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: | 50449498 |

| | |
|---|---|
| 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: | 08/01/2023 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 207028 |
| Consultant: | KS |
| Supervisor: | AD |

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 |
|---|---|
| 700/0276 | 50449498 |

| 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) |
|---|---|---|---|
| 50021782 | EAST BATON ROUGE | 0050 | ☐ FT HOURLY<br>☒ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| 2764016101 | | 276ZZZZZZZ | | |

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Manuel, Thaddaeus | ☒ Yes ☐ No | JENNIFER MIZZELL |

| AGENCY/DEPARTMENT – OFFICE – DIVISION | HUMAN RESOURCES TELEPHONE |
|---|---|
| DOTD/OFFICE OF OPERS/DISTRICT61/UNIT 001/EBR(17) | ( 225 ) 379-1902 |

| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
|---|---|---|
| ENGINEER 8 | 50372148 | 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

| 8 | 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.<br>☐ 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.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| APPOINTING AUTHORITY (Required)<br>John B Fontenot, ADA Operations<br>PRINT NAME AND TITLE OF APPOINTING AUTHORITY | 7-31-23 | ☒ I certify that I agree with this document.<br>☐ 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.

Engineer 7 (Bridge Inspection and Maintenance Engineer)

**Function Statement:**

The overall function of this positon is to serve as the District Bridge Engineer which reports directly to the Assistant District Administrator of Operations. This position is responsible for managing the District's Bridge Inspection and Bridge Maintenance Program for all bridges located within the District that are under the state system and for the inspection of all bridges on local systems. Periodic and thorough inspections of our State's bridges are necessary to maintain safe bridge operation and prevent structural and functional failures. In addition, data on the condition and operation of our State's bridges is necessary for bridge owners to make informed investment decisions as part of an asset management program for their bridges. Congress declared in MAP-21 that it is in the vital interest of the United States to inventory, inspect, and improve the condition of the Nation's highway bridges.

The FHWA holds the State responsible for the inspection of all public highway bridges within the State, except for those that are federally or tribally owned. Specifically, the States Program Manager is held responsible to carry out the requirements of the bridge inspection program. In Louisiana, the State NBIS Program manager has delegated some of the bridge inspection program responsibilities to the District Bridge Engineer. Some of those responsibilities include bridge inspections, quality control, preparation and maintenance of a bridge inventory, bridge inspection reports, load ratings and other requirements.

Other delegated Program Manager responsibilities include overseeing annual off-system compliance reviews to asses and monitor NBIS compliance of local bridge owners. The District Bridge Engineer will also be required to establish and maintain quality assurance methods and develop and manage the established quality control plan.

The District Bridge Engineer is also responsible for the administration and directing of activities related to planning and performing maintenance of district bridges as well as repairs of fixed and moveable bridges to ensure a safe and cost effective maintenance program in accordance with maintenance system standards, budget policies, and procedures. This position is located in District 61/001, East Baton Rouge Parish. The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and also be able to interpret unforeseen conditions as they 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 required tasks and as required by FHWA. 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.

35% Manage the daily operations of the Bridge Maintenance and Inspection Section. Work with and provide: public and private agencies, officials, land owners, media, as well as department personnel, the activities and information pertinent to the operation of Bridge Maintenance and Inspection activities which includes notification of repair work, closures, accidents, inspections, and marine activities. Conducts employee interviews with supervisors/foremen for the bridge section. Review and enforce department policy with supervisors, foreman, and subordinates through meetings and consultants. Assure proper training of personnel through classes, tail gate meetings, and field inspections. Conduct and review employee's evaluation and progress reviews. Promote safety awareness with subordinates. Provides training to staff, and works with ADA to address any necessary personnel and/or disciplinary matters. Serves as the primary point of contact for Coast Guard in coordinating any work in navigable waterways, accidents, closures, curfews, and hurricane evacuations.

25% Oversee/Supervise/Manage the daily operation of the Bridge Maintenance Repair, and the Bridge Maintenance Foremen, and Bridge Inspection Engineer, Assistant Bridge Engineer, Administrative Coordinator 4, as well as Maintenance Repairer Foremen responsible for Facility upkeep and maintenance. Distribute repair work orders to the appropriate personnel and coordinate the repairs, material, equipment, labor, media information, and/or traffic control plan. Write repair requests for major projects and accident damages to structures, coordinate the repairs

with District Forces, Consultants, Contractors, Media, Property Owners, Assistant Bridge Engineer and Bridge Inspection Engineer. Assist District Design in the preparation of construction plans, specifications and assisting in the letter bid process for reimbursable bridge repairs. Assist the legal section in documentation to collect for reimbursement for repairs. Review and approve payments for various projects generated by and for the Bridge Maintenance Sections.

25% Oversee the daily planning, scheduling, and operation of the bridge Inspection Section. Review reports, issue comments and repair requests to proper personnel. Verify that the bridge inspections and reports conform and are in compliance 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. Coordinates work schedules of bridge operators and construction schedules and all repairs and maintenance of moveable bridges. Has functional supervision over bridge operators, is district structural expert.

10% Letter Bids: Assist in the preparation and processing of proposals for major facility repairs, reimbursable bridge repairs, emergency bridge repairs, and other miscellaneous minor projects 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. 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 Engineer and personnel from District and HQ Bridge Design. Knowledge and training is also necessary in computer aided design, spreadsheet, word processing and other specialized bridge computer software.

5% Special Duty: Will be required to perform other duties as necessary including but not limited to emergency disaster support activities.

100%

# POSITION SPECIFIC REQUIREMENTS

Engineer 7 Special Requirements

The incumbent is required to possess the following specialized knowledge, skills, abilities, as well as to maintain the following licensing and operate the following equipment:

Must have a current Louisiana Professional Engineering License

Incumbent is on 24-hour call for maintenance problems on movable span structures and any structure damaged by a vehicular/marine accident or acts of nature. Must acquire and maintain certification in safety Inspections of in service Bridge Inspection fracture. Critical Inspection Techniques for Steel Bridges. Engineering concepts for Bridge Inspectors. Moveable Bridge Inspection and Bridge Inspection Refresher Training.

- Must acquire knowledge of Bridge Inspection Software Inspect Tech.
- Must acquire knowledge of maintenance software. Agile Assets for Bridge Maintenance activities.
- Must acquire knowledge of Microsoft Access for bridge inspection work order request.
- Knowledge of LADOTD Bridge Maintenance Manual and FHWA CDR 23 part 650. Code of Federal Regulations for Bridge Inspection.
- Knowledge of FHWA 23 Metrics for Bridge Inspections.
- Will be required to work at extreme heights and over water.
- This position is subject to drug testing as per PADOTD policies

ADA Operations
Joshua Stutes
Engineer 9
#011500
John Fontenot
Engineer 8
#50372148
Marcus Smith
Transportation Ope Mgr
#010840
Unit 500
Tracie Zimmerman
Engineering Tech 5
#50554925
Unit 001
Lawanda Selders
Roadside Development
District Coord.
#011076
Unit 500
Thaddaeus Manuel
Engineer 7
#50449498
Unit 001
Vacant
Engineering Tech 4
#50562839
Unit 002
Christopher Ewing
Engineer 7
#007362
Unit 002
Elizabeth Berteau
Engineering Tech. 5
R/R Coord.
#50475660
Unit 001
Vacant
Engineering Tech. 3
#50502711
Unit 500
Unit 765
HERBICIDE
MAINTENANCE
Steven Howze
#116038
Bridge Insp 6
Unit 051
James McNamara
#50065691
Electronic Tech. Adv.
Unit 720
Jonathan Merritt
Maintenance Foreman
#169448
Unit 701
Mark Jarreau
#50342353
BRIDGE MAINTENANCE
Unit 720
Philip Johnson
#8240
BRIDGE MAINTENANCE
Unit 720
Paula Pizzolato
Admin. Coord 4
#50590207
Unit 720
Vacant
Engineer 6
#50594305
Unit 070
BRIDGE INSPECTOR 5
PROPOSED POSITION
UNIT 051
Steve Bond
Engr. Tech. 7
#091545
Unit 002
Unit 002
TRAFFIC
OPERATIONS
Unit 750
SIGN SHOP
Unit 751
ELECTRIC SHOP
Unit 779
STRIPING SHOP
Unit 710
DISTRICTWIDE
MAINTENANCE
Unit 711
DISTRICTWIDE
MAINTENENANCE
Jay Nipper
Equipment Superintendent
#50343722
Unit 070
Reginald Pickett
MEO-1/H
#50598717
Unit 070
Todd Morgan
Highway Foreman 2
#185680
Gang 070
Vacant
Mechanic 3
#50572112
Unit 070
Vacant
Equipment Inspector
#184212
Unit 070
Melvin Canty
Equipment Inspector
#50573729
Unit 070
Kenneth Elliey
Admin. Coord 4
#5080566
Unit 070
Unit 930
MOVABLE BRIDGES
Unit 950
MOVABLE BRIDGES