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:	50482421

Allocation Action:	Job Correction
Official Allocation:	TRANSPORTATION OPS MGR
Job Code:	160680
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/15/2023
Position Audited:	No
Audit Date:	
Comments:	Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	205192
Consultant:	YM
Supervisor:	DEZ

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	50482421

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineering Technician 7	TS-312	166250
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Transportation Operations Manager	WS-219	160680

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
Freeman, James	☒ Yes ☐ No	Joseph Bishop
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/Operation/District 05/Unit 002/Monroe/Ouachita Parish (37)		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
District Traffic Operations Engineer	7732	Joseph.Bishop@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)	5-16-23	☒ 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 Jeff Connell Dist. Adm.		

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.

Transportation Operations Manager

Function Statement:

The overall function of this position is to provide direct supervision to the District Sign Shop (Unit 750), District Electrical Shop (Unit 751) and District Striping Unit (Unit 775). This position is located in the District 05, Unit 002, of the Department of Transportation and Development and reports directly to the Engineer 7 DOTD/District Traffic Operations Engineer.

This position is responsible for planning, scheduling, inspection and inventory activities related to traffic control devices, pavement markings, traffic signal equipment, electrical equipment and movable bridges on all state maintained highways and urban streets within the District to ensure safe and efficient operation of the traffic system network and physical facilities.

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 arise. The incumbent will participate in appropriate DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

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

- Knowledge of signs, signals, striping, traffic control devices and traffic control plans
- Engineering, Leadership, Organizational and Budgeting skills
- Cell phone, computer, mobile data collector, and radios motor vehicle

Job Duties and Responsibilities:

50% Supervise the Districtwide Sign Crew in routine sign repair/replacement and road closures, detours and temporary routing changes as required by roadway maintenance operations and emergency incident response.

Supervise the Districtwide Electrical Shop in routine repair and maintenance of traffic signal equipment and District physical facilities and the operation of movable bridges.

Supervise the Districtwide Striping Crew in the placement/maintenance of roadway pavement markings.

Duties include determining, reviewing and approving work assignments, schedules, reports, payrolls, leave and inventories, recommending hiring, promotions, reallocations, merit increases and disciplinary actions, evaluating performance (conducts PES's) and training staff.

20% Inspect existing signs, pavement markings, traffic signals and make recommendations and requisitions to ensure compliance of all traffic control devices with Department policy and accepted procedures.

10% respond to complaints from the general public, local officials, materials vendors and other government employees concerning traffic operations and electrical issues.

5% Supervise the District Outdoor Advertising and Junkyard Program for compliance with FHWA and State requirements and law.

5% Assist construction and maintenance personnel in determining appropriate temporary signing and traffic control.

5% Investigate crash sites to evaluate the need for remedial measures

5% Provide and direct incident management support for emergency and disaster activities. Other duties as assigned.

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:

SPECIAL PAY / WORKING CONDITIONS

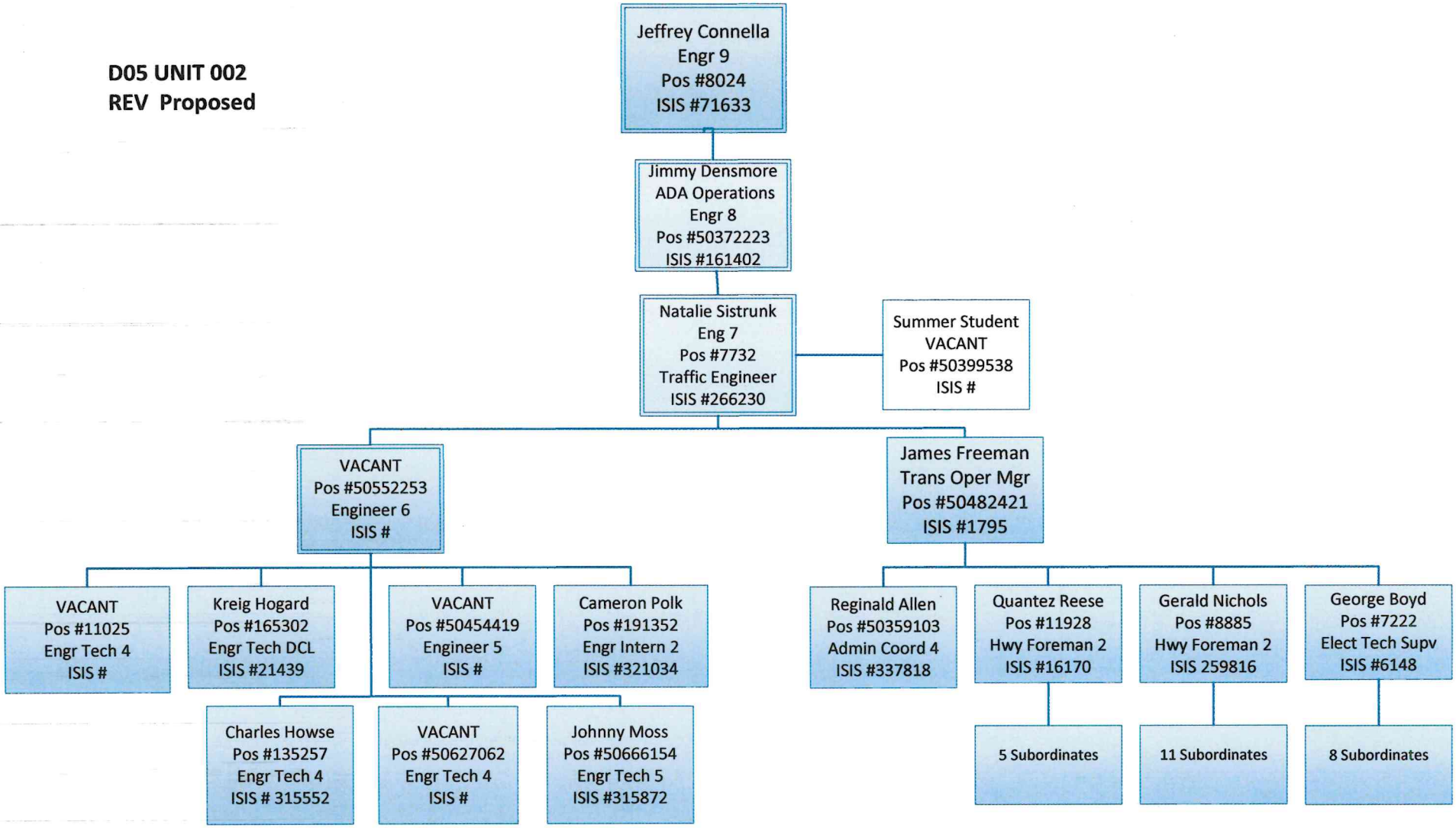
☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ 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:

May be required to perform other necessary tasks including, but not limited to, emergency/disaster support activities.

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