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:	50453247

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

Log Number:	204488
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
0700/0276	50453247

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineering Technician 7	TS-312	166250

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Transportation Operations Manager	WS-219	160680

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
Norris, Adam	☒ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Office of Operations/District 03/Unit 500 - Lafayette (District Wide)	(225) 379-1259

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ADA of Operations (Engineer 8, DOTD)	50372221	Mary.Thomas2@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

4	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	Adam Norris 5/15/23	5/15/2023	☒ 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	Chris J. Lissard	5/15/2023	☒ 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.
APPOINTING AUTHORITY (Required)	Chris J. Lissard	5/15/2023	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY	Chris J. Lissard ADA of Operations		

SCS will keep this document for six (6) years.

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.

TRANSPORTATION OPERATIONS MANAGER (DISTRICT-WIDE MAINTENANCE SPECIALIST)

Function Statement:

The overall function of this position is to serve as the maintenance specialist responsible for managing and supervising sub-professional roadway and facilities maintenance activities and assignments for district-wide units. The incumbent shall utilize independent judgement and knowledge of general construction and maintenance techniques in providing technical assistance and guidance to district-wide maintenance personnel in an effort to efficiently accomplish District 03 annual road and facilities maintenance program goals. The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and able to interpret unforeseen conditions as they arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks. The incumbent will use all knowledge acquired, through educational courses and field experiences, to assist with the training and development of maintenance staff.

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:

ROADWAYS

45% Responsible for planning, scheduling, performing and controlling various roadway maintenance projects carried on throughout the District; interprets maintenance standards, methods and procedures for inspection, and scheduling and reporting of work activities.

Frequently visits District-wide work sites to evaluate work in progress performed by district-wide forces; observes maintenance work activities for quality control, and for adherence to policies, procedures, and standards; ensures activities meet safety and traffic control standards; conducts post-work inspections to determine acceptability of work performed and uses this information for workforce development and quality assurance purposes.

Utilize knowledge, training, experience and observations to promote on-the-job training designed to improve the efficiency and success of District 03 maintenance operations; ensures employees meet all assigned training requirements.

Assesses District-wide highway system conditions and relays information to Administrative staff, Area Engineers, Maintenance Specialists, and Parish Supervisors; provides input on necessary improvements for district maintenance programs each fiscal year; consults with parish maintenance supervisors in prioritizing maintenance activities, as needed, in order to properly staff work assignments with adequate labor and equipment; assists parish maintenance units with completion of their maintenance projects when there is additional need on special assignments; provides technical assistance to parish maintenance personnel on various projects.

FACILITIES

35% Responsible for planning, scheduling, performing and overseeing various facilities maintenance projects carried on throughout the District; interprets maintenance standards, methods and procedures for inspection, and scheduling and reporting of work activities.

Assist Parish Project Engineer's office with facilities rehabilitation and maintenance projects that are contracted out for repairs through construction projects; assist with project development and determining District needs and scope of work for facilities maintenance projects.

Supervises facilities maintenance staff; ensures training and development of personnel, and evaluates work performed for quality assurance.

OTHER

15% Responsible for monitoring material/supply orders and budgets in applicable units; confers with District Administration and Supervisors regarding various complaints received; confers with ADA of Operations and Equipment Superintendent regarding equipment needs, as well as the repair, maintenance, and inspection of equipment.

Assists with interviewing and selection of district-wide maintenance personnel; conducts employee performance evaluation and planning sessions.

Assist the ADA of Operations in the resolution of district concerns, researching of information for public records requests, researching of as-built information, compiling of data needed for lawsuits and right-of-way concerns, and other special assignments that may be requested by DOTD Headquarters and District Administration.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities such as hurricane response, snow/ice incidents, flooding events, hazardous material spills, etc…

SF-3.A
Rev. 11/01

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☐ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☒ This position requires a driver's license: ☐ A/B/C ☐ D ☒ E

☐ This position has the following special requirements:

____

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: ____

☐ There is premium pay for this position: ____

☐ There is on-call pay for this position: ____

☐ This position has a Special Entrance Rate (SER): ____

☐ There is a base supplement for this position. List percentage ____

☒ This position is FLSA Status Exempt

☐ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is ____

☐ This position has other special pay/working conditions:

____

50399107-D03/G001-ADA OPERATIONS / LAFAYETTE

50399604-D03/G500 - ROAD MAINT SPEC / LAFAYETTE