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:	50470934

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:	170674
Consultant:	ALG
Supervisor:	HHH

STATECIVILSERVICE

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	50470934

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 6	TS-319	165530
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 7	TS-320	109340

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
Hicks, Joseph	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/Operations/District 05/Gang 001/Monroe/Ouachita Parish (37)		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	50372223	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

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.
Jim Densmore APPOINTING AUTHORITY (Required) Jim Densmore ADA of Operations PRINT NAME AND TITLE OF APPOINTING AUTHORITY	4/28/20	☑ 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.

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 05 Operations / Bridge Engineer

Function Statement:

The overall function of this position is to be responsible for managing the District's Bridge Inspection and Maintenance Program, which encompasses the parishes of Lincoln, Union, Jackson, Ouachita, Richland, Morehouse, Madison, East Carroll, and West Carroll. This position is located in District 05/Gang 001 of the Department of Transportation and Development and reports directly to the Assistant District Administrator of Operations (Engineer 8). 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 assess 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.

While in official capacity, DOTD employees must comply with all applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

Job Duties and Responsibilities:

35% Manages the daily operations of the Bridge Maintenance and Inspection Sections. Works with and provides public and private agencies, officials, land owners, media, and department personnel with 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. Conducts employee interviews with Assistant District Bridge Engineer/supervisors/foreman for the bridge section. Reviews and enforces department policy with Assistant Bridge Engineer/supervisors, foreman, and subordinates through meetings and consultations. Assures proper training of personnel through classes, tail gate meetings and field inspections. Conducts and reviews employee's evaluation and progress reviews. Promotes safety awareness with subordinates. Reviews and approves payments for various projects generated by and for the Bridge Maintenance Section. Assists the ADA of Operations with special projects as assigned.

35% Oversees/Supervises/Manages the daily operation of the Bridge Maintenance and Repair Crews, the Bridge Maintenance/Repair Foreman, and the Assistant District Bridge Engineer. Performs complex engineering calculations, designs, and coordinates bridge repairs. Distributes minor repair work orders to the appropriate personnel and coordinates the repairs, material, equipment, labor, media information, and/or traffic control plan. Generates repair requests for major projects and accident damages to structures. Coordinates the repairs with District Forces, Consultants, Contractors, Media, Property Owners, and Bridge Maintenance and Inspection Supervisors. Assists the legal section in documentation to collect for reimbursement for repairs. Prepares PES Plannings, Reviews, and Ratings, provides training to staff and works with ADA to address any necessary personnel and/or disciplinary matters.

15% Supervises the daily planning, scheduling, and operation of the Bridge Inspection Section and directly supervises the Bridge Inspector 5 QC position. 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. Reviews bridge load rating calculations, issue comments and ensures bridges are properly posted. Provides input in determining bridge replacement priorities for on-system and off-system bridge replacement 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% Assist in the preparation and processing of proposals for major bridge repairs, reimbursable bridge repairs, emergency bridge repairs, and other miscellaneous projects in accordance with Department policies and procedures. Review bids for compliance with letter bid guidelines. Write supplemental specifications for unique items of bridge work. Coordinate projects with local and parish governments, Area Engineers, District Traffic Operations Engineer, District Design Section personnel, Project Engineers, and Headquarters personnel, including the Chief Engineer and personnel from Road Design, Bridge Design, and Bridge Maintenance Sections.

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

100%

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.
The incumbent is required to possess the following specialized knowledge, skills, and abilities as well as operate the following equipment:

- Required to acquire and maintain certifications in the following areas: Safety Inspection of In-Service Bridges, Engineering Concepts for Bridge Inspectors, Fracture Critical Inspection Techniques for Steel Bridges, and Bridge Inspection Refresher Training
- Required to climb and work at extreme heights over water, railroad tracks, and highway traffic
- Ability to operate a hand held radio, cell phone, personal computer, and tablet
- Knowledge of computer aided design software, Microsoft Office, and specialized bridge inspection and bridge maintenance software
- Be knowledgeable in the safe operation of passenger vehicles and other equipment operated by bridge inspection and bridge maintenance personnel
- Have a working knowledge of heavy and light duty equipment, including maintenance requirements and minor repairs to equipment used by bridge inspection and bridge maintenance personnel

☐ 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): $3,481.60

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

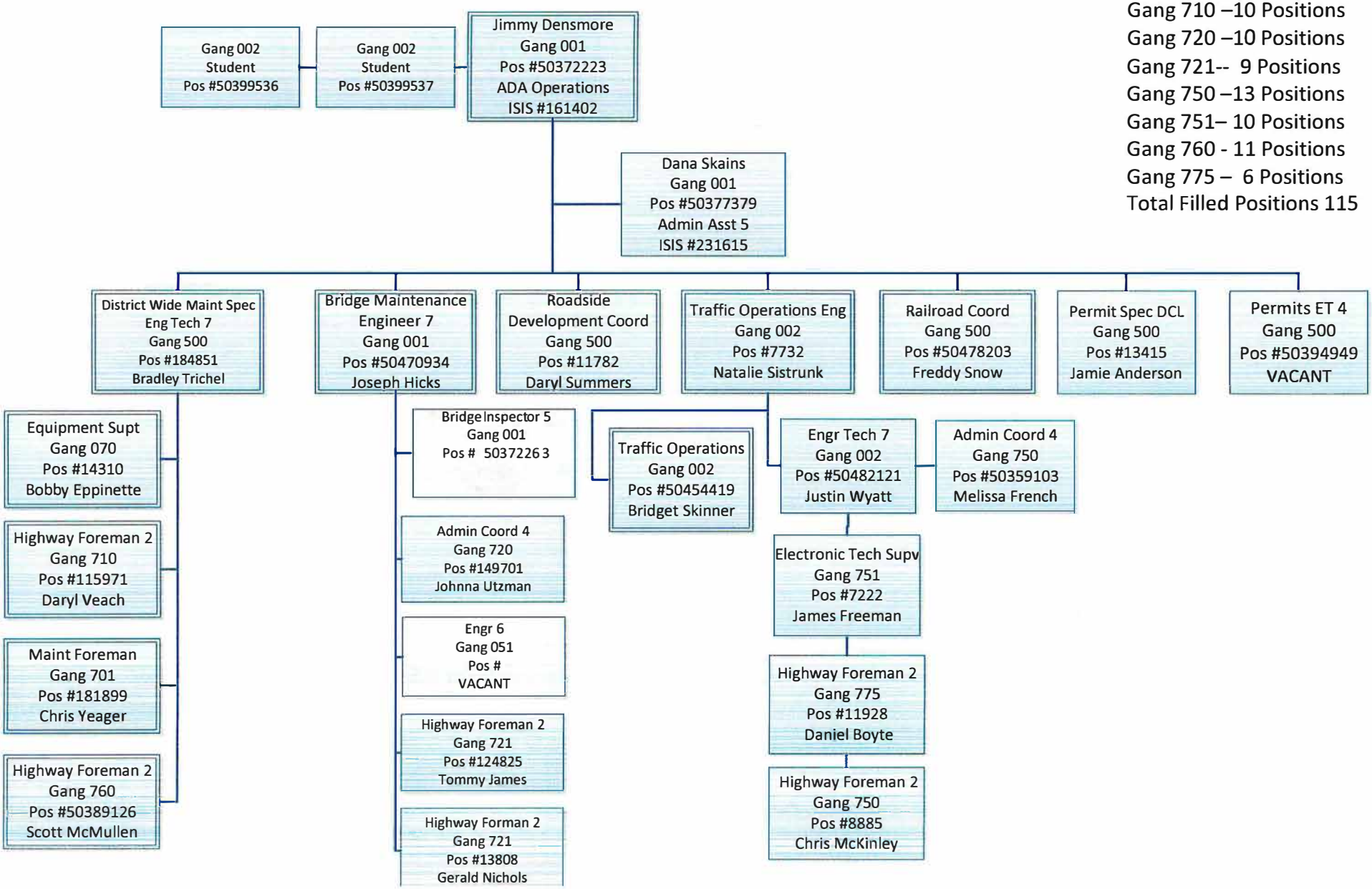
☒ This position is FLSA Status Exempt

☐ 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:

This position will require work involving nighttime operations or call outs for emergencies that may occur outside of normal working hours.

District 05 OPERATIONS
Rev 04/27/2020

Gang 001 – 3 Positions
Gang 002 – 8 Positions
Gang 051 – 6 Positions
Gang 070 – 4 Positions
Gang 071 –10 Positions
Gang 073 – 5 Positions
Gang 500 - 5 Positions
Gang 701 – 5 Positions
Gang 710 –10 Positions
Gang 720 –10 Positions
Gang 721-- 9 Positions
Gang 750 –13 Positions
Gang 751– 10 Positions
Gang 760 - 11 Positions
Gang 775 – 6 Positions
Total Filled Positions 115