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:	50410854

Allocation Action:	Affirmed
Official Allocation:	ADMIN PROG DIR 1
Job Code:	170640
Pay Level:	AS-616
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/16/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	204223
Consultant:	WPA
Supervisor:	AD

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF 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	50410854

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Administrative Program Director 1	AS-616	170640
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	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Vacant Position	☐ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Operations & Maintenance/Equipment 42-009		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 7	50310782	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

	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	5/11/23	☑ 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.
APPOINTING AUTHORITY (Required)	5/12/23	☑ 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.

Maintenance Management Administrator

JEFF BROWN

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.

Function Statement:

The overall function of this position is to administer/manage the Property Management Program, Buyback Program and the Equipment Management Program as well as assist with the Fleet Acquisition Program. The incumbent works for the DOTD Headquarters Maintenance Section. The incumbent shall function as the administrator of the DOTD Property Management Program, by being the custodian of and responsible for all property owned by the Department and by providing a system for vehicle use and maintenance in accordance with LA Statute Title 34 Parts 7 & 11. Incumbent will have the responsibility for administering the acquisition/disposal of all numbered equipment for the Department. Position oversees any DOTD property related issues and coordinates with Division of Administration and other Offices within DOTD as it relates to the Property Management Program. Position is responsible for keeping DOTD in compliance with the State of Louisiana Property and Fleet Management Programs.

Duties & Responsibilities:

50% Property Management

Incumbent directs as the administrator of the DOTD's Property Management Program. Directs an annual inventory of over 22,000 assets by coordinating with approximately 50 DOTD property coordinators statewide. Establishes work standards for DOTD to be in compliance with state regulations as relates to moveable property and Fleet. Prepares an annual equipment inventory using two systems, AMP and SAP. Administers the tagging and scanning of DOTD property by Section/District. Maintains list administrator of internal department asset transfer processes and procedures and makes recommendations for LPAA. Conducts random audits internally to ensure accuracy of the Property Management Program. Evaluates and develops policies and procedures relative to these programs.

Prepares master listing of and certifies all moveable tagged assets for Louisiana Property Assistance Agency (LPAA) and the Legislative Auditors office. Reviews all information and reconciles the District/Section's inventory certifications; works with 50 Section/District coordinators to adjust, update and/or correct information as needed. Prepares and submits annual summary of moveable tagged assets for submittal to Division of Administration (DOA) including: inventory adjustment of 3rd year un-located property, reconciliation of missing property included on the master listing, and reconciliation of property inventoried but not included on the master listing. Position has final signatory authority.

Administers the LaGov Inventory Scanning Program. Incumbent serves as a contact to LaGov for any issue with the SAP software.

Represents the Secretary of DOTD in all matters dealing with the controlling, safeguarding and disposal of tagged moveable assets.

25% Supervision

Determines priorities and manages work of Administrative Program Specialist and Administrative Program Manager 2 who perform the duties related to the Equipment Acquisition Program and Equipment Management. Approves leave and payroll for subordinate staff and prepares/conducts employee performance appraisals, interviews applicants, maintains employee records, and makes recommendations for promotions, reallocations, merit increases and other personnel actions. Trains employees and updates programs and procedures as necessary to reflect changes. Resolves conflict among employees and recommends disciplinary action when necessary.

Responsible for direction and accomplishment of goals and objectives assigned to Section associated with property and equipment management; supervises and coordinates work schedules; monitors productivity of staff members.

Indirectly supervises 50 District/Section Property Control Coordinators by providing direction and oversight of the duties and responsibilities regarding the Department's Property Management Program and Inventory Scanning Program.

15% Equipment Management Program

Administers the DOTD Equipment Management Program through subordinate staff. The objective of the program is to provide a comprehensive solution for managing, monitoring, and controlling fleet operations for both the state motor pool and equipment.

The program incorporates equipment management decisions based upon review and analysis of data. The goal of the program is to obtain optimal equipment utilization with regard to the quality, size, and location of equipment utilized by the Department. Other objectives in support of the overall goal include optimization of fleet utilizing life cycle analysis, improvement of preventive maintenance compliance, and evaluation of repair versus replace decisions by performing review of data such as cost to repair, cost to replace, operating and maintenance cost histories, etc...

The program is responsible for the statewide administration of the Department's GPS program, including both mandatory and voluntary participation. This includes review and assignment of GPS user access and security, proper assignment of fleet vehicles including newly activated devices and devices requiring deactivation. Utilizes GPS data and reports to analyze utilization data and overall use of fleet in support of the equipment program.

10% Fleet Acquisition Program

Continually assists the Engineer 6 (Equipment Engineer) in the Fleet Acquisition Program process and procedures to ensure all goals and objectives of the program will be achieved. Evaluates and recommends changes in processes and procedures as necessary.

Assists in the writing of technical specifications for the acquisition of new equipment under the program and reviews technical specifications which have been created by subordinate staff and the Division of Administration.

Coordinates and communicates with staff to monitor and ensure success of the Buyback Program, a sub-component of the Fleet Acquisition Program. The program involves the purchase of approximately 200+ pieces of equipment valued at more than $18,000,000. After a set time period, the vendors then

purchase this lightly-used and close-to-new equipment back from DOTD and offers it for sale to private contractors to complete the cycle. For the program to be successful DOTD's specification requirements must revolve around those of the contractors, and for this reason the incumbent must be familiar with needed features for both the governmental and private sectors. Incumbent ensures a successful program by seeing that timelines are established and adhered to, and that equipment purchases are consistent with the needs of the private sector. Reviews and updates information regarding the Buy Back Program.

Ensures that all program purchases accomplished with FHWA funding is performed in compliance with all applicable rules and regulations.

Manages the receipt of DOTD equipment and vehicles by subordinate staff; ensures equipment meets preventative maintenance requirements and specifications; oversees the distribution of equipment statewide.

5% Miscellaneous Duties

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:

SPECIAL PAY / WORKING CONDITIONS

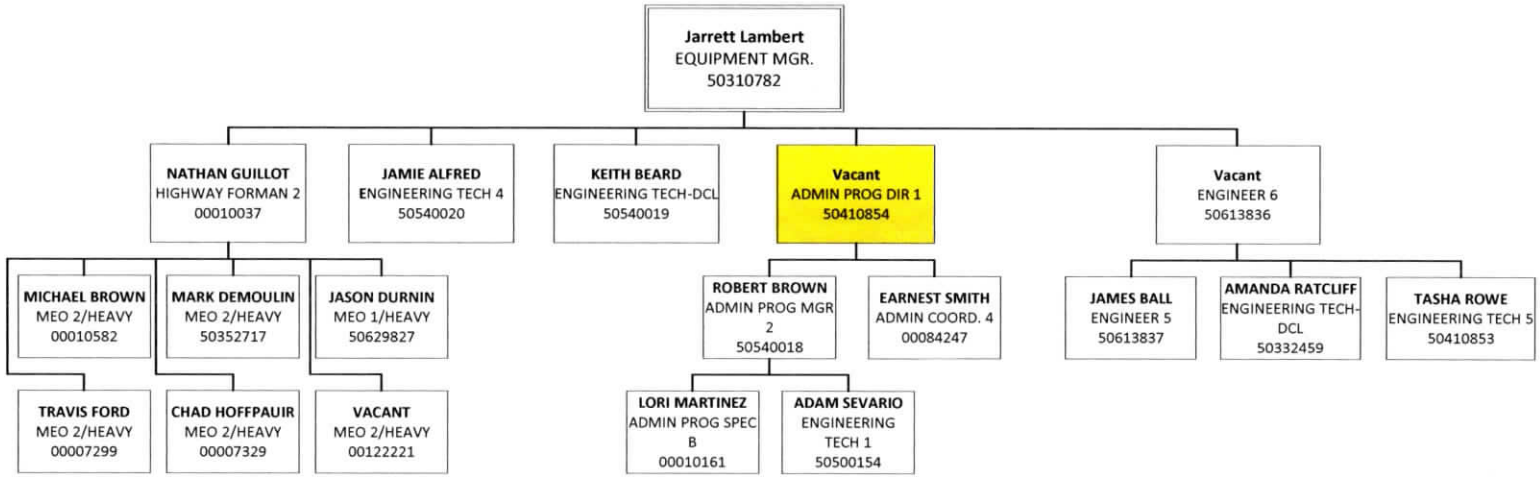
☐ This position requires shift work: ☐Night ☐Evening ☐Rotating

☐ 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:


Jarrett Lambert
EQUIPMENT MGR.
50310782
NATHAN GUILLOT
HIGHWAY FORMAN 2
00010037
JAMIE ALFRED
ENGINEERING TECH 4
50540020
KEITH BEARD
ENGINEERING TECH-DCL
50540019
Vacant
ADMIN PROG DIR 1
50410854
Vacant
ENGINEER 6
50613836
MICHAEL BROWN
MEO 2/HEAVY
00010582
MARK DEMOULIN
MEO 2/HEAVY
50352717
JASON DURNIN
MEO 1/HEAVY
50629827
ROBERT BROWN
ADMIN PROG MGR 2
50540018
EARNEST SMITH
ADMIN COORD. 4
00084247
JAMES BALL
ENGINEER 5
50613837
AMANDA RATCLIFF
ENGINEERING TECH-DCL
50332459
TASHA ROWE
ENGINEERING TECH 5
50410853
TRAVIS FORD
MEO 2/HEAVY
00007299
CHAD HOFFPAUIR
MEO 2/HEAVY
00007329
VACANT
MEO 2/HEAVY
00122221
LORI MARTINEZ
ADMIN PROG SPEC B
00010161
ADAM SEVARIO
ENGINEERING TECH 1
50500154