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:	50460864

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:	

Log Number:	170604
Consultant:	NRB
Supervisor:	ALG

POSITION DESCRIPTION

Form Revision Date: 11/2016

STATECIVILSERVICE

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	50460864

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 6 - Managing District Bridge Inspections & Maint. Programs	TS-319	00165530
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 7 - District Bridge Inspection and Maintenance Engineer Manager	TS-320	00109340

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

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

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
Deville, Darrell C.	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD, Office of Operations, Dist 03, Gang 001, Lafayette, Lafayette Parish (28)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8 - ADA of Operations	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

7	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.

EMPLOYEE Darrell C. Deville	DATE 4/23/2020	☒ 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	DATE 4/23/20	☐ 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)	DATE 4/23/20	☐ 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 Chris J. Lissard ADA of Operations		

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 Inspection and Maintenance Engineer Manager

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 State's 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 Inspection and Maintenance Engineer Manager. 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 Inspection and Maintenance Engineer Manager will also be required to establish and maintain quality assurance methods and develop and manage the established quality control plan.

Function Statement:

This position is in the District 03'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 serves as District 03's Bridge Inspection and Maintenance Engineer Manager, for an eight-parish area, including Lafayette, Acadia, Iberia, Evangeline, St Martin, St Landry, St Mary, and Vermilion Parishes. This position is responsible for managing of the District's Bridge Inspection and Maintenance Program. This position is responsible for administering and directing activities related to planning and performing inspection and maintenance as well as repairs of bridges, moveable bridges, 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 vehicular 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.

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.

35% Manage the daily operations of the Bridge Maintenance and Inspection Section. Work with and provide public and private agencies, officials, landowners, media, and department 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. Conduct employee interviews with supervisors/foremen 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, tailgate 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 Sections.

25% Oversee/Supervise/Manage the daily operation of the Bridge Maintenance, Repair, and Inspection Crews, and the Bridge Maintenance/Repair Foremen and Bridge Inspection Engineer. Directly supervises the Bridge Inspector 5 QC position. 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 Inspections Supervisors. Assist the legal section in documentation to collect for reimbursement for repairs. Prepares PES Planning's, Reviews, and Ratings, provides training to staff, and works with ADA to address any necessary personnel and/or disciplinary matters.

20% Supervise the daily planning, scheduling, and operation of the Bridge Inspection Section. Review 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 National Bridge Inspection Metrics. Perform the required engineering evaluation and computations on structures as needed. Coordinate 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.

15% 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. Coordinate 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. Primary point of contact for Coast Guard in coordinating any work in navigable waterways, accidents, closures, curfews, and hurricane evacuations.

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

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:

Requires knowledge of specialized Bridge Inspection and Maintenance software and the Department's Linear Asset work order software. 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, Movable Bridge Inspection, and Bridge Inspection Refresher Training.

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): SER Bi-Weekly Amount = $3,481.60

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

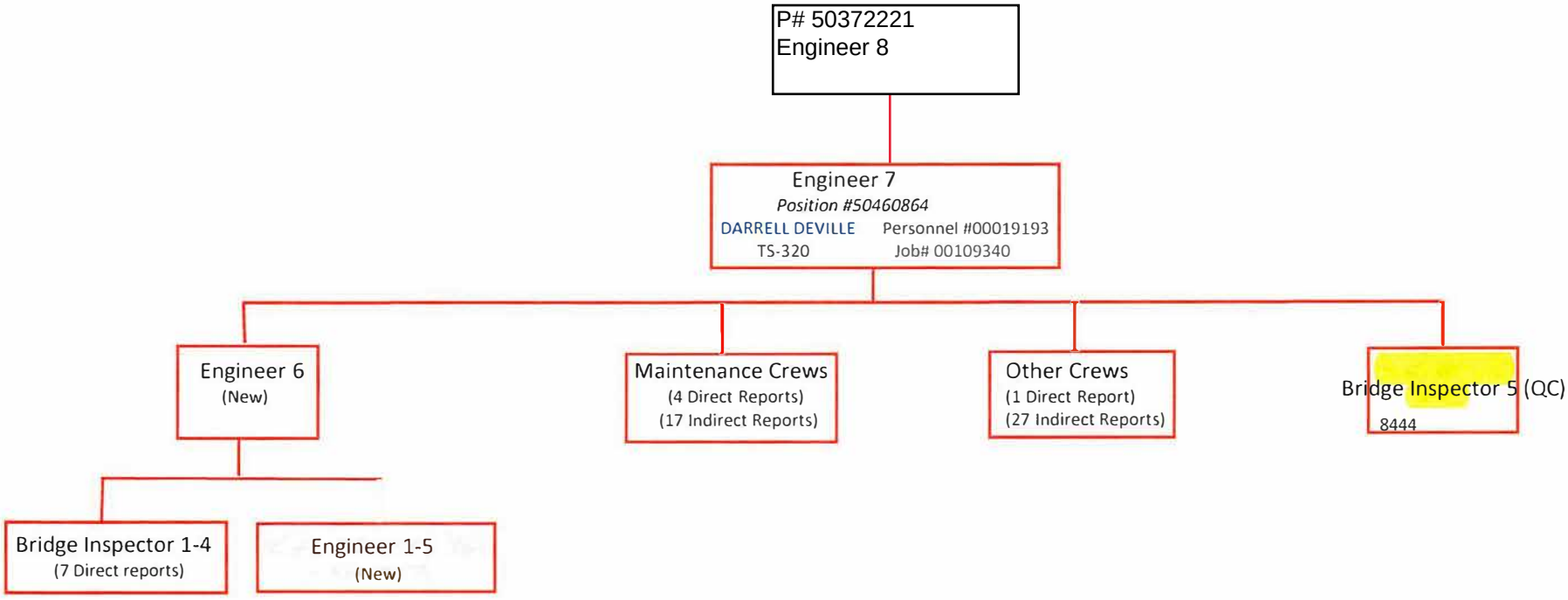
☒ This position is FLSA Status Exempt

☐ 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:

Required to climb and work at extreme heights, and over water.


P# 50372221
Engineer 8
Engineer 7
Position #50460864
DARRELL DEVILLE
Personnel #00019193
TS-320
Job# 00109340
Engineer 6
(New)
Maintenance Crews
(4 Direct Reports)
(17 Indirect Reports)
Other Crews
(1 Direct Report)
(27 Indirect Reports)
Bridge Inspector 5 (QC)
8444
Bridge Inspector 1-4
(7 Direct reports)
Engineer 1-5
(New)

50399107-D03/G001-ADA OPERATIONS / LAFAYETTE

99107-D03/G001-ADA OPERATIONS/ LAFAYE
50460864-ENGINEER 7
DARRELL DEVILLE Pers# 00019193
TS-319 Job# 00165530

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00011780-HIGHWAY FOREMAN 2
BRADLEY HEBERT Pers# 00207651
WS-216 Job# 00128950
2

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00122729-HIGHWAY FOREMAN 2
LONNIE DUHON Pers# 00124337
WS-216 Job# 00128950
3

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00122730-HIGHWAY FOREMAN 2
SHANE GUILBEAUX Pers# 00291527
WS-216 Job# 00128950
4

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00131606-ELECTRICIAN SPEC FOREMAN
JEFF TAYLOR Pers# 00002964
WS-216 Job# 00155130
5

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
50386637-ADMIN COORDINATOR 4
JACEY DEROUEN Pers# 00200121
AS-611 Job# 00168070

9852-D03/G500-BRIDGE MAINT SPEC / LAFAYI
New Engineer 6
Yacant
6

Bridge Inspector 5 QC
8444

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE

1

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00011780-HIGHWAY FOREMAN 2
BRADLEY HEBERT Pers# 00207651
WS-216 Job# 00128950

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00008459-MOBILE EQUIP OPERATOR 1/HEAV
JOSEPH PREJEAN III Pers# 00295574
WS-213 Job# 00102860

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00148912-MOBILE EQUIP OPER 2/HEAVY
SIMEON LASSEIGNE Pers# 00325122
WS-214 Job# 00102890

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00162923-MOBILE EQUIP OPERATOR 2
ROBERT TERRO Jr Pers# 00316225
WS-210 Job# 00103440

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00162924-MOBILE EQUIP OPERATOR 1
Vacant position
WS-209 Job# 00103460

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00166679-MOBILE EQUIP OPERATOR 1
TRAVIS CORMIER Pers# 00317585
WS-209 Job# 00103460

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00166680-MOBILE EQUIP OPERATOR 1
X Vacant position
WS-209 Job# 00103460

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
50344688-MOBILE EQUIP OPERATOR 1/HEAV
JOSEPH LAFLEUR Pers# 00252965
WS-213 Job# 00102860

50021758-D03/G720-RD/PAINT/ELECT/ BRIDGE

1

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00122729-HIGHWAY FOREMAN 2
LONNIE DUHON Pers# 00124337
WS-216 Job# 00128950

0021765-D03/G910-BRIDGE OPERATION/MAIN
00007220-BRIDGE AND LOCK OPERATOR 2
CHRISTI RIGGS Pers# 00012501
WS-210 Job# 00128680

0021765-D03/G910-BRIDGE OPERATION/MAIN
00007803-BRIDGE AND LOCK OPERATOR 2
LISA LANDRY Pers# 00209462
WS-210 Job# 00128680

0021765-D03/G910-BRIDGE OPERATION/MAIN
00008074-BRIDGE AND LOCK OPERATOR 1
ANTHONY VANHAVERBEKE Pers# 00327162
WS-209 Job# 00128760

0021765-D03/G910-BRIDGE OPERATION/MAIN
00008841-BRIDGE AND LOCK OPERATOR 2
ROYCE STOCKTON Pers# 00324042
WS-210 Job# 00128680

0021765-D03/G910-BRIDGE OPERATION/MAIN
00009701-BRIDGE AND LOCK OPERATOR 1
JESSICA PELLERIN Pers# 00331117
WS-209 Job# 00128760

0021765-D03/G910-BRIDGE OPERATION/MAIN
00012800-BRIDGE AND LOCK OPERATOR 2
TONY SANDERS Jr Pers# 00018340
WS-210 Job# 00128680

0021765-D03/G910-BRIDGE OPERATION/MAIN
00012946-BRIDGE AND LOCK OPERATOR 2
BRET HOAGUE Pers# 00327176
WS-209 Job# 00128760

0021766-D03/G960-BRIDGE OPERATION/MAIN
00007727-BRIDGE AND LOCK OPERATOR 2
MARK CORMIER Pers# 00290012
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00007805-BRIDGE AND LOCK OPERATOR 2
COBY KONKLE Pers# 00290325
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00008699-BRIDGE AND LOCK OPERATOR 2
JAMES CHOATE Pers# 00306304
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00009041-BRIDGE AND LOCK OPERATOR 2
RANDIE CHOATE Pers# 00156763
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00009999-BRIDGE AND LOCK OPERATOR 2
ALYSSA BOUDREAUX Pers# 00071620
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00010447-BRIDGE AND LOCK OPERATOR 2
CRYSTAL MENARD Pers# 00291735
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00012597-BRIDGE AND LOCK OPERATOR 2
DANIEL HUDSON Pers# 00086648
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00013028-BRIDGE AND LOCK OPERATOR 2
ROBERT MENARD Pers# 00044487
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00082826-BRIDGE AND LOCK OPERATOR 2
DONNA LANGLINAIS Pers# 00292070
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00082884-BRIDGE AND LOCK OPERATOR 2
CHASE VEAZEY Pers# 00198935
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00082959-BRIDGE AND LOCK OPERATOR 2
HARRIS STELLY Pers# 00256016
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00090646-BRIDGE AND LOCK OPERATOR 2
CALEB STELLY Pers# 00307422
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00132762-BRIDGE AND LOCK OPERATOR 2
TIMMY DEMET Pers# 00119416
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00170439-BRIDGE AND LOCK OPERATOR 2
OLIVIA BAGWELL Pers# 00314217
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00175441-BRIDGE AND LOCK OPERATOR 2
JULIET VINCENT Pers# 00158437
WS-210 Job# 00128680

0021766-D03/G960-BRIDGE OPERATION/MAIN
00175442-BRIDGE AND LOCK OPERATOR 2
KATHERINE HAYES Pers# 00025973
WS-210 Job# 00128680

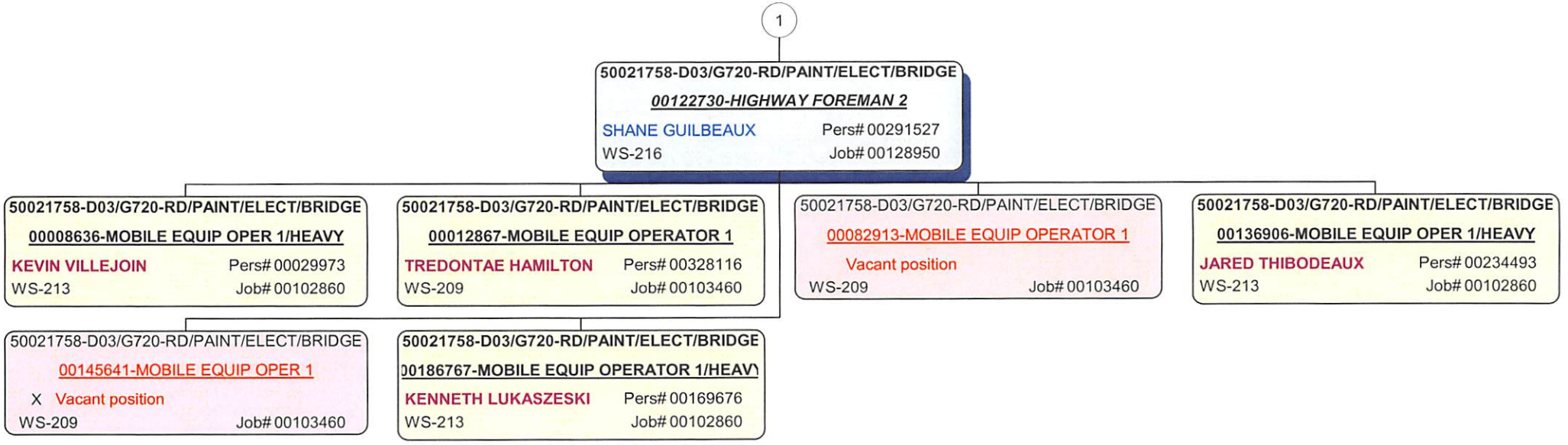
0021767-D03/G970-BRIDGE OPERATION/MAIN
00013017-BRIDGE AND LOCK OPERATOR 2
FAY BABIN Pers# 00231264
WS-210 Job# 00128680

0021767-D03/G970-BRIDGE OPERATION/MAIN
00013662-BRIDGE AND LOCK OPERATOR 2
PAMELA BENOIT Pers# 00146703
WS-210 Job# 00128680

0021767-D03/G970-BRIDGE OPERATION/MAIN
00014259-BRIDGE AND LOCK OPERATOR 2
MICHAEL JOHNSON Sr Pers# 00127380
WS-210 Job# 00128680

0021767-D03/G970-BRIDGE OPERATION/MAIN
50574209-BRIDGE AND LOCK OPERATOR 1
DAWN NIMMONS Pers# 00330797
WS-209 Job# 00128760

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE



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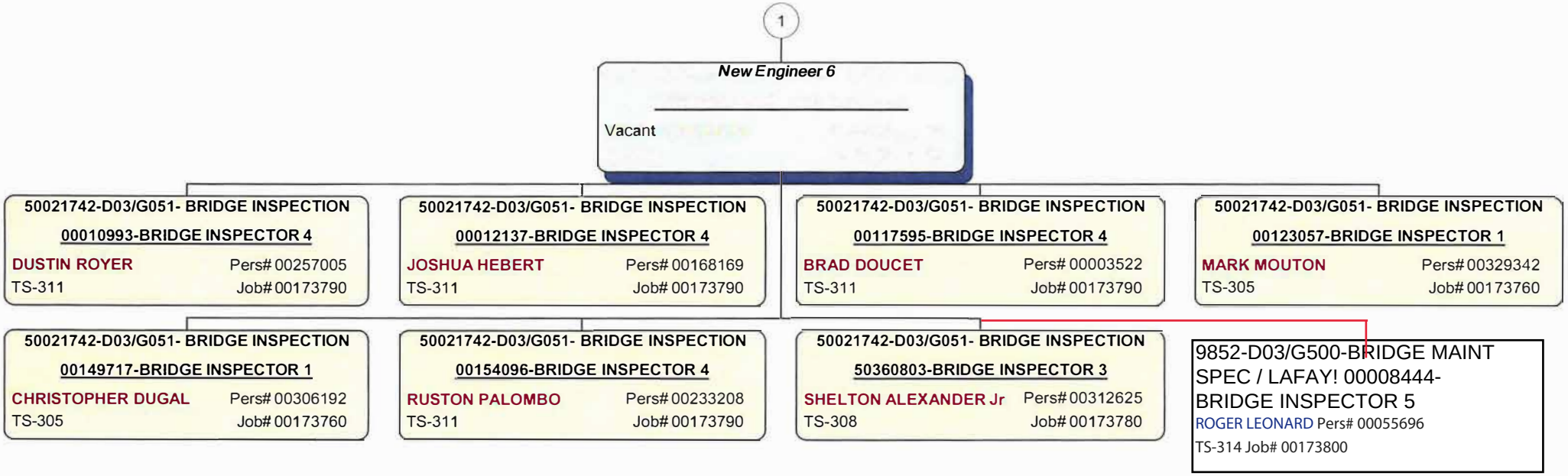
1

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00131606-ELECTRICIAN SPEC FOREMAN
JEFF TAYLOR — Pers# 00002964
WS-216 — Job# 00155130

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00126520-ELECTRICIAN SPECIALIST
BRANDON POIRIER — Pers# 00166364
WS-213 — Job# 00155150

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00131563-ELECTRICIAN SPECIALIST
LYNDSEY HUNTER — Pers# 00280971
WS-213 — Job# 00155150

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
00141367-ELECTRICIAN SPEC LEADER
ANDRE BERNARD — Pers# 00017786
WS-215 — Job# 00155140

50021758-D03/G720-RD/PAINT/ELECT/BRIDGE
50561130-ELECTRICIAN SPECIALIST
DUSTIN STELLY — Pers# 00281912
WS-213 — Job# 00155150

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