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:	50457778

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:	09/25/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208916
Consultant:	KS
Supervisor:	AD

STATE CIVIL SERVICE

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	50457778

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
Lance Broom	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Operations/08/Unit 002/Alexandria/Rapides/40		(225) 279-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	50372142	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

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.

	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.
Rhett A. Dessette APPOINTING AUTHORITY (Required)	9/19/2023	☒ 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.
Rhett A. Dessette Engineer 8 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.

Engineer 7 / District Bridge Engineer –
Position Number - 50457778

Function Statement:

The overall function of this position is managing the District's Bridge Inspection & Maintenance Program, responsible for administering and directing activities related to planning and performing inspection and maintenance as well as repairs of bridges, a moveable bridge, and underpasses, to ensure a safe and cost effective maintenance program in accordance with maintenance system standards, budget policy and procedures. This position has the primary responsibility of directing and coordinating with other agencies and Department personnel, all emergency bridge repairs caused by vehicles and marine vessel accidents. Responsible for the assisting in the preparation of construction plans, specifications and assisting in the letter bid process for reimbursable bridge repairs. This position is located in the District 08/Bridge Inspection and Maintenance Section/Unit 002 of the Department of Transportation and Development and reports directly to the Assistant District Administrator of Operations. The incumbent must be self-motivated and be able to perform duties many times without supervision or with minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks. While in the 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

20% Manages the daily operations of the Bridge Maintenance and Inspection Section. Work with and provide public and private agencies, officials, land owners, media, and department personnel the activities and information pertinent to the operation of Bridge Maintenance and Inspection activities which includes notification of repairwork, closures, accidents, inspections, and marine activities. Conducts employee interviews with supervisors/foreman for the bridge section. Review and enforce department policy with supervisors, foreman, and subordinates through meetings and consultations. 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. Review and approve payments for various projects generated by and for the Bridge Maintenance Section. Assists the ADA of Operations with special projects as assigned.

20% Oversee/Supervise/Manage the daily operation of the Bridge Maintenance, Repair, and Inspection Crews, and the Bridge Maintenance/Repair Foreman and Bridge Inspection Supervisor. Distribute minor 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, and Bridge Maintenance and Inspection Supervisors. Assist the legal section in documentation to collect for reimbursement for repairs. Prepares PPR Plannings, Reviews, and Ratings, provides training to staff and works with ADA to address any necessary personnel and/or disciplinary matters.

45% Supervises the daily planning, scheduling, and operation of the Bridge Inspection Section. Reviews 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. Reviews bridge load rating calculations, issue comments and ensures bridges are property posted. Provides input in determining bridge replacement priorities for on-system and off-system bridge replace projects. Reviews construction documents and participates in plan-in-hand surveys for on-system and off-system bridge projects. 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. Manages the District's Truss Inspection Program.

10% Letter Bids: Assist in the preparation and processing of proposals for major repairs and 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. Is primary point of contact for Coast Guard in coordinating any work in navigable waterways, accidents, closures, curfews, and hurricane evacuations.

5% May be required to perform other duties as necessary 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:
(see attachment)

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:
This position is FLSA Status Exempt

Position Specific Requirements
Engineer 7 Bridge – Position Number 50457778

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

- A baccalaureate degree in Engineering
- Be a Registered Engineer in the State of Louisiana
- This position is required to possess a Class E Driver's License
- Must develop knowledge of specialized bridge inspection of inspection and maintenance software as well as Computer Aided Design Software. Knowledge and training is also necessary in computer aided design, spreadsheet, work processing and other specialized bridge computer software.
- This position requires the incumbent to acquire and maintain certification in the following areas: Engineering Concepts for Bridge Inspector, Safety Inspections of In-Service Bridges, Fracture Critical Inspection Techniques for Steel Bridges, Moveable Bridge Inspection, Basic Flagging, Traffic Control Technician, Traffic Control Supervisor, and Traffic Control Design. Must complete Bridge Inspection Refresher Training every five years.
- The incumbent is required to climb, work at extreme heights, and over water.
- The incumbent is required to operate a cell phone, computer, PDA, and have knowledge of specialized bridge inspection of inspection and maintenance software. Must be knowledgeable in the safe operation of passenger vehicles as well as other equipment operated by the bridge inspection and bridge maintenance units.
- The incumbent will participate in the DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.
- The incumbent must be self-motivated and able to perform duties, many duties, without direct supervision and be knowledgeable enough to interpret unforeseen conditions that may arise.
- This position also requires the incumbent to have a good working knowledge of heavy and light duty equipment.
- Able to work in extreme weather conditions and harsh environments.
- Able to work while exposed to poisonous plants, snakes, stinging insects and other wildlife.

UNIT 002

Traffic
09/25/2023