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:	50533129

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:	09/20/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182977
Consultant:	YM
Supervisor:	DBA

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 05/2016

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	50533129

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7 (Electrical and Mechanical)	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	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE) ☒ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE) ☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Hingle, Stewart	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE –DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Engineering/Bridge Design -25/ 005		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	010003	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.

	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)	9/14/21	☒ 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.
Zheng-zheng Fu / Bridge Design Engineer Administrator 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.

ENGINEER 7 (Mechanical and Electrical)
Section 25, Unit 005 (006)

The overall function of this position is to organize, plan, schedule, execute, oversee, and administer the program areas of the Mechanical and Electrical Design unit. This position manages 005 and 006 of Section 25 and reports directly to the Engineer 8 /Bridge Design Engineer Administrator. This position is responsible for efficiently and effectively managing the mechanical, electrical, facility, lighting and lighting permit program areas to meet annual design, letting and construction schedules and goals. The incumbent must have a high level of technical experience necessary to oversee the mechanical and electrical engineering gangs, must be self-motivated and be able to perform the essential functions of the job with minimal supervision and be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as deemed necessary to facilitate the performance of required tasks.

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

50% Administers the mechanical, electrical, facility, lighting and lighting permit program areas present in the Bridge Design Section to meet the annual design, letting and construction schedules and goals. This is accomplished through a high level of management and administration of the mechanical and electrical engineering gangs. The program areas to administer are as follows:

1. Statewide Mechanical System Movable Bridge Design
2. Statewide Electrical System Movable Bridge Design
3. Statewide Interstate Lighting Program Design and Permits
4. Statewide Building Facility Design
5. Statewide Mechanical/Electrical Construction Support and Construction Inspection

Provides administration and Quality Assurance for project and task management for in-house and consultant project schedule for design and construction phases. Provide direction to gangs in assigning new in-house or new consultant projects, prioritizing gang workloads, setting project schedules, construction support and inspection to meet required letting and construction schedules and to oversee required staffing to meet the schedules. Meets on a frequent basis with electrical and mechanical staff to track project design and construction status and provide input to meet project schedules.

Deals with highly technical, complicated and sensitive design matters for the most complex electrical and mechanical engineering for both in-house and consultant engineering projects. Establishes guidelines to be used for the implementation of new innovative designs for these systems statewide. Through extensive research and analysis this person is often required to sell abstract ideas and concepts and/or defending or justifying their use to the highest levels of management.

Provide review and approval for approval of employee leave and timesheets. Provides employee counseling and conducts and reviews PES ratings for employees. Leads the recruiting, interviewing and hiring of new staff when needed for the gang.

15% Administers design policy, interpretation of design specification requirements, construction RFI's, change orders and specifications for mechanical or electrical systems. Provides assistance and training with design of mechanical or electrical systems when needed on various projects. Recommends policies and procedures to the Bridge Design Administrator and/or the Chief Engineer for approval and implementation. Administers technical updates and revisions as needed for the Mechanical and Electrical systems for the LA DOTD Standard Construction Specifications, EDSM's and the LA DOTD Bridge Design and Evaluation Manual. Provides direction for gangs when new consultant contracts are needed, oversight of consultant contract scope, review of man-hours and review of consultant evaluation grading.

10% Deals with various DOTD statewide districts and sections, state, parish and city officials to keep them appraised of project status occurring in their jurisdiction and negotiating any special permit requirements that must be coordinated with those units; with the Coast Guard when navigable waters are involved; with the Corps of Engineers when wet lands or permits are involved; with the FHWA to coordinate the designs of Federally funded projects; with the appropriate DOTD Sections when they have questions concerning projects.

5% Participates on a national level, in the development of technical specifications for the electrical and mechanical systems by serving as an active member on the Heavy Movable Structures (HMS) National Committee or technical subcommittees, AASHTO technical committees, LTRC research projects or Transportation Research Board/NCHRP Committees.

5% Directs and recommends research projects for implementation of new products, design procedures, and construction techniques for electrical or mechanical systems.

5% Directs and reviews the preparation of comprehensive reports and feasibility studies for the repair and/or rehabilitation of electrical or mechanical systems. Leads or serves as a member in committees within DOTD that directs various technical tasks or long term studies.

5% Assist's the Bridge Design Engineer Administrator (Engineer 8) with various technical issues, policy issues, human resource issues and job descriptions for any of the Section gangs.

5% Represents' the department as an expert witness in litigation involving the design or construction of mechanical or electrical systems. May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

SECTION 25 ORGANIZATION CHART

UPDATED: 9/14/2021

LEGEND:

ENG. 8	1	ENG. 4	0
ENG. 7	5	ENG. 3	3
ENG. 6	8	EI 1 or EI 2	10
ENG. 6 DCL	21	ENG. TECH.	11
ENG. 5	4	ADMIN	1

Total = 64
(Vacant positions not included.)

BRIDGE DESIGN "TO" = 69
CURRENTLY FILLED = 64
CHIEF APPROVED "TO" = 73
Δ GEMS – GEMS POSITION FOR IN-HOUSE WORK = 5
Σ NO. OF WAE EMPLOYEES (DOES NOT COUNT AGAINST "TO") = 0
Ψ NO. OF TEMPORARY JOB APPOINTMENT EMPLOYEES (DOES COUNT AGAINST "TO") = 0
β NO. OF CONTRACT EMPLOYEES (DOES NOT COUNT AGAINST "TO") = 0

UNIT 001

ZhengZheng "Jenny" Fu
ENG. 8
00010003

- Celia Farquhar, ADMINISTRATIVE ASSISTANT 5, 00011417
- Vacant, ADMINISTRATIVE PROGRAM SPECIALIST "A", 50484208

UNIT 002

Structural Design
10 (8E/2T)

Artur D'Andrea, ENG. 7, 00008896

- Mark Bucci, ENG. 6, 00167152
  - Phillip Grasso, ENG. 5, 00010475
  - John Boothe, ENG. 3, 00007379
  - Yanlin Chen, EI 2, 00177149
  - Δ Darrell Hymel, ENG. TECH. DCL, 50325345
  - Δ John Krebs, ENG. 5, 50457776
  - Vacant, ENG. TECH. DCL, 00010178
  - Vacant, ENG. TECH. 5, 00012586
- Ananda Herath, ENG. 6 DCL, 00010381
  - Mary Jean McAdams, ENG. 6 DCL, 50310800
    - Vacant, EI 1 - ENG. 5, 00083032
  - Marcella Cummins, ENG. TECH. DCL, 00088176
  - Vacant, EI 1 - ENG. 5, 50532980

UNIT 003

Structural Design
Highway Safety
7 (5E/2T)

Chris Guidry, ENG. 7, 00013417

- Kurt Brauner, ENG. 6, 00167153
  - Corey Bourgeois, ENG. 5, 50336140
  - Laudun Landry, ENG. 3, 00173801
  - Δ Mark Elkassouf, EI 2, 50488483
  - Herb Thomas, ENG. TECH. 5, 50549252
  - Jolisa Doucet, ENG. TECH. 4, 50514860
  - Vacant, EI 1 - ENG. 5, 50463720
  - Vacant, EI 1 - ENG. 5, 00177147
  - Vacant, EI 1 - ENG. 5, 50319158
  - Vacant, EI 1 - ENG. 5, 50532979
- Carl Gaudry, ENG. 6 DCL, 50323690

UNIT 004

Structural Design
On- & Off-System Bridge Programs
Bridge Scour Program
12 (9E/3T)

Vacant, ENG. 7, 00012976

- Valerie Tourres, ENG. 6, 00167154
  - Anthony Bamugo, ENG. 6 DCL (Scour), 50385147
  - Brian Delatte, ENG. 6 DCL, 50417458
  - Danny Tullier, ENG. 5, 50543651
  - Amy Nickel, ENG. TECH. 5, 00010876
  - Vacant, EI 1 - ENG. 5, 50548201
- Barbara Ostuno, ENG. 6, 50514037
  - Ahmed Mustaque, EI 1, 00177135
  - Ryan Rodney, ENG. TECH. DCL, 00009340
  - Vacant, ENG. 6, 50613578
  - Amanda Ranck, ENG. 6 DCL, 50366668
  - Brian Allen, ENG. 6 DCL, 50594333
  - Hamed Babaizadeh Roshanfekr, ENG. 6 DCL, 50594334
  - Andrew Kuyoro, ENG. TECH. DCL, 00011949

UNIT 005 (006)

Mechanical & Electrical Design
Lighting Program
14 (7ME/7EE)

Stewart Hingle, ENG. 7, 50533129

UNIT 005

- Matthew Peneguy, ENG. 6, 00008379
  - T.J. Dunlevy, ENG. 6 DCL, 50370219
    - Christopher Arnold, EI 2, 00014330
  - Jeffrey Hastings, ENG. 3, 50365867
  - Δ Joseph Tanner, EI 1, 50535405
  - Vacant, ENG. 6 DCL, 50389791
  - Vacant, EI 1 - ENG. 5, 50535406
  - Fallon Farber, ENG. 6 DCL, 50588052

UNIT 006

- Joseph Douglas, ENG. 6, 00009094
  - Agnes Fung, ENG. 6 DCL, 50310795
  - Christopher LeBourgeois, ENG. 6 DCL, 50397111
  - Michael Armentor, ENG. 6 DCL, 50404127
  - Vacant, EI 1 – ENG. 5, 50618204
  - Richard Foster, ENG. 6 DCL, 50574267
    - Vacant, EI 1 – ENG. 5, 50618203
    - Δ Trung-Quan Nguyen, EI 2, 00177148
    - Mon Tapalla, EI 1, 50554406
    - Vacant, EI 1 - ENG. 5, 50535407

UNIT 007

Structural Design
Bridge Load Rating/Permits/Posting
9 (7E/2T)

Dana Feng, ENG. 7, 50518302

- Kian Yap, ENG. 6, 50414680
  - Dominic Segura, EI 1, 00083030
  - Nathan Baylot, EI 1, 50566991
  - Teri Hammett, ENG. TECH. DCL, 50411084
  - Λ Vacant, EI 1 - ENG. 5, 00084240
  - Vacant, EI 1 - ENG. 5, 50319157
  - Vacant, EI 1 – ENG. 5, 50336141
- William Metcalf, ENG. 6 DCL, 00116065
  - Vacant, EI 1 - ENG. 5, 00183840
  - Suba Herath, ENG. 6 DCL (Permit), 50414668
  - Wei Peng, ENG. 6 DCL (Instrumentation), 50414669
  - Andy Aucoin, ENG. TECH. 5, 50522942

UNIT 008

Structural Design
BDEM/Standards/Spec
10 (7E/2T/1IT)

Kelly Kemp, ENG. 7, 50385104

- Andrew Windmann, ENG. 6, 00014071
  - Xuyong Wang, ENG. 6 DCL, 00189490
  - Adam Lancaster, ENG. 6 DCL, 50310798
  - Seraphy Shen, ENG. 6 DCL, 50385127
  - Andrew Michael, ENG. 6 DCL, 50496738
  - Kelsie Hazel, EI 1, 00182080
  - Ahmad Burnos, ENG. TECH. DCL, 50548845
  - Jennifer Prestridge, ENG. TECH. DCL, 50588024
  - Vacant, EI 1 - ENG. 5, 00007365
  - Vacant, EI 1 - ENG. 5, 00083033
  - Vacant, EI 1 - ENG. 5, 00183841
  - Vacant, EI 1 - ENG. 5, 50551943
- Susan Zhang, IT MANAGEMENT CONSULTANT 2 – DCL, 50547697