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:	50397973

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:	10/17/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	196591
Consultant:	AJO
Supervisor:	DEZ

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	50397973

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

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
Sibley, Steven	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD - Operations - Section 42/001		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8 DOTD	0009010	jennifer.mizzell@la.gov 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

7	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.
APPOINTING AUTHORITY (Required)	8/4/22	☑ 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.
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

This position is responsible for administration and oversight of the DOTD Ferry System that includes 5 ferry boats, 9 barges, and 4 tugboats with an estimated hull value of approximately $75 million, and DOTD Central Repair Shop (CRS). Administers projects relating to ferry dry-docking and other maintenance projects. Administers the operation of the DOTD CRS including assisting with the Plant Maintenance Module to ensure data consistency. The CRS is responsible for the repair of approximately 800 pieces of equipment. This position is located in Section 42, DOTD Annex, and reports directly to the Maintenance Management Administrator. 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 participate in appropriate DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

Job Duties and Responsibilities

25% The incumbent is responsible for oversight of the inspection, repairs and maintenance of all ferries and barges statewide. The incumbent will oversee design and implementation of repairs through subordinate engineering staff and/or modifications for, but not limited to, the following systems: main engine drive systems and all propulsion related equipment, diesel engine cooling systems, electronic control systems, fire safety suppression systems, bilge pumping systems, primary electronic and emergency manual hydraulic assisted steering systems, and radar and automatic identifications systems (AIS). This includes the preparation of plans, specifications, cost estimates, and bid documents for major repairs to these and other systems on all barges and ferries statewide.

20% The incumbent is responsible for planning and execution of the Department's annual Ferries Program sub-category (OE FE) of the Highway Priority Program. Incumbent is responsible for developing and maintain long range plan for preservation, maintenance and rehabilitation of the ferry system assets. They will administer and provide oversight of subordinate engineering staff for the project management duties including budget management for all repairs to ferries and barges, whether those repairs are made by state forces or by contract personnel. Project management will include approval of all submittals and/or shop drawings in accordance with the specifications, management of contract time, approval of plan changes, and coordination with the Coast Guard for inspection of repairs.

20% The incumbent will manage the CRS operations including budget management. The CRS is responsible for repairing and maintaining District 61 and Headquarters' fleet. The incumbent works with shop supervisors to establish operating policies and procedures to ensure standardization of cost-effective repair and maintenance practices. Establishes and manages the DOTD preventive maintenance system so DOTD equipment delivers maximum performance throughout its lifetime.

15% The incumbent will be responsible for oversight and administration of the ferry operations at the Plaquemine/Sunshine ferry crossing location and ferry maintenance at the Plaquemine Fleet Landing facility. These duties will include, but may not be limited to, interviewing, hiring, and oversight of ferry personnel

5% The incumbent will manage the Department's Cooperative Endeavor Agreement (CEA) with the New Orleans Regional Transit Authority (NORTA) for New Orleans Ferry Operations. This includes timely distribution of the annual operating subsidy, upkeep of the CEA document including any necessary amendments, and any other coordination with NORTA necessary to effectively administer the operations. This requires coordination with the Department's Public Transportation Section, Financial Services Section, and the New Orleans Regional Planning Commission to allocate formula funds, submit applications for use of funds and provide status updates as necessary to comply with grant requirements. The incumbent will also work with subordinate engineering staff to provide guidance as appropriate. The incumbent will be responsible for entry of data into the National Transit Database, a requirement for recipients and beneficiaries of grants from the FTA. This includes capturing accurate data concerning ridership, safety and security, and expenditures, and timely submission of required data for monthly and annual NTD reports

5% The incumbent will manage the Department's Entity/State Agreements with Plaquemines Parish Government and St. Mary Parish Government for participation in FHWA's Ferry Boat Program so that those parishes ferry programs may benefit from the federal funds distributed specifically to them.

5% The incumbent will administer the purchasing and provide oversight for the purchasing of materials (needs, specifications, quantities, etc.) needed to maintain the ferries, landings, and associated facilities. These needs include, but are not limited to, main drive engine systems, electronic controls systems, emergency rescue systems, etc. Specifications for products such as fuel, oil, fire suppression safety systems, paint systems, etc…must also be maintained in accordance with the most current local, state, and federal requirements.

5% 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:

Engineer 8 9010

Unit 071 - CRS
TO = 21 (PLUS 1 IN-PROCESS)
CURRENT FILLED = 19

Unit 862 – Ferry Ops
TO = 24 (PLUS 1 IN-PROCESS)
CURRENT FILLED = 23

Unit 072 – Fleet Landing
TO = 9
CURRENT FILLED = 6