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:	50396990

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:	09/05/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208174
Consultant:	JF
Supervisor:	ALG

DocuSign Envelope ID: D893F168-52C4-4009-B2CF-D84B13124249

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
	50396990

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
Doolittle, Stephanie	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
LA DOTD/OPERATIONS/STRUCTURES AND FACILITIES/SECTION 51/GANG 002		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
ENGINEER 8	12471	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

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		☐ 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		☐ 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.
DocuSigned by: Haylye Brown 81AF432B7EF6472... APPOINTING AUTHORITY (Required)	8/31/2023	☒ 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.
Haylye Brown Bridge Maintenance Administrator 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.

This position oversees the Bridge Inspection Program Quality Assurance \ Quality Control program. Part of those duties include insuring that significant findings are properly addressed by continually reviewing inspection data, identifying solutions and coordinating with the Districts to ensure repairs are done in a timely manner. It also includes overseeing the QA bridge inspectors, bridge ratings and management of the bridge inspection software.

This position must be available to consult on the evaluation of unique, serious movable bridge problems discovered by DOTD Bridge Inspectors and consultant inspections of any of the 46 additional locally owned movable bridges, and this position has the authority to close the bridge, make recommendations on the repairs needed, and approve repairs completed by the owners.

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.

65% Conduct engineering analysis of bridge inventory, and inspection data from bridge inspection and load rating reports, make field inspections of structures in order to set priorities for bridge preservation projects such as painting, structural member repair and joint replacement. Coordinate with District and Design Sections to identify areas of Structural needs that cannot be or are not being addressed through some of the various other programs. Supervise the Bridge Inspection Program QA\QC program.

20% The Structures and Facilities Maintenance Section is responsible for the safety and maintenance inspection of all 161 (115 on-system and 46 off-system) public movable bridges in Louisiana. This position oversees this effort by providing expert analysis of findings, by conducting more in-depth inspections, by determining if the identified defects affect the mechanical components or longevity of the bridge and by designing appropriate remedies.

5% Develop, implement, and maintain a “Critical findings” notification program for FHWA as required by the latest version of the NBIS. Regularly studies this program to learn from the findings of other states or countries.

5% Serves on various State and National committees related to bridge inspection and movable bridges.

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

100%

Section 51 Bridge Maintenance and Facilities Maintenance
3/17/2023