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:	50575674

Allocation Action:	Affirmed
Official Allocation:	FAC MAIN MAN A
Job Code:	172240
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/19/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	168204
Consultant:	NRB
Supervisor:	ALG

POSITION DESCRIPTION

STATECIVILSERVICE

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	50575674

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Facility Maintenance Manager A	WS219	172240
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

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Walley, Christopher B.	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office Operations/District 58/Gang 701/Chase/Franklin(21)		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8-DOTD/ADA of Operations	50372174	mary.e.thomas@la.g

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 Brett Walley	3-19-2020	☒ 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	03/19/20	☒ 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) James K. Free James K. Free, P. E. District Administrator	03/19/2020	☒ 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.

Facility Maintenance MGR A

Function Statement:

This position serves as a primary assistant to the Assistant District Administrator of Operations for the DOTD, District 58. The incumbent of this position supervises and monitors the work operations of district wide facility maintenance gang, guards, and ferry operations, including, but not limited to fence repair, tree trimming and removal, facility night security, facility maintenance of 43 buildings totaling approximately 132,614 square feet and 56 acres of facility grounds, annual inspection and maintenance of facility boilers and HVAC systems, and environmental monitoring/testing on four sewer treatment plants and one oxidation pond. The incumbent ensures compliance with the Department of Transportation and Development (DOTD policies and procedures, rules and regulations, State and Federal Laws Rules and Regulations, Coast Guard Rules and Regulations). The incumbent of this position is on call twenty-four hours a day and responds to all emergency calls involving facility and ferry maintenance when necessary. The incumbent manages an operating budget in excess of $120,000 in addition to facility contract work, which varies in value each FY.

Job Duties and Responsibilities:

55% Supervision

Supervises all work operations of the District wide facility maintenance gang, guards and Ferry operations. Assists the ADA-Operations (Engineer 8-DOTD) in managing activities by planning, scheduling and coordinating maintenance management activities in the district in conjunction with the district facility foremen and Marine Operations Supt 1. Coordinates the training of maintenance personnel with District Training Specialist, schedules and performs Equipment Operators Certifications (EOCP) for employees. Approves sick and annual leave; prepares and conducts employee performances appraisals; interviews applicants; maintains employee records; and makes recommendations for promotions, reallocations, and other personnel actions to the ADA of Operations. Administers administrative actions when required. Reviews payrolls, bi-weekly activity reports, plant maintenance reports, and AGILE reports. Ensure correct use of equipment by district wide personnel. Ensures overtime work is carefully reviewed and considered before being recommended to Appointing Authority for approval. Assigns jobs to be accomplished by district wide maintenance personnel. Coordinates projects with the district and statewide maintenance units, statewide equipment section, the district safety officer and parish personnel.

25% Facility, Ferry, and Highway Needs

Solicits and receives bids for facility improvements and repair in accordance with DOTD public bid law and ensures that the projects do no exceed budgetary constraints. Verifies and resolves public complaints with the general public, local officials and material vendors. Inspects facilities and ferry to estimate annual workload, schedules repairs and determine priority and budget needs. Estimates equipment, material and labor for projects, repairs, and requisitions materials. Orders maintenance stockpile materials, arranges for testing and delivery. Review and approve Agile Assets and Plant Maintenance work orders in a timely manner. Establish Work Request numbers in Agile Assets for emergency and other special events within the District. Works in conjunction with first line supervisors in purchasing tools and equipment for crews. Keeps records of grounds repairs, maintenance and routine facility inspections. Ensures cooling and heating systems are being properly maintained and repaired for all facilities within in District 58 (six parishes).

10% Inspection

Inspects maintenance work performed under contract to DOTD including facility improvements and repair, roadway and drainage contracts and recommends acceptance. Inspects district wide facilities on a regular basis and establishes repair priorities; prepares cost estimates for maintenance projects; inspects condition of maintenance equipment; computes and monitors quantities of material used in maintenance activities; reviews the documentation of all work completed by district wide maintenance crew. Performs inspections on the progress of projects for meeting project standards.

5% Testing / Environmental Compliance

Supervises the maintenance of waste water treatment plants (4), oxidation pond (1) within District 58 and routine testing of effluent. Responsible for developing, implementing and monitoring the following in accordance with DEQ standards and laws.

- Hazard Communication Plan
- Waste Water Plan
- Asbestos Awareness Program
- Storm Water Pollution Plan
- Spill Prevention Cleanup and Containment Plan

Works closely with LADOTD environmental section in performance of above duties.

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%

SF-3.A
Rev. 11/01

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☐ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☐ This position requires a driver's license: ☐ A/B/C ☐ D ☒ E

☐ This position has the following special requirements:

Five years of experience in the building construction trades; building construction; building maintenance; or road or bridge construction or maintenance.

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): _____

☐ There is a base supplement for this position. List percentage _____

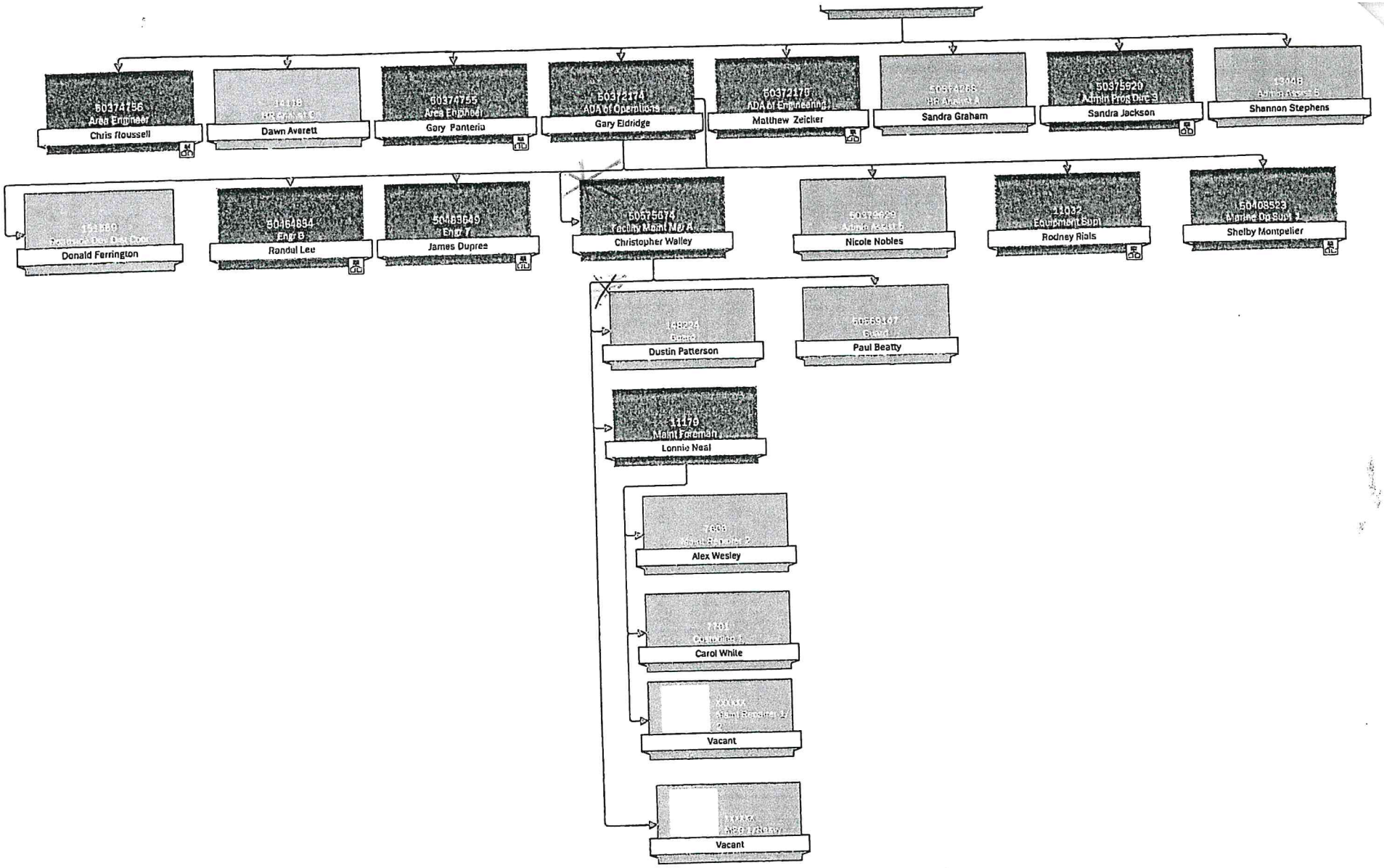
☒ This position is FLSA Status Exempt

☐ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is _____

☐ This position has other special pay/working conditions:

_____


Chris Roussell
Dawn Averett
Gary Panteria
Gary Eldridge
Matthew Zeicker
Sandra Graham
Sandra Jackson
Shannon Stephens
Donald Ferrington
Randal Lee
James Dupree
Christopher Walley
Nicole Nobles
Rodney Rials
Shelby Montpelier
Dustin Patterson
Paul Beatty
Lonnie Neal
Alex Wesley
Carol White
Vacant
Vacant

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: Mary Thomas
HQ HUMAN RESOURCES

FROM: Dawn Averett

DISTRICT/SECTION: District 58

STAMP IN DATE:

DISTRICT ANALYST CHECKLIST		HQ ANALYST CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY!**	☐
☐	If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Authorization for Actions Not Requiring Internal Posting form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☐	If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑	Job duty percentages must total 100%.	☐
☑	Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☑	Complete and attach an SF-3A form.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

Moving to Gang 701