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:	50377098

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:	12/06/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	185321
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
0700/0276	50377098

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEER 7	TS-320	109340

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
ENGINEER 7	TS-320	109340

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 OPERATIONS/DISTRICT 03/LAFAYETTE PARISH (28)/UNIT 001	(225) 379-1259

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DISTRICT ENGINEER ADMINISTRATOR	9713	mary.thomas2@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.

	DATE	
EMPLOYEE: Vacant		☐ 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: Eric Dauphine	12/6/21	☑ 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) Eric Dauphine District Engineer Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	12/6/21	☑ 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.

Function Statement:

The overall function of this position is to serve as a DOTD Engineer with the primary responsibility for organizing, planning, scheduling, executing and coordinating construction and maintenance activities on roads, bridges, ports, tunnels, airports, and public works projects within a multi-parish area. This position is located in District 03, Gang 001, Lafayette, LA, Lafayette Parish of the Department of Transportation and Development, and reports directly to the District 03 Engineer Administrator, Engineer 9. The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and be able to interpret unforeseen conditions as they may 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 all 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:

25% Supervises a staff of 3 Project Engineers (Engineer 6) and 1 Engineering Technician 7 (Maintenance). This position serves as an appointing authority for the following district functions for their assigned geographical area: Acadia, Lafayette and St. Martin Parishes, Maintenance and Construction Sections.

Maintenance:

Plan and budget work to ensure infrastructure is maintained in good working condition; provides input for 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 and the preservation program for highways and bridges, etc.

Construction:

Construction project inspection, sampling and testing, contract administration, contractor compliance with plans/specifications, and resolution of complex contract issues/problems/disputes; accountable for safety/quality of projects and for delivery on time and on budget; approves Category 2 and Category 3 change orders.

20%: Position is accountable for all maintenance, construction projects, and prioritized pavement preservation program in area; provides accountability for project development and delivery and for 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 planning and reviews, and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc., are followed.

20%: 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 medial, and members of the general public in coordination with the DOTD Communications Director to any job duties, other than public records requests, related to dissemination of public information. 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 other public meetings, develops and recommends website information for public dissemination in coordination with the DOTD Communications Director; 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%: Responsible for coordinating with the Office of Homeland Security and Emergency Preparedness. May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities

50399603-D03/G001-AREA ENGINEER-IBER/VERM/ST MARY

50018584-D03/G001 - ADMIN/OPRS / LAFAYETTE