addition of up to thirty (30) contract days directly associated with the Change Order work.
- Changes which require an adjustment in unit price but excluding change orders accepting work at other reduced pay when a reduced pay schedule for such work is not a part of the project specifications.
- Change in method of measurement

- Increase a Major Item more than 25%
- Decreasing a major item over 25%.
- Change in traffic control plan (Change in sequence).
- Consultant Inspection Projects (Up to $250,000)
- Force Account (Up to $250,000)

Actively participates in the notification of closures during all maintenance and construction activities.

20% Serves as appointing authority for all employees under his/her jurisdiction; may additionally serve as final signatory authority on various business documents, such as payroll, purchasing, leave, travel, expenditures. Performance Planning and Reviews and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc., are followed.

20% Is accountable for all maintenance, construction projects, and prioritized pavement preservation program in area, provides accountability for project development and delivery, maintaining positive working relationship with stakeholders, responsible for championing funding for operations in assigned area. Is responsible for forwarding reimbursement documentation for damages to road and bridge assets. Determines permit requirements for all applicants within the area, and follows up to make sure that permitted projects are constructed to specified DOTD requirements.

15% Develops and maintains effective working relationships with federal, state and local elected officials and governing bodies; effectively communicates with a diverse group of stakeholders and customers, including representatives of the Federal Highway Administration (FHWA), industry contractors and consultants, local media, and members of the general public. Makes presentations to various local organizations as well as professional associations; schedules, plans and conducts meetings and/or corresponds in writing on area's programs and projects; attends pre-construction meetings, public hearings and/or public meetings; answers interrogatories and requests for information pertaining to litigation; gives depositions, provides expert testimony and/or acts as an agency representative in legal proceedings involving the agency.

10% Develops and/or participates in the development of strategic plans, district goals and objectives, budget development/control/expenditures, performance indicators, long-and short-term planning efforts, evaluation of efficiency and effectiveness, measurement of results achieved, resource utilization, automation and other duties typically associated with financial and human resource management.

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

100%

50400037-D61/G001-AREA ENGR / ASCENSION

50018590-D61/G001 - ADMIN/OPRS / BATON ROUGE