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:	50590201

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 are being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	205503
Consultant:	KS
Supervisor:	AD

DocuSign Envelope ID: A98A1EF0-B0F1-4D41-B71B-1048D0AA17B7

Louisiana SCS State Civil Service

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
	50590201

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	

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
	2764045100/27600TT102	EBR0-017	0276

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
Moak, David	☒ Yes ☐ No	MARY E. THOMAS
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
LA DOTD/OPERATIONS/STRUCTURES & FACILITIES/SECTION 51/ GANG 700		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
ENGINEER, 7 DOTD	153889	mary.e.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

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.

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 — DocuSigned by: Bradley Mistich 224B636BABE84B7...	DATE 5/25/2023	☒ 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.
APPOINTING AUTHORITY (Required) — DocuSigned by: Haylye Brown 81AF43257EF0472...	DATE 5/25/2023	☒ 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.
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.

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.

This employee manages and supervises two statewide maintenance crews as well as a paint crew. This employee's responsibility includes supervision of statewide work forces with regard to structural fabrication, structural welding, structural member erection, repairs to movable bridges in addition to repairing steel, concrete and timber bridges and the construction and/or reconstruction of the same type of bridges. This employee will also oversee a maintenance crew that provides access for bridge inspection and maintenance activities.

25% This employee supervises employees engaged in various bridge reconstruction maintenance projects, and various repairs and inspection of damages to structures in the nine (9) DOTD Districts. Also, this employee is responsible for various experimental projects throughout the state to find out the best method of repair and rehabilitation of state maintained bridges. The incumbent supervises two (2) work crews concerned with the maintenance and reconstruction of bridges (movable and fixed) on a statewide basis and an additional paint crew. This employee's responsibility includes supervision of statewide work forces with regard to structural fabrication, structural welding, structural member erection, repairs to movable bridges in addition to repairing steel, concrete and timber bridges and the construction and/or reconstruction of the same type of bridges..

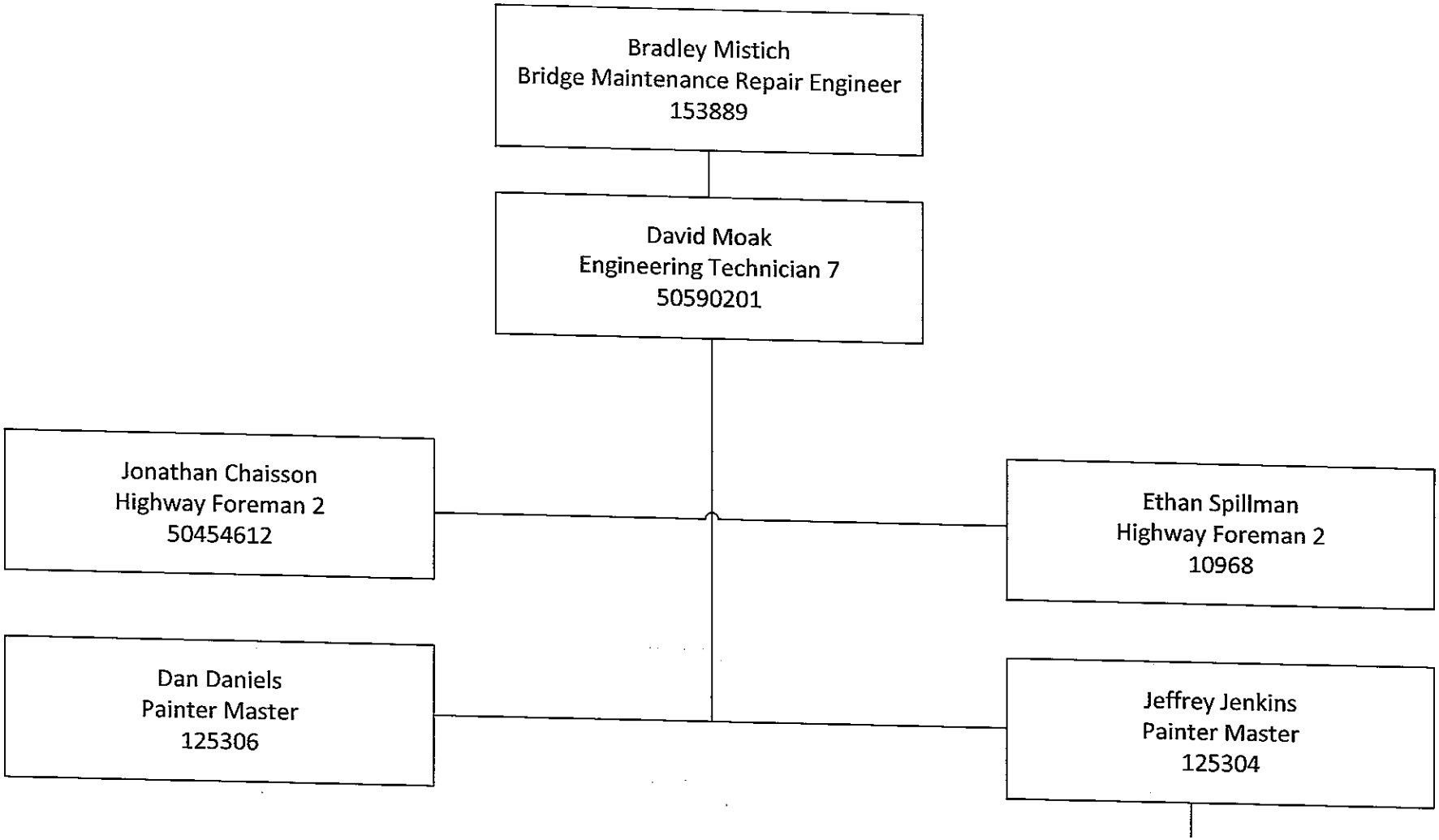
15% Creates cost, man-hour, and time estimates relative to reconstruction or maintenance projects to be undertaken by maintenance crews. Provides assistance to Section 51 maintenance crews in setting grades, determining capacities of pillage, and estimating materials and equipment to be utilized on projects.

25% Provides assistance to Highway Foremen with regard to activities which includes the following: directing the large number of skilled and semi-skilled personnel engaged in the maintenance repair and reconstruction of bridges and related structures and equipment. Assigns work to subordinate personnel and inspects repairs while in progress and upon completion. Makes arrangements for the immediate correction of emergency or dangerous conditions on assigned structures.

20% Is responsible for the accurate inventory of approximately $1,000,000.00 in value of bridge materials and equipment. Plans work and makes certain materials, equipment, tools and manpower are available to accomplish jobs as listed in monthly report of maintenance projects. Conducts Performance and Planning Reviews, schedules leave and training for subordinates.

10% Supervises shop fabrication at Section 51 facilities of structural steel bridge components to insure conformance with plans and specifications.

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


Bradley Mistich
Bridge Maintenance Repair Engineer
153889
David Moak
Engineering Technician 7
50590201
Jonathan Chaisson
Highway Foreman 2
50454612
Ethan Spillman
Highway Foreman 2
10968
Dan Daniels
Painter Master
125306
Jeffrey Jenkins
Painter Master
125304