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:	50538135

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:	08/03/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	207144
Consultant:	KS
Supervisor:	AD

STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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
700/276	50538135

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7	TS-320	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	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
			☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Rauser, Jesse	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
LADOTD/Office of Engineering/Project Development Division/Section 67 /002	(225) 379-1669

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	116325	jennifer.mizzell@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.

EMPLOYEE	DATE	☐ 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	☐ 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.
Chris J. Nickel APPOINTING AUTHORITY (Required)	DATE 7/7/23	☑ 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.
Chris J. Nickel Eng. 8 PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

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.

This position is responsible for administrative oversight over the operations of the Geotechnical Foundation Design & Construction Support Program. The Assistant Administrator develops the goals and priorities for the geotechnical design group and the engineering DCL's to meet schedules set by the DOTD Pavement & Geotechnical Services Section Administrator.

The incumbent for this position is responsible for overseeing the development of geotechnical design standards, coordinating planning activities, and representing the department in meetings with elected officials and other government agencies. The incumbent uses his/her expertise to ensure conformance of foundation designs with the design standards and policies and procedures of the Department. This position has regulatory supervision over DOTD Engineering Consultants, Design and Construction Engineers, Engineering Managers, and Contractors in the areas of geotechnical design and construction of foundation systems.

The incumbent is responsible for assisting the administrator of the Section in developing the annual operating budget as well as goals necessary to meet the required needs for the fiscal year.

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.

50% **<u>Administration of Geotechnical Engineering duties statewide</u>**

Assists section administrator in preparing the annual operating budget for the Pavement and Geotechnical Services Section necessary to meet required needs. Helps administrator to determine staffing levels and specialty equipment purchases required to perform design and construction related tasks.

This position is responsible for supervising, directing, and managing staff consisting of a specialized team of engineers and engineering technicians who are responsible for performing all geotechnical design and construction monitoring duties statewide.

Provide feasibility studies of foundation and system alternatives types for bridges and transportation related structures such as deep pile foundations, drilled shafts, sheet piles, retaining walls and roadway embankment options.

Assist bridge design administrators in setting bridge lengths based on recommendations provided by the geotechnical manager and his/her staff.

Recommends acceptance or rejection of preliminary and final plans for on-system and off-system bridge foundations, concrete spillways, microwave tower foundations, reinforced slopes and MSE Walls prepared by DOTD and consultant engineers.

Determines the need and scope of the construction field monitoring program for activities such as monitoring pile driving with the Pile Driving Analyzer, vertical and lateral pile load tests, advanced test pile programs, and pile load test instrumentation.

Draft geotechnical construction contract specifications and special provisions for bridges, concrete spillways, microwave towers, reinforcement embankments, MSE Wall Systems, geosynthetic materials, and settlement mitigation.

15% **Administration of Construction Engineering and Support**

Reviews recommendations from Geotechnical Manager and approves/rejects Contractor's hammer submittals utilizing the Department's Wave Equation Analysis Program as required in the specifications.

Provide regulatory supervision over DOTD's construction personnel and contractor's field personnel by directing field operations during the acquisition of dynamic test pile data, electric cone penetration test probings, and specialized field instrumentation programs.

Report the results of dynamic pile testing and production pile driving to the Construction division. Give pile and drilled shaft order lengths to the Construction division for complex foundations after review of recommendations from Geotechnical Manager.

Recommend approval or rejection of Mechanically Stabilized Earth Wall System shop drawings submitted by contractors on DOTD projects. Serves on the DOTD Proprietary Wall Committee to ensure criteria from wall vendors meets design and construction criteria.

Recommend solutions for difficult and unusual problems as they are encountered during the construction of foundations for bridges, retaining walls, concrete spillways, microwave towers, roadway embankments, MSE Walls and slope retention systems.

Direct staff attendance at preconstruction conferences to ensure that the construction engineers and Contractor's construction superintendent use construction procedures consistent with design intentions presented in the plans. Attend preconstruction conferences for major structures, river crossings and projects with complex foundations and retaining structures.

15% **Administration of Project Tracking and Supervision**

Plans and prepares performance planning documents for subordinates and ensures performance appraisal requirements are conducted according to DOTD policy. Ensures training for all subordinates is provided and documented according to Department Policy and makes recommendations to the Administrator regarding merit increases and promotion. Approve leave, travel authorizations, personnel actions, and budgetary actions regarding personnel in the chain of command.

Monitor work done by the Geotechnical Design Unit in order to be able to report on metrics tracked throughout the year with respect to the Section's goals.

5% **Monitors Consultant Contract Administration**

Provide administrative support for a number of large and critical outsourced geotechnical engineering projects consisting of complex bridge structures and major river crossings. Administration consists of reviewing proposals, project scoping, negotiation of man-hours and fees, establishing contract time and design criteria, monitoring progress for work quality and quantity; final approval of invoices for payment; providing the consultant's rating for future evaluation in the procurement process; quality assurance and control.

5% **Miscellaneous – Research – Policy Development – Contact with other Agencies**

Confer with Structural and Geotechnical research engineers within DOTD, University researchers, and FHWA Engineers concerning current and future pavement and geotechnical research projects.

Develops and is responsible for maintaining the Geotechnical Design Manual to officially document DOTD design policy as related to geotechnical foundation systems design and construction. Recommends, guides, and evaluates applied research to continually refine criteria, procedures, and methodology of design.

Researches new technological advances in design methodology, field exploration, and computer aided designs that may improve or enhance the design process. Research may involve being a principal or co-principal in federally funded DOTD research projects or serving on Project Review Committees (PRC) to monitor the progress of current research and recommend implementation procedures.

Responsible for the formulation of design standards and policies for structural foundations for bridges, roadway embankments, mechanically stabilized earth wall systems, retaining walls, concrete spillways, and transportation related structures in order to assure utilization of the latest developments for cost-effective designs. This may include serving on several committees to establish policies and guidelines for the Department.

5% **Represents the Department**

Represent the Department when conferring with the Federal Highway Administration, Corps of Engineers, and other federal, state, and local government agencies in the matters concerning geotechnical design and construction.

Serves on the DOTD Proprietary Wall Committee that is responsible for determining which proprietary wall system alternates are allowed for use in the DOTD Transportation system.

Serves on FHWA or AASHTO technical committees to develop new design and construction policies, manuals, training workshops, and specifications on matters related to pavement systems design and construction. Report to Agency officials the recommendations of these technical committees.

Assist the Department's legal section in preparing defenses for lawsuits affecting the Department by providing the technical information necessary to prepare for litigation. Serve as an expert witness on behalf of the Department in areas concerning geotechnical design and construction.

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

100% Total

III. Supplemental Qualification Requirements:

The incumbent should have 8 years of professional engineering experience in the design, construction or maintenance of complex deep foundations for major highway bridge structures.

Pavement & Geotechnical
Section 67 Proposed Highlighted
7/6/2023

Total Positions: 28
Filled: 23
Vacant: 7

TO: 24
Filled: 23
Vacant: 7
Approved Over: 1

- Engineer 8
- Engineer 7
- Engineer 6
- Engineer 6 DCL
- Engineer Tech DCL
- Field Crew
- Administrative Asst.
- Student
- Engineer Progression Group

Christopher Nickel
Engineer 8
116325

Trudie Bordelon
Administrative Assistant 5
148677

Geotechnical

Jesse Rauser
Engineer 7
50538135

Miranda Perkins
Engineer 6
009915

Jess Thurman
Engineer 5
014005

Lucy Hastings
Engineer 5
116139

Kevin Mai
Engineer 4
172059

Blaine Perret
Engineer Intern 2
161964

Brian Heath
Engineer Intern 2
011373

Grady Sevario
Engineer Tech DCL
141724

Vacant
Engineer 6 DCL
Proposed

Vacant
Engineer 6 DCL
Proposed

James Chatagnier
Engineer 6 DCL
50362211

Kristy Smith
Engineer 6 DCL
50408868

Derek Paille
Engineer 6
50602052

Johnny Sanford
Engineer Tech 7
115806

Ewart Quick
Engineer Tech 5
011890

Vacant
Engineer Tech 1
090757

Brandon Watson
Engineer Tech 1
139963

Vacant
Engineer Tech 1
007860

Vacant
Engineer Tech 1
007888

Vacant
Engineer 6 DCL
144569

Pavement

Mark Ordogne
Engineer 7
50537674

Xingwei Chen
Engineer 6
50364876

Megan Malady
Engineer 4
50608033

Vacant
Engineer Intern
122672

Jonathan Ladatto
Engineer Tech DCL
50555342

Vacant
Engineer Tech 5
012970

Jeff Lambert
Engineer 6 DCL
167446

Vacant
Engineer 6 DCL
50555341