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:	50376225

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:	204639
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	POSITION NUMBER
0700 0276	50376225

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineering Technician 7	TS-312	166250

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Transportation Operations Manager	WS-219	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 ☐ 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
Martin, Mickey	☒ Yes ☐ No	Joseph Bishop

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Office of Operations/04/500	(225) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ADA of Operations	50372116	joseph.bishop@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	Micky Martin	5-18-2023	☑ 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	Bernard Sincavage, P.E.	5/18/2023	☒ 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)	Bernard Sincavage, P.E.	5/18/2023	☒ 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	Bernard Sincavage ADA of Operations		

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 provide supervision, guidance and logistical support to District 04 Fleet Units 710 and 711 and the Mechanic Shops Units 071 and 072 with direct line supervision over the Highway Foremen 2 and Equipment Superintendent. This position is in the Office of Operations District 04 DOTD and reports directly to the ADA of Operations. The incumbent must be self-motivated and be able to perform duties with minimal supervision and interpret unforeseen conditions as they arise. The incumbent will participate in appropriate DOTD structured training programs 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.

The incumbent must possess and maintain a Class "E" Drivers license.

The incumbent is required to operate a phone, computer and radio.

The incumbent must be knowledgeable in the safe operation of passenger vehicles as well as other equipment operated by the Transportation Operations Manager.

Job Duties and Responsibilities:

80%

Directs the maintenance activities as to priority of work and to compliance with satisfactory construction standards.
Directs all maintenance activities for Units 710 and 711.
Instructs Highway Foremen, Administrative Coordinators and Equipment Superintendent.
Performs PES evaluations for Highway Foremen 2 and Equipment Superintendent in Unit 071.
Reviews all PES's for Units 710, 711 and Equipment Supervisors in Unit 071.
Approves payroll hours and leave taken for Units 710, 711 and Equipment Superintendent in Unit 071.
Resolves personnel problems and recommends disciplinary action for Units 710, 711 and the Equipment Superintendent in Unit071.
Checks documentation of all work completed by fleet units.
Computes and monitors quantities of materials used for budget and inventory.
Ensures proper inspection of equipment and repairs required. Makes recommendations for needed equipment replacement.
Inspects roads in parishes to determine priority of repairs needed and estimates resources needed for repairs.
Approved promotions, transfers, etc. of subordinate staff.
Monitors work zones for proper signing and safe work practices.

15%

Assists ADA of Operations as follows:
Investigates accident site locations for conformance to safe roadway standards.
Researches archives and plans from past projects for information needed for lawsuit investigations, etc.
Conducts on-site investigation of proposed maintenance projects.
Inspects and compiles information from the annual inspection for budget needs.
Represents DOTD in tort liability cases.

5%

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

50399984-D04/G500-ROAD MAINT SPEC / BOSSIER

DEPT. OF TRANSPORTATION & DEVELOPMENT
DIST 04 HEADQUARTERS –UNIT 500
May 19, 2023