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:	50458765

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:	185334
Consultant:	JCA
Supervisor:	DBA

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: Jennifer Mizzell
HQ HUMAN RESOURCES

FROM: Natoya Mitchell

DISTRICT/SECTION: D 62

STAMP IN DATE:

DISTRICT HR CHECKLIST		HQ HR CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY WITHIN 60 DAYS OF SUBMITTAL TO HR!**	☐
☐	If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Non-Competitive Action Authorization form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☐	If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑	Job duty percentages must total 100%.	☐
☑	Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☑	Complete form SF-3A; move any special requirements of the position, currently listed in the function statement in the job description, to this form (if applicable) and attach to the SF-3.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

UPDATE

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	50458765

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
Caleb Harper	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD / DIstrict 62 / Operations / Unit 001 / Tangipahoa Parish		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	50372187	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

6 ~~5~~	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)	DATE 12/1/21	☑ 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.
SETH DEARMAS/ADA OPS 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.

The primary function of this position is to serve as the District Bridge Engineer responsible for managing the District's Bridge Inspection and Bridge Maintenance Program. This position reports directly to the Assistant District Administrator of Operations. The incumbent is responsible for administering and directing activities related to planning and performing inspection and maintenance as well as repairs of fixed and moveable bridges to ensure a safe and cost effective maintenance program in accordance with maintenance system standards, and budget policy and procedures. Responsible for assisting in the preparation of letter bids, construction plans and proposals, specifications and special provisions associated with facility projects, bridge projects, and for reimbursable bridge repairs. This position has the primary responsibility of directing and coordinating with other agencies and Department personnel for all emergency bridge repairs caused by vehicular and marine vessel accidents.

Incumbent must have knowledge of specialized bridge inspection and maintenance software and the Department's linear asset work order software. Incumbent must acquire and maintain certification in the following areas: Safety Inspections of In-Service Bridges, Fracture Critical Inspection Techniques for Steel Bridges, Engineering Concepts for Bridge Inspectors, Movable Bridge Inspection, and Bridge Inspection Refresher Training. Incumbent must possess and maintain licensing as a Professional Engineer in the State of Louisiana and participate in the DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

Incumbent is on 24-hour call for maintenance problems on movable span structures and any structure damaged by a vehicular or marine accident, as well as facility maintenance and emergency operations. Incumbent Must be self-motivated and able to perform many duties without direct supervision and be knowledgeable enough to interpret unforeseen conditions that may arise, and may be required to climb and work at extreme heights, and over water.

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.

30% Manages the daily bridge inspection and bridge maintenance operation, and provides direct supervision to the Assistant Bridge Engineer, the Bridge Inspector 5 (QC/QA), the two (2) Bridge Maintenance Foreman's, the Bridge Electrician Foreman, and the Bridge Navigation Lock Operator Foreman. Manages and distributes bridge repair work orders to the District Wide Bridge Maintenance unit to ensure that repairs, material, equipment, labor, media information, and/or traffic control plan are coordinated timely for all projects. Checks, verifies, and may perform QA bridge inspections with Bridge Inspector 5 to ensure bridge inspectors are conducting routine and special field inspections per inspection standard and guidelines. Works with and provides public and private agencies, officials, landowners, media, and department personnel information pertinent to the operation of Bridge Maintenance and Inspections, which includes notification of repair work, closures, accidents, inspections, and marine activities. Writes repair request for major projects and accident damages to structures, coordinates bridge repairs with District and HQ personnel, Consultants, Contractors, Media, Property Owners, and Bridge Maintenance and Inspection Supervisors. Reviews and approves payments for various projects generated by and for the Bridge Maintenance Section. Assist the Legal Section in documentation to collect for reimbursement for repairs.

25% Reviews and approves bridge inspection reports, issues comments and repair requests to proper personnel. Verify that the bridge inspections and reports conform and comply with the Federal Highway Administration Guidelines, the requirements of the National Bridge Inspection Standards, and the new National Bridge Inspection Metrics. Perform the required engineering evaluation and computations on structures as needed. As the District Structural

Bridge Expert, has functional supervision over bridge operators. Coordinates maintenance work with bridge operators for all repairs and maintenance of moveable bridges. Provides oversight and training to the Assistant Bridge Engineer for all aspects of Bridge Inspection, Bridge Maintenance, and Facility Maintenance.

25% Assist in the preparation and processing of letter bids and construction proposals for major and reimbursable repairs, emergency bridge repairs, facility repairs, and other miscellaneous minor projects as directed by the ADA of Operations in accordance with Department policies and procedures. This includes reviewing bids for compliance with the letter bid guidelines, writing supplemental specifications as needed for unique items of work and preparing cost estimates. Determines the appropriate hours of work and traffic control needs of each project. Coordination with local governments, Area Engineers, Project Engineers and Headquarters personnel including the Chief Maintenance Engineer and personnel from District and HQ Bridge Design. Assigned as the primary point of contact for Coast Guard in coordinating any work in navigable waterways, accidents, closures, curfews, and hurricane evacuations. Assist with varying projects as directed by the ADA of Operations. Oversees and/or coordinates with the Facility Maintenance Manager on facility contracts, facility improvement projects, maintenance and repair projects, and rest area maintenance and security projects.

15% Conducts employee interviews with supervisors and foremen. Reviews and enforces department policy with supervisors, foremen, and subordinates through meetings and counseling. Assures proper training of personnel through classes, tailgate meetings, and field inspections, provides training for staff. Reviews payrolls and bi-weekly activity reports, approves sick and annual leave, conducts and reviews employee's annual evaluation and progress for PPR Planning and Ratings. Works with ADA of Operations to address any necessary personnel and/or disciplinary matters, makes recommendations for promotions, reallocations, merit increases and other personnel actions to supervisor. Periodically request authorization for overtime expenditures.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activates.

100%

Seth DeArmas
ADA Operations
Pos 50372187
Unit 001
Caleb Harper
Eng 7 Bridges
Pos 50458765 TS 320
Unit 001
Roy Scimeca
Hwy Foreman 2
Pos 115901 WS 216
Unit 711
Travis Bahm
MEO 2 Heavy
Pos 114939 WS 214
Andre Fox
MEO 1 Heavy
Pos 10392 WS 213
Nicolas DiBenedetto
MEO 1 Heavy
Pos 50379524 WS 213
Christopher Waskom, Jr.
MEO 1
Pos 50412866 WS 209
Michael Magee
Hwy Foreman 2
Pos 12909 WS 216
Unit 722
Charles S. Magee
MEO 2 Heavy
Pos 13121 WS 214
Demareo Athey
MEO 2 Heavy
Pos 168564 WS 214
Donald Barber
MEO 2 Heavy
Pos 8915 WS 214
Jocob Thomas
MEO 1 Heavy
Pos 50376193 WS 213
Cody Sumrall
MEO 1 Heavy
Pos 8966 WS 213
Paul Dillon
MEO 1
Pos 12316 WS 209
Vacant
MEO 1 Heavy
Pos 90227 WS 213
Vacant
Bridge Eng. 6
Pos 50594304 TS 319
Unit 051
Nicolas Blish
Engineer 5
Pos 50594312 TS 317
Unit 051
Vincent Calcagno
Bridge Inspector 4
Pos 50333687 TS 311
Michael Bentivegna
Bridge Inspector 4
Pos 50333686 TS 311
Jared Flynn Morse
Bridge Inspector 4
Pos 183491 TS 311
David Rogoz
Bridge Inspector 4
Pos 50397081 TS 311
Jacob Duhe
Bridge Inspector 2
Pos 183584 TS 307
John Mire
Bridge Inspector 1
Pos 50478352 TS 305
David Hausknecht
Elec Spec Foreman
Pos 13622 WS 216
Unit 720
Jose' Peraza
Elec Spec Leader
Pos 50372101 WS 215
Patrick Woodburn
Elec Specialist
Pos 9353 WS 213
Flynn K. Morse
Elec Specialist
Pos 50327738 WS 213
Wayne Watson
Hwy Foreman 2
Pos 50341857 WS 216
Unit 970
Kevin Helmer
Nav Lock Oper
Pos 13691 WS 210
Catherine Spano
Nav Lock Oper
Pos 7467 WS 210
Timothy Wright
Nav Lock Oper
Pos 12362 WS 210
Steven Beckley
Nav Lock Oper
Pos 7564 WS 210
Trevor Converse
Nav Lock Oper
Pos 13015 WS 210
Erich Welp
Nav Lock Oper
Pos 8496 WS 210
Eugene Davis
Nav Lock Oper
Pos 10220 WS 210
Jason Zito
Nav Lock Oper
Pos 14247 WS 210
Vacant
Nav Lock Oper
Pos 127925
(Pos Hold)
Vacant
Nav Lock Oper
Pos 8646
(Pos Hold)
Conrad Luper
Bridge Inspect 5
Pos 10022 TS 313
Unit 051