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:	50575045

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:	correct job code 166250 Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	204977
Consultant:	CG
Supervisor:	AD

STATECIVILSERVICE

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: 0700/276	POSITION NUMBER: 50575045
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Engineering Technician 7	CURRENT PAY LEVEL: TS312	CURRENT OFFICIAL JOB CODE: 166250
REQUESTED OFFICIAL JOB TITLE: Transportation Operations Manager	REQUESTED PAY LEVEL: WS219	REQUESTED OFFICIAL JOB CODE: 160680

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: Vacant	Employee Qualifies For Job: ☐ Yes ☐ No	HUMAN RESOURCES CONTACT: Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/Operations/District 58/Unit 500/Franklin Parish/21		HUMAN RESOURCES TELEPHONE: (255) 379-1902
OFFICIAL TITLE OF SUPERVISOR: Engineer 7	DIRECT SUPERVISOR'S POSITION NUMBER: 50464854	HUMAN RESOURCES EMAIL: 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

3	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.
APPOINTING AUTHORITY (Required) Jay Collins District Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 6/5/2023	☒ 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.

Transportation Operations Manager

Function Statement:

The overall function of this position is to serve as a sub-professional assistant to the District Bridge Engineer (Engineer 7) in maintenance and operations management in all 6 parishes of District 58. This is accomplished by directing and coordinating maintenance management activities of a District wide asphalt and fleet crew engaged in maintenance activities on highways, bridges and flood control. This position is delegated authority from the District Bridge Engineer and render decisions on complex tasks and projects. This position is located in District 58/Franklin Parish/Unit 500 of the Department of Transportation and Development and reports directly to the District Bridge Engineer. The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and must be able to interpret unforeseen conditions as they arise. The incumbent will participate in DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of the required task.

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

- The incumbent is required to have a specialized knowledge in contract documents, standards specifications and maintenance and construction work practice.
- The incumbent must maintain a Class E driver's license.
- The incumbent is required to operate a passenger vehicle, mobile radio, computer, calculator, cell phone and measuring devices.

Job Duties and Responsibilities:

50% Provide technical expertise to lower level subordinates performing maintenance to transportation infrastructure or facilities throughout the 6 parishes in District 58. Direct subordinates in prioritizing repair locations and ensures repairs are completed using proper repair methods. Ensure repairs are complete within budgetary constraints, while keeping safe roadway conditions for the motoring public a top priority. Provide guidance on the proper use of materials, proper repair procedures, calculations of quantities and proper record keeping. Inspect complete repairs to ensure repairs are satisfactorily completed.

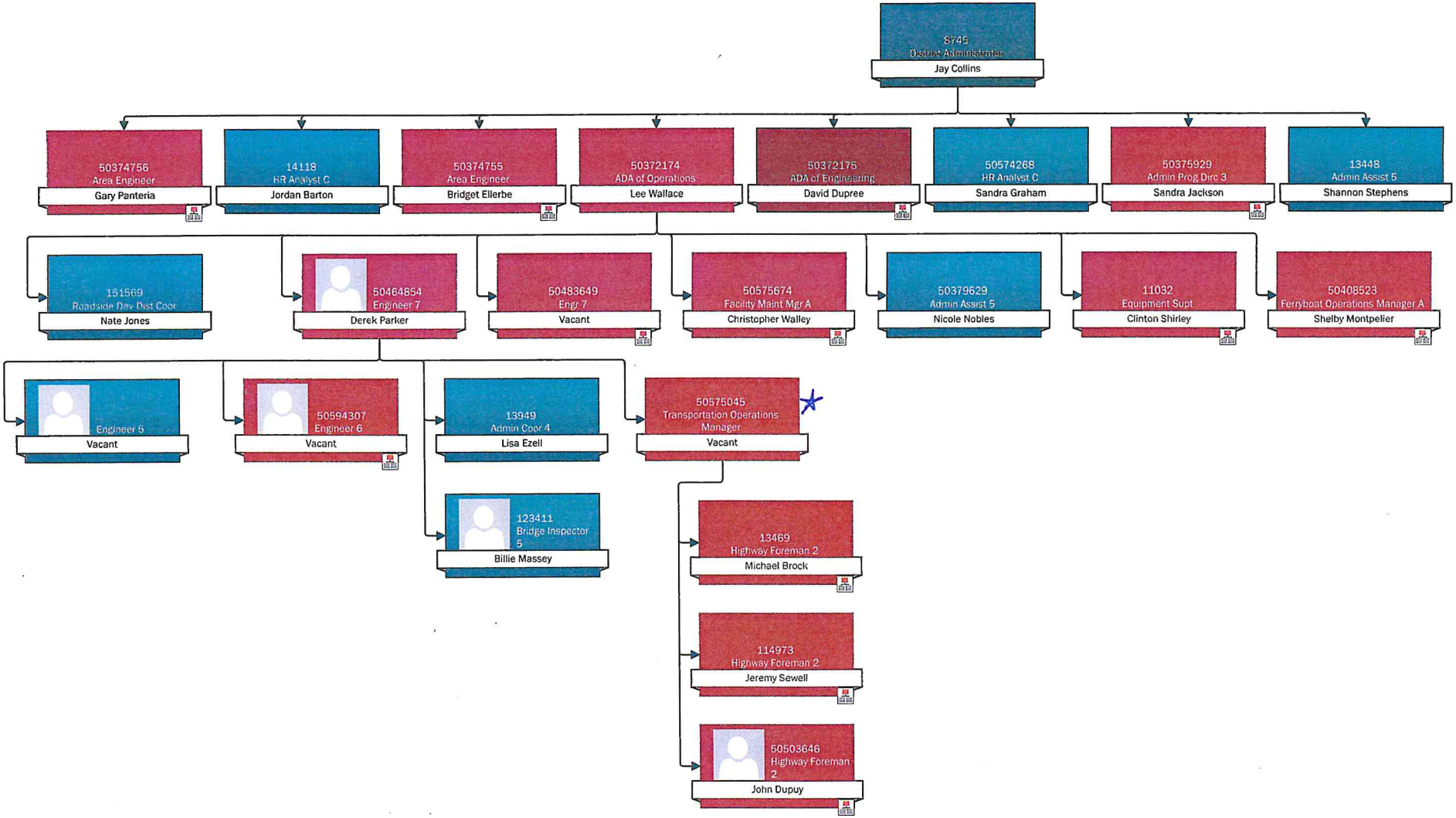
25% Monitor work reporting of subordinates to ensure documentation of equipment, labor, and materials used on work performed b maintenance forces. Review work orders to ensure accuracy and approve work orders. Monitor inventory of materials in stock.

10% Review and prepare PES'. Assist in conduction interviews and recommending individuals for new hires and promotions.

10% Investigate complaints received from elected officials, road users and the general public related to the state maintained highway system. Determine DOTD responsibility in accordance with State law and SOTD policies and respond accordingly.

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%


8745
District Administrator
Jay Collins
50374756
Area Engineer
Gary Panteria
14118
HR Analyst C
Jordan Barton
50374755
Area Engineer
Bridget Ellerbe
50372174
ADA of Operations
Lee Wallace
50372175
ADA of Engineering
David Dupree
50574268
HR Analyst C
Sandra Graham
50375929
Admin Prog Dirc 3
Sandra Jackson
13448
Admin Assist 5
Shannon Stephens
151569
Roadside Dev Dist Coor
Nate Jones
50464854
Engineer 7
Derek Parker
50483649
Engr 7
Vacant
50575674
Facility Maint Mgr A
Christopher Walley
50379629
Admin Assist 5
Nicole Nobles
11032
Equipment Supt
Clinton Shirley
50408523
Ferryboat Operations Manager A
Shelby Montpelier
Engineer 5
Vacant
50594307
Engineer 6
Vacant
13949
Admin Coor 4
Lisa Ezell
50575045
Transportation Operations Manager
Vacant
123411
Bridge Inspector 5
Billie Massey
13469
Highway Foreman 2
Michael Brock
114973
Highway Foreman 2
Jeremy Sewell
50503646
Highway Foreman 2
John Dupuy