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:	50414814

Allocation Action:	Affirmed
Official Allocation:	FAC MAIN MAN A
Job Code:	172240
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/31/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	171630
Consultant:	WPA
Supervisor:	DBA

STATECIVILSERVICE

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
0700/ 0276	50414814

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Facility Maintenance Mgr A	WS-219	00172240
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	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD-Office of Operations-District 02-Gang 500-Bridge City-Jefferson Parish(26)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8-DOTD	50372228	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

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) Scott Boyle – ADA Operations PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 7/30/20	☒ 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.

Facility Maintenance Manager A

Gang 500

Position No. 50414814

This position serves as a primary assistant to the Assistant District Administrator of Operations for the DOTD, District 02. The incumbent of this position supervises and monitors the work operations of multiple parish wide gangs, including, but not limited to asphaltic concrete lay down, fence/guardrail/cable barrier repair, drain cleaning, tree trimming and removal and facility maintenance of 56 buildings totaling approximately 258,000 square feet. The incumbent ensures compliance with the Department of Transportation and Development (DOTD policies and procedures DOTD's rules and regulations State and Federal Laws Rules and Regulations. The incumbent of this position is on call twenty-four hours a day and responds to all emergency calls involving roadway and facility maintenance when necessary.

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.

Job Duties & Responsibilities

55% Supervision

Supervises all work operations of the district wide maintenance gangs, including district wide asphalt gang, guardrail and fence gang, facility maintenance gang and monitors the production of these gangs. Assists the ADA-Operations (Engineer 8-DOTD) in managing maintenance activities by planning, scheduling and coordinating maintenance management activities in the district in conjunction with the district wide foremen. Coordinates the training of maintenance personnel with District Training Specialist, schedules and performs safe operating checklists (socl's) for employees. Approves sick and annual leave; prepares and conducts employee performances appraisals; interviews applicants; maintains employee records; and makes recommendations for promotions, reallocations, merit increases and other personnel actions to supervise. Administers administrative actions when required. Reviews payrolls and bi-weekly activity reports. Ensure correct use of equipment by district wide personnel. Ensures overtime work is carefully reviewed and considered before being recommended to Appointing Authority for approval. Assigns jobs to be accomplished by district wide maintenance personnel. Coordinates projects with the district and statewide maintenance units, statewide equipment section, the district safety officer and the parish beautification programs.

30% Highway and Facility Needs

Solicits and receives bids for facility improvements and repair in accordance with DOTD public bid law and ensures that the projects do no exceed budgetary restraints. Verifies and resolves public complaints with the general public, local officials and material vendors. Inspects roads and bridges to estimate annual workload, schedules repairs and determine priority and budget needs. Estimates equipment, material and labor for road projects and repairs, and requisitions materials. Orders maintenance stockpile materials, arranges for testing and delivery. Uses survey instruments for determining alignment and grade. Organizes designs and implements computer based forms for maintenance units for daily usage. Coordinate with emergency preparedness officials in their respective parishes within District 02. Review and approve Agile Assets and Plant Maintenance work orders in a timely manner. Establish Work Request numbers in Agile Assets for emergency and other special events within the District. Works in conjunction with first line supervisors in purchasing tools and equipment for

crews. Keeps records of grounds repairs, maintenance and routine facility inspections. Ensures cooling and heating systems are being properly maintained for all facilities within area of responsibility.

10% **Inspection**

Inspects maintenance work performed under contract to DOTD including facility improvements and repair, roadway and drainage contracts and recommends acceptance. Inspects district wide facilities on a regular basis and establishes repair priorities; prepares cost estimates for maintenance projects; inspects condition of maintenance equipment; computes and monitors quantities of material used in maintenance activities; reviews the documentation of all work completed by district wide maintenance crews. Performs inspections on the progress of projects for meeting highway standards.

5% Performs any other duties assigned by supervisor, 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:

Must be proficient with Agile Assets and SAP Plant Maintenance.

Requires excellent communication skills, both verbal and written.

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: Position is FLSA status Exempt

Ability to operate a hand held radio, cell phone, office equipment, measuring devices and passenger vehicle. Required to maintain a Class E driver's license

50399503-D02/G500 - DISTRICTWIDE ROAD MAINT - BC

50399468-D02/G001 - ADA-OPERATIONS - BRIDGE CITY