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:	50574043

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:	06/13/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	192071
Consultant:	WPA
Supervisor:	DBA

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
0276	50574043

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
Vacant	☐ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
LA DOTD/OPERATIONS/STRUCTURES & FACILITIES/SECTION 51/GANG 002	(225) 379-1259

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 8	12471	

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.

	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) Nick Fagerberg / Engineer 8 PRINT NAME AND TITLE OF APPOINTING AUTHORITY	6/8/22	☑ 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.

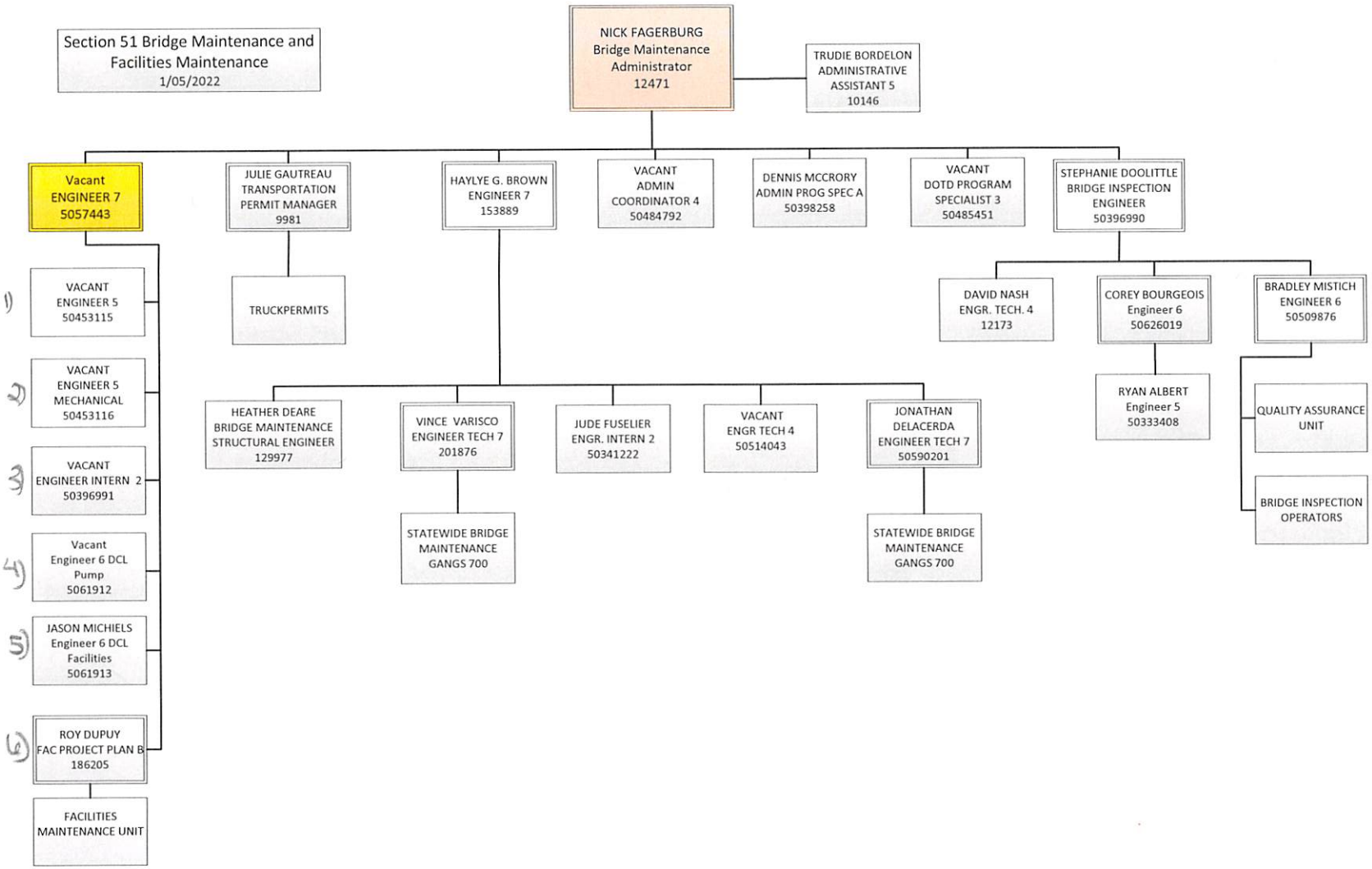
The Structures and Facilities Maintenance Section is responsible for the safety and maintenance inspection of all 142 (100 on-system and 42 off-system) public movable bridges in Louisiana. This position oversees this effort by providing expert analysis of findings, by conducting more in-depth inspections, by determining if the identified defects affect the mechanical components or longevity of the bridge and by designing appropriate remedies. This position is also responsible for the safety inspection and maintenance of all DOTD facilities. **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.**

40% This position oversees the mechanical and electrical engineers in the movable bridge maintenance unit and the architects and landscape architects in the facilities maintenance unit. This position will serve as the program manager of the HPP Movable Bridge Rehab Program and State Fund Major Repairs Generators/Pumps Program.

20% This position fulfills the requirement of National Certified Tunnel Inspector for all mechanical and electrical systems of Louisiana's 3 tunnels. This requirement is mandated by the National Tunnel Inspection Standards implemented in 2015. These inspections will result in recommendations made by the inspector for maintenance and repair projects. This position will be responsible for overseeing any maintenance projects associated with the mechanical or electrical systems associated with tunnels. In addition, this position will be responsible for solving mechanical and electrical problems associated with the 850 DOTD owned buildings such as office buildings, rest areas, bridge operator houses, tunnel ventilation houses, etc. The projects will address issues such as HVAC, fire protection, automatic temperature controls, plumbing, power distribution, emergency power, security, etc. This position will be responsible for overseeing maintenance projects addressing mechanical and electrical needs for pump stations.

20% Works in conjunction with the statewide forces and contractors on the special projects developed in the above described task that are intended to repair damages to complex bridges and buildings. Priority projects that have short time lines and budgetary constraints include building rehabilitation when competing proposals to either rehabilitate or replace need to be decided by high level agency officials such as Chief, Maintenance Division (Engineer 9 DOTD), Bridge Maintenance Engineer (Engineer 8 DOTD), Assistant Secretary of Operations, and Chief Engineer. The decision to either rehabilitate or replace these structures or facilities will be made by designing the most efficient and effective design to repair and designing a total replacement of the structure or facility. This position estimates the cost of these solutions and recommends the most effective solution.

10% As the recognized authority in mechanical engineering, the employee at this position advises the Maintenance Director and his Section Heads, the Operations Director, District Administrators, and District Construction and Maintenance Engineers on issues of movable bridge and facility mechanical engineering. The employee at this position is further consulted by the Construction Division to address mechanical issues encountered during construction projects. This position acts as project coordinator to the Districts, Construction, Bridge Design, consultants and contractors

100%

Section 51 Bridge Maintenance and Facilities Maintenance
1/05/2022