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:	50464854

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:	04/06/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	178145
Consultant:	WPA
Supervisor:	DBA

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: Mary Thomas
HQ HUMAN RESOURCES

FROM: Dawn Averett

DISTRICT/SECTION: District 58

STAMP IN DATE:

DISTRICT ANALYST CHECKLIST		HQ ANALYST CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY!**	☐
☐	If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Authorization for Actions Not Requiring Internal Posting form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☐	If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑	Job duty percentages must total 100%.	☐
☑	Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☑	Complete and attach an SF-3A form.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

Updating to fill

Louisiana SCS State Civil Service

POSITION DESCRIPTION

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	50464854

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7	TS320	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	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
Vacant	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Operations/District 58/Unit 001/Chase/Franklin Parish/21		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8/ADA of Operations	50372174	Mary.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

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.
APPOINTING AUTHORITY (Required) PRINT NAI James K. Free, P. E. District Engineer Administrator	4-6-21	☒ 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.

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

Function Statement:

The overall function of this position is responsible for managing the District's Bridge Inspection and Maintenance Program. This position is located in District 58, Unit 001 of the Department of Transportation and Development and reports directly to the Engineer 8/ADA of Operations. 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 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 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 Louisianan, 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. The incumbent must be self-motivated and be able to perform duties many times with or without minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

Job Duties and Responsibilities

30% Manages the daily operations of the Bridge Maintenance and Inspection Section. Works as well as the district wide maintenance crews. Works with internal customers, external customers. And subordinates in activities and information pertinent to the operation of Bridge Maintenance, Inspection and Maintenance sections, which includes, notification of repair work, closures, accidents, inspections, and marine activities. Reviews and enforces department policy with supervisors, foremen, and subordinates through meetings and training. Assures proper training of personnel through classes, tail gate meetings, and field inspections. Promotes safety awareness with subordinates. Reviews and approves payments for various projects generated by and for the Bridge Maintenance Sections.

20% Oversees/Supervises/Manages the daily operations of the Bridge Maintenance and Repair section. Directly supervises the Bridge Inspector 5 QC position. Performs complex engineering calculations, designs and coordinates bridge repairs. Distribute minor repair work orders to the appropriate personnel and coordinate the repairs, material, equipment, labor, media information, and/or traffic control plan. Generates repair requests for major projects and accident damages to structures. Coordinates 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 PPR Plannings, Reviews, and Ratings, provides training to staff, and works with the ADA to address any necessary personnel and/or disciplinary matters.

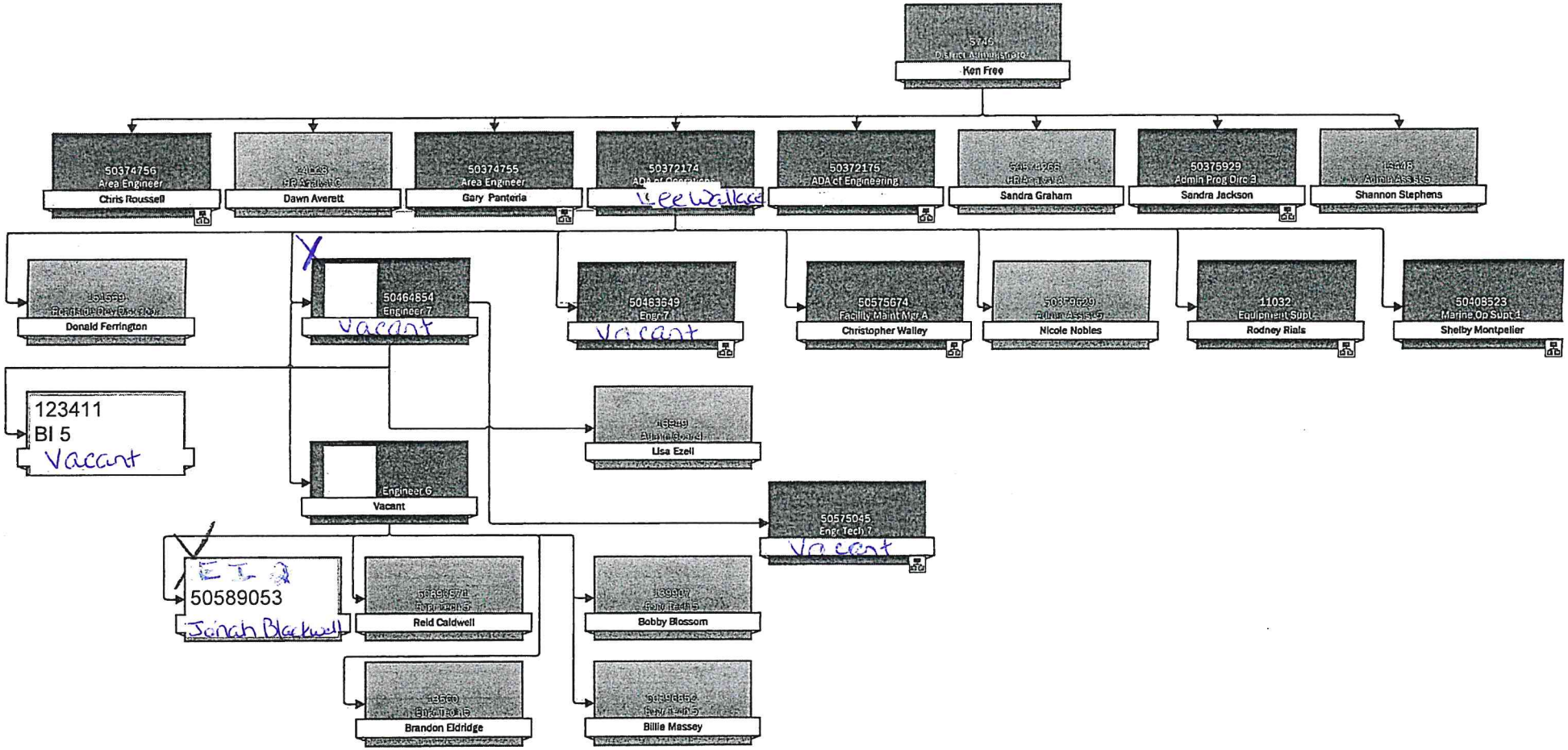
20% Oversees/Supervises/Manages the daily operations of the Districtwide maintenance crews. Performs engineering calculations, designs and coordinates crews and equipment for roadway repairs, asphaltic laydown operations, herbicide applications and emergency repairs. Distribute minor repair work orders to the appropriate personnel and coordinate the repairs, material, equipment, labor, media information, and/or traffic control plan. Generates repair requests for major projects and coordinates the district asphaltic surfacing operations. Coordinates repairs with District forces, Consultants, Contractors, Media, and other DOTD district personnel. Prepares PPR Plannings, Reviews, and Ratings, provides training to staff, and works with the ADA to address any necessary personnel and/or disciplinary matters.

15% Supervises the daily planning, scheduling and operation of the Bridge Inspection Section. Reviews reports, issue comments and repair requests to proper personnel. Verifies 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. Performs the required engineering evaluation and computations on structures as needed. 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.

10% Letter Bids: Assists 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. 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, 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. May be subpoenaed as requested by DOTD legal Counsel. 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.

100%


Ken Free
Chris Roussell
Dawn Averett
Gary Panteria
Lee Walker
Sandra Graham
Sandra Jackson
Shannon Stephens
Donald Ferrington
Vacant
Vacant
Christopher Walley
Nicole Nobles
Rodney Rials
Shelby Montpelier
123411
BI 5
Vacant
Lisa Ezell
Vacant
Vacant
EI 2
50589053
Joinch Blackwell
Reid Caldwell
Bobby Blossom
Brandon Eldridge
Billie Massey

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:

Possession of a current Louisiana license to practice professional engineering and seven years of professional engineering experience.

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): $2,964.00

☐ 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:

_____