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: | 50466781 |

| | |
|---|---|
| Allocation Action: | Reallocated Up |
| Official Allocation: | ENG 7 |
| Job Code: | 109340 |
| Pay Level: | TS-320 |
| Delegated: | No |
| Career Progression Group: | No |
| Master Job Description: | No |
| Effective Date: | 07/14/2020 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | This position is in Gang 001 instead of Gang 500 |

| | |
|---|---|
| Log Number: | 170714 |
| Consultant: | NRB |
| Supervisor: | ALG |

# POSITION DESCRIPTION

STATECIVILSERVICE

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 | 50466781 |

| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) | CURRENT PAY LEVEL | CURRENT OFFICIAL JOB CODE |
|---|---|---|
| Engineer 6 | TS319 | 165530 |
| **REQUESTED OFFICIAL JOB TITLE** | **REQUESTED PAY LEVEL** | **REQUESTED OFFICIAL JOB CODE** |
| Engineer 7 (District Bridge Engineer) | TS320 | 109340 |

## 2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

| ORGANIZATIONAL UNIT NUMBER | COST CENTER NUMBER /FUND | WORK PARISH | PERSONNEL SUBAREA |
|---|---|---|---|
| 50399983 | 2764040400 | Bossier Parish 08 | Reg/Leav5110010 |

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 |
|---|---|---|
| Bedgood, Joshua | ☒ Yes ☐ No | Mary E. Thomas |
| **AGENCY/DEPARTMENT – OFFICE – DIVISION** | | **HUMAN RESOURCES TELEPHONE** |
| DOTD-Engineering & Operations/District 04/Gang 500/Bossier City, Bossier Parish | | ( 225 ) 379-1291 |
| **OFFICIAL TITLE OF SUPERVISOR** | **DIRECT SUPERVISOR'S POSITION NUMBER** | **HUMAN RESOURCES EMAIL** |
| Engineer 8 (ADA Operations) | 50372116 | 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

| 6 | 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 | 4/27/20 | ☒ 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 | 4/27/20 | ☒ 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. |
| APPOINTING AUTHORITY (Required) | 4/27/20 | ☒ 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. |
| PRINT NAME AND TITLE OF APPOINTING AUTHORITY: David North DA | | |

## 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 and Maintenance Engineer

**Mission Statement:** 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 those 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 asses and monitor NBIS compliance of local bridge owners. The District Bridge Engineer will also be required to establish and maintain quality assurance methods and develop and manage the established quality control plan.

This position is in District 04, Gang 001 of the LA Department of Transportation and Development, and reports directly to the ADA of Operations (Engineer 8). This position is responsible for overall management of the District's Bridge Inspection and Maintenance Program. This position is responsible for administering and directing activities related to planning and performing inspections and maintenance on all types of Bridges in District 04. This position may share the responsibility of directing and coordinating with other agencies and Department personnel on emergency bridge issues, including those caused by vehicular and marine vessel accidents. This position may be responsible for the review and planning of construction plans and specifications as well as requesting projects for bridge repair or replacement.

This position serves as the District Bridge Engineer for the seven parish area of District 04 which includes Caddo, Bossier, Red River, DeSoto, Webster, Claiborne and Bienville Parishes.

**Job Duties and Responsibilities**

**35%** Manages the daily operations of the Bridge Maintenance and Inspection Section. Works with the District's Public Information Officer to provide public and private agencies, elected officials, emergency responders, land owners, media, and departmental personnel the activities and information pertinent to the operation of Bridge Maintenance and Inspection activities which includes notification of repair work, closures, accidents, inspections, and marine activities. The District Bridge Engineer will conduct employee interviews with the supervisors/foremen of the Bridge Section. Reviews and enforces departmental policy with supervisors, foremen, and subordinates through meetings and consultations. Responsibilities will include assuring proper training of personnel through classes, tail gate meetings, and field inspections. Duties will include conducting and reviewing employee's planning documents, mid-year progress reviews, and performance evaluations. The incumbent will be responsible for monitoring overtime and leave balances of subordinates. Promotes safety awareness with subordinates. Reviews and approves payments for various projects generated by and for the Bridge Maintenance Section. The incumbent will work with the Department's Legal Section and the Attorney General's office regarding legal matters and litigation involving bridges. The incumbent will schedule meetings to discuss issues with the members of the District Bridge Section on a regular basis.

**25%** Oversees and is responsible for work performed by Bridge Maintenance and Inspection Crews. This will require daily interaction with the Bridge Maintenance and Repair Foremen and the Bridge Inspection Engineer. Activities will include the distribution of minor repair work orders to the appropriate personnel and coordination of the repairs, material, equipment, labor, media information, and/or traffic control plan. The incumbent will write repair requests for major projects and accident damages to structures. He or she will coordinate the repairs with District forces, consultants, contractors, partnering agencies, media, emergency responders, property owners, bridge maintenance and inspection supervisors, and others as needed. The Bridge Engineer will assist the Legal Section in documentation to collect for reimbursement for repairs. Prepares and follows through with PES planning, review and rating documents. Provides training to staff, and works with the ADA of Operations to address any necessary personnel and/or disciplinary matters. The incumbent will ensure that all necessary materials are ordered for repair crews (such as steel H-piles, steel I-beams, steel sheet piles, concrete patching materials, ready mix concrete, fencing materials, metal pipes, guardrail materials, mud jacking supplies, bridge paint, joint materials etc.).

**20%** Supervises the daily scheduling and operation of the Bridge Maintenance Section and directly supervises the Bridge Inspector 5 QC position. Review reports and work requests, issue comments and repair requests to proper personnel throughout the District. Inventory, organize and plan upcoming maintenance projects. Perform the required engineering evaluation and computations on structures as needed. Assure maintenance operations being performed is "quality work" performed in a timely manner. Coordinates with other Maintenance Crews or Area Engineers on shared work projects. Approves DOTD Site Surveys for upcoming Bridge Projects.

**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 departmental policies and procedures. This includes reviewing bids for compliance with letter bid guidelines, writing supplemental specifications as needed for unique items of work. Determines the appropriate work hours and traffic control needs for each project. He or she will be required to coordinate with local and parish governments, Area Engineers, District Traffic Operations Engineer, Project Engineers and Headquarters personnel including the Chief Engineer and personnel from District Design, Road Design and Bridge Design and Bridge Maintenance Sections. Knowledge and training will be necessary in computer aided design, spreadsheet, word processing and other specialized bridge computer software.

**5%** Supervises the daily functions of the District Carpenter Crew (G701). Review work requests submitted by gangs throughout the district and coordinate with the Maintenance Foreman on completing work. Ensure "quality" work is performed in a timely manner. Prepares and follows through with PES planning, review and rating documents. Approves Daily Work Orders for Carpenter Crew.

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

**Function Statement:** 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.

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:

The incumbent is required to climb and work at extreme heights over water, railroad tracks and live highway traffic.
The incumbent is required to operate a cell phone, computer and PDA. The engineer must have knowledge of specialized bridge inspection and maintenance software. He or she must be knowledgeable in the safe operation of passenger vehicles as well as other equipment operated by the bridge forces.
This position requires the incumbent to acquire and maintain certification in the following areas as they become available: Safe Inspections of In Service Bridges, Fracture Critical Inspection Techniques for Steel Bridges, Engineering Concepts for Bridge Inspectors, and Bridge Inspection Refresher Training.
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 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, and make minor repairs and necessary maintenance on equipment.

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

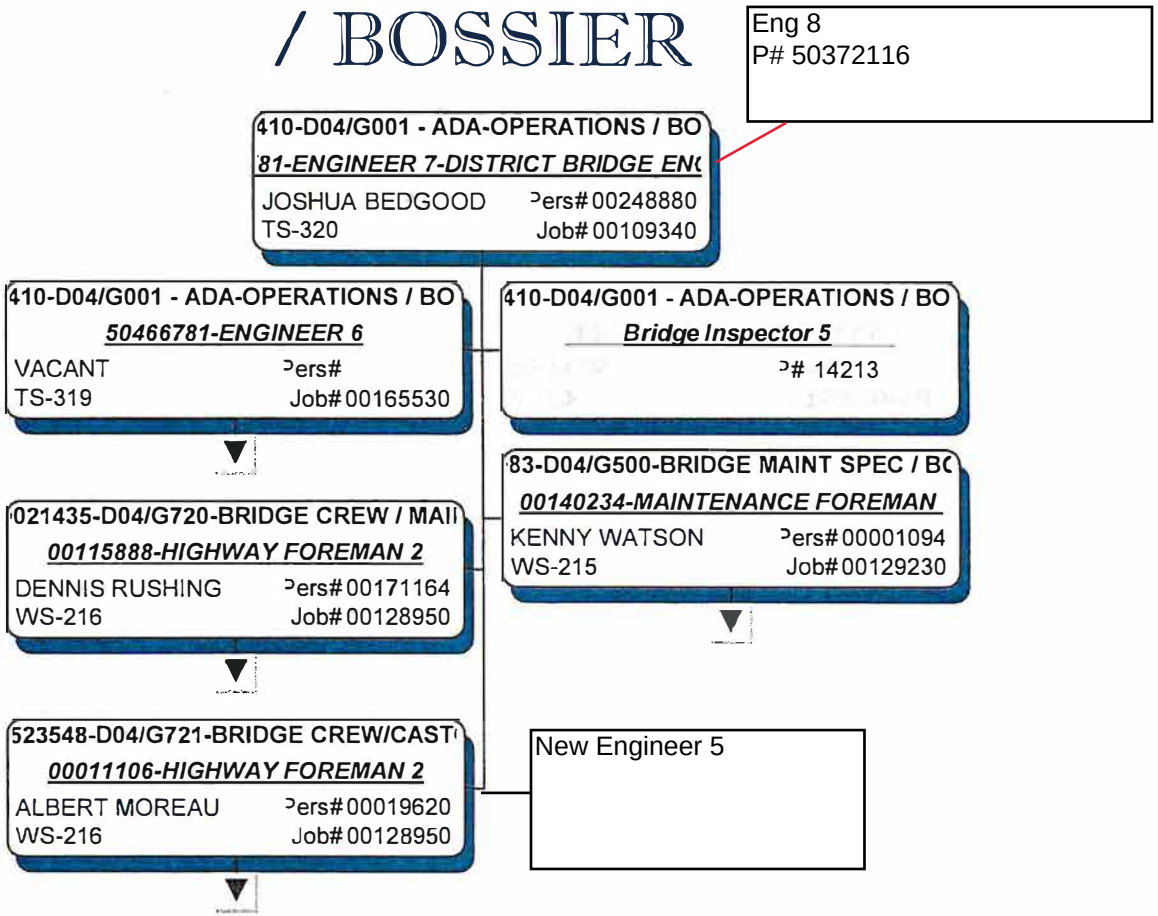
☒ This position has a Special Entrance Rate (SER): $3,481.60

☐ 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:

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