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: | 50461906 |

| | |
|---|---|
| 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: | 07/06/2023 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 206001 |
| Consultant: | HHH |
| Supervisor: | NJT |

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 | 50461906 |

| 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<br>☐ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| | | | | |

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Domingue, Derek | ☒ Yes ☐ No | Jennifer Mizzell |

| AGENCY/DEPARTMENT – OFFICE – DIVISION | HUMAN RESOURCES TELEPHONE |
|---|---|
| DOTD: Office of Operations: District 07: Unit 001: Lake Charles: Calcasieu PH (10) | ( 225 ) 379-1291 |

| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
|---|---|---|
| Engineer 8 | 50371930 | 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.<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>KEVIN SELCHAN ASA OF OPERATIONS<br>PRINT NAME AND TITLE OF APPOINTING AUTHORITY | 04-26-2023 | ☑ 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 & Maintenance Engineer

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 these 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 assess and monitor NBIS compliance of local bridge owners. The District Bridge Engineer will also be required to establish hand maintain quality assurance methods and develop and manage the established quality control plan.

Mission Statement:
This position is in the District 07's Bridge Inspection and Maintenance Section of the Department of Transportation and Development and reports directly to the Assistant District Administrator of Operations. This position is responsible for managing the District's Bridge Inspection, Bridge Maintenance and Dam Maintenance Programs. The position is responsible for administering and directing activities related to operating, planning, inspecting, maintaining and repairing fixed and moveable bridges and dam structures 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 coordinating all emergency bridge repairs with Department personnel and other agencies caused by vehicular and marine vessel accidents. It is responsible for assisting in the preparation of construction plans and specifications required in the letter bid process for bridge maintenance projects and dam repair projects. 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.

This position serves as the District Bridge Engineer for the five parishes of District 07 which includes Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis Parishes.

The incumbent is required to climb, work at extreme heights, and over water. The incumbent must be capable of safe operation of passenger vehicles and knowledgeable concerning heavy and light-duty equipment.

The incumbent is required to operate a cell phone, computer, PDA, and have knowledge of specialized bridge inspection and maintenance software and the Department's linear asset work order software.

This position requires the incumbent to acquire and maintain certification in the following areas: Safety Inspections of In-Service Bridges, Fracture Critical Inspection Techniques for Steel Bridges, Engineering Concepts for Bridge Inspectors, Moveable Bridge Inspection, and Bridge Inspection Refresher Training.

The incumbent will participate in the DOTD Structure 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 without direct supervision and be knowledgeable enough to interpret unforeseen conditions that may arise.

Job Duties:

35% Supervises the daily planning, scheduling, and operation of the Bridge Inspection unit. Reviews and approves bridge inspection reports, provides needed comments and assigns repair work orders to proper personnel. Verifies that bridge inspections and reports are standardized and are in compliance with the Federal Highway Administration Guidelines, the requirements of the National Bridge Inspection Standards, and the latest National Bridge Inspection Metrics. Performs the required engineering evaluation and computations on structures as needed. Coordinates construction schedules for all repairs and maintenance of moveable bridges. Serves as the District's structural expert.

35% Coordinates with Engineering Technician 7 (Unit 500) to manage the daily operation of the Bridge Maintenance and Bridge Operation units. Determines the extent of repair work needed to correct issues. Coordinates materials, equipment, labor, media information, and traffic control plans. Writes repair requests for accident damage to structures and complex maintenance projects. Coordinates with Statewide crews and/or District forces, and communicates with consultants, contractors, media, and property owners as required. Assists the legal section by producing documentation in order to collect reimbursement for repairs. Ensures the district's seven moveable bridges are staffed and operate in compliance with United States Coast Guard regulations, each according to its established schedule. Serves as the primary point of contact for the United States Coast Guard in coordinating waterway closures and curfews necessary for work performed by District forces or contractors as a result of accidents, maintenance activities, and hurricane evacuations. Provides notifications and issues information to public and private agencies, officials, land owners, media, and department personnel concerning repair work, bridge and waterway closures, accidents, inspections, and marine activities.

15% Conducts interviews for new hires. Reviews and enforces Department policies with supervisors, foremen, and subordinates. Assures proper training of personnel through classes, tail gate meetings, pre-job conferences and field inspections. Prepares PES Planning documents, Reviews, and Ratings; provides training to staff, and works with the ADA of Operations to address personnel and/or disciplinary matters. Promotes safety awareness with subordinates. Coordinates and reviews work performed by contractors and vendors and recommends approval of payments to the ADA of Operations for assigned projects/contracts.

10% Letter Bids: Assists in the preparation and processing of proposals for major repairs, reimbursable bridge repairs, emergency bridge repairs, and other miscellaneous projects in accordance with Department policies and procedures. Writes specifications as needed for unique items of work. Determines the appropriate hours of work and traffic control needs of each project. Reviews bids for compliance with the Letter Bid Guidelines and makes recommendations on acceptance. Participates in pre-construction conferences and meetings with contractors. Coordinates 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, spreadsheets, word processing, and other specialized bridge computer software.

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

Incumbent is on 24-hour call for maintenance problems on moveable span structures and any structure damaged by a vehicular or marine accident.

## 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:

Possession of a current Louisiana license to practice professional engineering plus eight years of professional engineering experience, two years of which must have been at the supervisory level or above.

### SPECIAL PAY / WORKING CONDITIONS

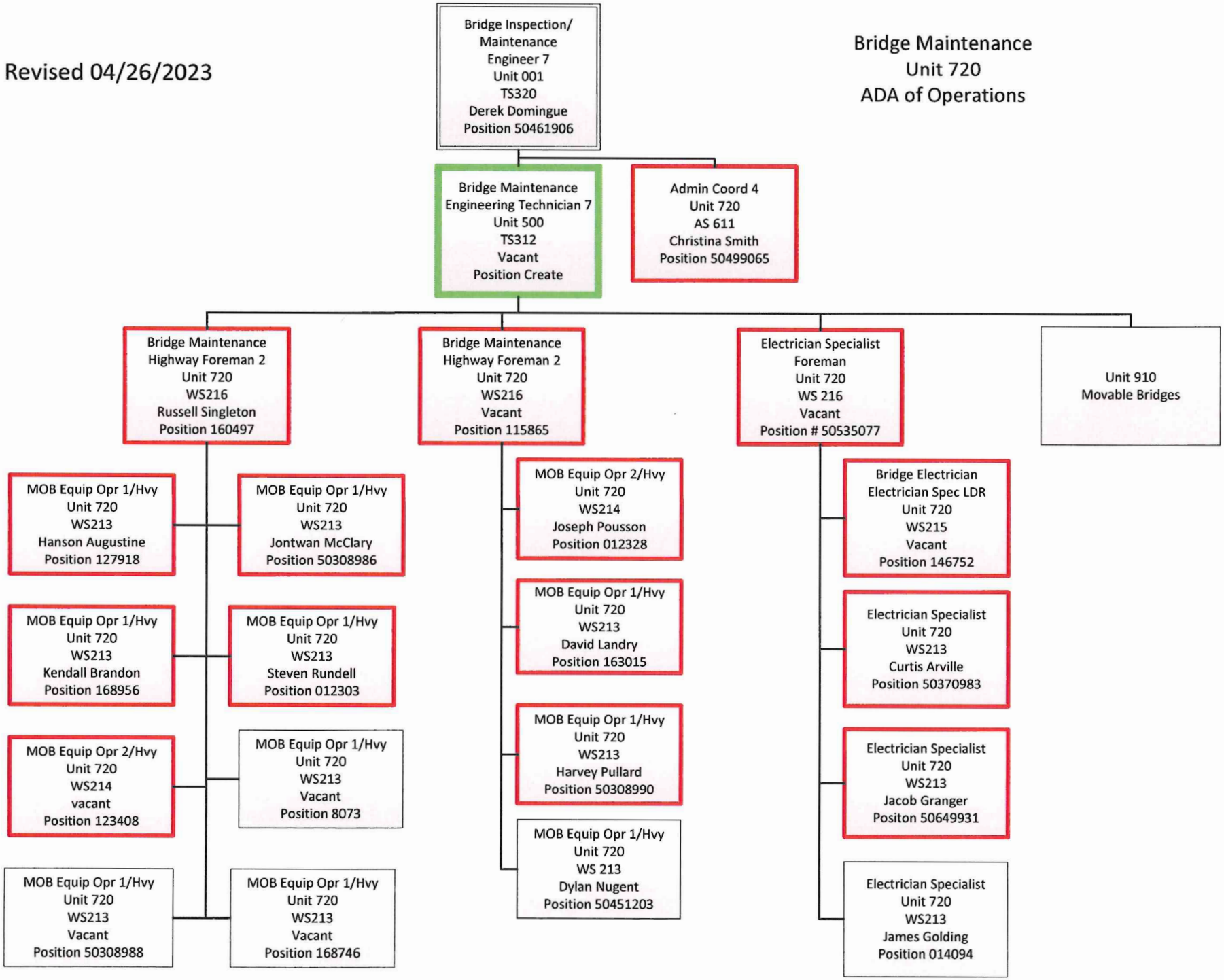
☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ 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:

Revised 04/26/2023

# Bridge Maintenance
## Unit 720
## ADA of Operations