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:	50376458

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:	02/24/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	187610
Consultant:	WPA
Supervisor:	DBA

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	50376458

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Area Engineer, Engineer 7	TS-320	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)
			☐ 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
Vacant	☐ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD / Office of Operators / District 02-Houma Sub-District- Gang 001 / Houma / Terrebonne (55)		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
District Engineer Administrator, Engineer 9	120901	Mary.E.Thomas@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.

	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.
Chris Morvant APPOINTING AUTHORITY (Required)	2/23/22	☑ 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.
Chris G. Morvant, District Engineer Administrator 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.

Area Engineer – Houma
Engineer 7 - Position #50376458

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 and bridges within an assigned area. Incumbent reports directly to the District 02 Administrator (Engineer 9). For this particular Area Engineer, assigned area consists of Lafourche and Terrebonne Parishes, and the southern portion of Jefferson Parish that includes Grand Isle.

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.

25% Supervises a staff of 2 Construction Project Engineers (Engineer 6) and 1 Parish Maintenance Specialist (ET 7) responsible for the following district functions:

Maintenance - planning and budgeting work with maintenance supervisors to ensure infrastructure is maintained in good working condition; has input in the development of the material and equipment budgets, 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. Proper documentation of work performed by maintenance personnel in Agile Assets.

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; approval of category 2 change orders; approval of project/contract expenditures. 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 with reduced pay schedule for such work is not a part of the project specifications.
Change in method of measurement.
Decreasing a major item over 25%
Change in traffic control plan (Change in sequence).

25% Position is accountable for all maintenance, construction projects, and priorities 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.

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 Evaluation System planning and evaluations and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc., are followed.

15% Develops and maintains effective working relationships with federal, state and local elected officials and governing bodies; effectively communicates with diverse group of stakeholders and customers, including representative 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 district programs and projects; attends pre-construction meetings, public hearings and/or other public meetings; answers

interrogatories and requests for information pertaining to litigations; 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 resources management.

5% Position is responsible for coordinating with the Office of Homeland Security and Emergency Preparedness in the preparation and recovery from emergency situations. This position shall be in the Houma Area immediately preceding, during (if safe) and following the emergency event. Employee may be required to perform other duties assigned by supervisors 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:

Possession of a valid Louisiana Professional Engineer License and a valid Louisiana Driver's License

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:

Special Entrance Rate (SER) TS-322 $3481.60 Bi-Weekly
FLSA Exempt

50018583-D02/G001 - ADMIN/OPRS / BRIDGE CITY

50399473-D02/G001 - AREA ENGINEER - HOUMA