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:	50389727

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:	correct job code 166250 Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	204536
Consultant:	CG
Supervisor:	ALG

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 0700/0276	POSITION NUMBER 50389727
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) Engineering Technician 7	CURRENT PAY LEVEL TS 312	CURRENT OFFICIAL JOB CODE 161250
REQUESTED OFFICIAL JOB TITLE Transportation Operations Manager	REQUESTED PAY LEVEL WS 219	REQUESTED OFFICIAL JOB CODE 160680

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
50397182	Calcasieu	Reg/Leav5110010	☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
276040750		27600TT102		

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Dartez, Terry	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD:Office of Operations: District 07; Unit 500; Lake Charles; Calcasieu PH (10)	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 7	149297	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

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.

EMPLOYEE	DATE	☐ 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	DATE	☐ 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) KEVIN SEILHAN ADA OF OPERATIONS PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 05-25-2023	☒ 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.

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 assist the District Traffic Engineer with all aspects of Districtwide Sign, Signal and Striping Crews. This position is located in the District 07, Unit 500, Traffic Operations Section of the Department of Transportation and Development and reports directly to an Engineer 7/Traffic Operations Engineer. The incumbent must be self-motivated and be able to perform duties many times with or without minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in DOTD structured training programs as appropriate 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 is required to possess the following specialized knowledge, skills, abilities.

Specialized knowledge, skills and abilities needed: Working knowledge of traffic maintenance activities, effectively manage work schedules and work processes, and inventory management,
Types of equipment used for the job: Computer, cell phone, pickup truck, distance meter

Job Duties & Responsibilities.

50% Supervises the Districtwide Sign crew in routine sign repair/replacement and the signing of road closures, detours, and temporary routing changes as required by roadway emergencies.

Supervises the Districtwide Signal Electrician crew in routine traffic signal repair and replacement.

Supervises the Districtwide Striping crew in the striping of roadways in a five (5) parish area.

Determines work assignments, reviews and approves work, recommends hiring, promotions/reallocations, merit increases, disciplinary actions, evaluates performance (conducts PPR's), trains staff, approves/disapproves leave and work schedules. Reviews work documentation by subordinates such as payrolls, daily work reports, bi-weekly activity reports, and material reports. Monitors all overtime for accuracy and legitimacy. Supervises inventory and ordering of materials for the sign, signal, and striping crews.

15% Inspects existing signs, pavement markings, and traffic signals and makes recommendations to ensure compliance with Department policy and accepted procedures.

10% Responds to complaints from the general public, local officials, materials vendors, and other government employees concerning traffic operational issues.

10% Serves as principle liaison between the District Traffic Engineer and Traffic personnel. Reviews all activities on a daily basis.

5% Assists construction personnel in determining the appropriate temporary signing and marking schemes required by roadway improvement projects.

5% Investigates accidents to evaluate the need for remedial measures. Testifies in depositions and in court for traffic operation related matters.

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:

Revised 05/17/2023

Traffic Operations
Unit 002
ADA of Operations

DARTEZ, TERRY L

ENG TECH 7 - TRAFFIC
50389727

HEBERT, JAMES J

HIGHWAY FOREMAN 2
00012463

CORMIER, CARSON M	LAFOSSE, DARON	MARCANTEL, DAVID D	MARCANTEL, LOGAN D	WILLIAMS, JESSIE E	VACANT
MOBILE EQUIP OPERATOR 1	MOBILE EQUIP OPER 1	MOBILE EQUIP OPER 1/HEAVY - STRIPING	MOBILE EQUIP OPER 1	MOBILE EQUIP OPER 1/HEAVY - STRIPING	MOBILE EQUIP OPER 1
00010845	50464855	00012472	50644854	00010574	50464857

LEFRANC, JOSHUA J

ELECTRONIC TECH SUPV
00008359

DUHON, KOLBY D	FONTENOT, JESSE T	LANDRUM, TIMOTHY E	MANELA, AL	THEVIS, KADE W	VACANT	VACANT	VACANT	VACANT
TRADES APPRENTICE	ELECTRICIAN	ELECTRONIC TECHNICIAN ADV	ELECTRONIC TECHNICIAN ADV	ELECTRONIC TECHNICIAN ADV	ELECTRONIC TECHNICIAN	TRADES APPRENTICE	ELECTRONIC TECHNICIAN	ELECTRONIC TECHNICIAN
50515031	50499486	50551298	00095417	50658481	00011984	00085009	50376260	50376259

ROBERT, MARK W

HIGHWAY FOREMAN 2 - SIGNS
00007912

BELLARD, COREY L	BRANCH, DERRICK S	DAVIS, LOGAN N	HEBERT, JAYSON T	JOHNSON, JAMES E	MIKKE CHRIS F
DISTRICT SIGN SPEC 1	DISTRICT SIGN SPEC 2	DISTRICT SIGN SPEC 1	DISTRICT SIGN SPEC 1	DISTRICT SIGN SPECIALIST LEADER	DIST SIGN
00007604	00123644	50498920	00089152	50510286	0016