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:	50540018

Allocation Action:	Affirmed
Official Allocation:	ADMIN PROG MGR 2
Job Code:	170690
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/26/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208947
Consultant:	KS
Supervisor:	AD

DocuSign Envelope ID: 3761F642-22DC-482D-99C9-EECDB74E7A83

STATECIVILSERVICE

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
0276	50540018

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Administrative Program Manager 2	AS-615	170690
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
50400147	2764044200/27600TT102	EBR	0050

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job ☐ Yes ☐ No	HUMAN RESOURCES CONTACT Jennifer MIzzell
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/Operations & Maintenance/Equipment 42-009		HUMAN RESOURCES TELEPHONE: (225) 379-1291
OFFICIAL TITLE OF SUPERVISOR: Administrative Program Director 1	DIRECT SUPERVISOR'S POSITION NUMBER: 50410854	HUMAN RESOURCES EMAIL: mary.thomas2@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

2	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: Jarrett Lambert 63E78777DD5D45C...	DATE 9/20/2023	☒ 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: Jeffery Brown 2668E0DF207E4C6...	DATE 9/20/2023	☒ 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.
Jeffery Brown Maint.MG Admin. 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.

Function Statement:

The incumbent in this position is responsible for administering and managing the DOTD Equipment Program and GPS Program. The objective of the programs is to provide a comprehensive solution for managing, monitoring, and controlling fleet operations and maintenance for both the State motor pool and equipment. Incumbent is responsible for the Fleet Acquisition and Buy-Back Programs along with Fleet and Equipment disposal, and equipment technical specifications.

In developing the programs several essential principles need to be considered such as preserving the fleet through timely servicing; conducting preventive maintenance and repairs; recording equipment rental rates and financial information; identifying impending fleet repairs to reduce downtime; maintaining an equipment replacement log that identifies equipment age and maximum lifetime; ensuring efficient and economical use of the fleet manpower; and purchasing user requirements.

This position is located in Section 42/Unit 009 in the Equipment Section located on Tom Drive. The incumbent must be self-motivated and be able to perform duties with minimal supervision. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

Duties and Responsibilities:

<u>50% - DOTD Equipment Program</u>

The objective of the DOTD Equipment Program is to provide a comprehensive solution for managing, monitoring, and controlling fleet operations for both the State motor pool and equipment. The incumbent is responsible for managing the DOTD Equipment Program. The incumbent will develop and recommend policies, procedures and long and short term goals relative to fleet and equipment. The incumbent is responsible for:

- The development and implementation of a robust Equipment Management Program utilizing existing equipment monitoring and management programs.
    - The incumbent will implement equipment management program decisions based upon thorough review and analysis of accurate data, sound engineering and economic analysis.
    - The incumbent will utilize tradeoff analysis and life cycle performance to support programmatic decisions.
    - The incumbent will implement optimal equipment utilization with regard to the quantity, type, size, and location of equipment utilized by the Department. He/she evaluates, and implements all opportunities for regional and statewide pooling of equipment.
    - Research, develop, and implement recommendations and decisions to capture equipment reporting metrics which are consistent with the National Performance Metrics as defined by the Equipment Management Technical Services Program (EMTSP) of AASHTO. The metrics developed will be captured and reported to the EMTSP upon implementation at the required frequency, and should be utilized as a component of the comprehensive Equipment Management Program. These reporting metrics

include utilization rates, preventive maintenance compliance, and replacement recommended percentage and availability percentage.
  - The incumbent will monitor utilizations rates of equipment statewide. Evaluates opportunities to increase utilization rates by pooling equipment or assigning to other areas as determined most appropriate.
  - The incumbent will monitor preventive maintenance compliance and corresponds with the District Equipment Superintendents and other district/section personnel as appropriate when deficiencies are identified.
  - The incumbent will evaluate replacement recommended percentages based upon optimal equipment life cycle date, and provides recommendations to the Equipment Engineer, Equipment Manager, Maintenance Management Administrator, and Chief of Maintenance.
  - Reviews availability percentages and consults with district/section personnel, the Equipment Engineer, and the Equipment Manager to identify opportunities to increase availability and decrease downtime for problematic equipment.
- Consult with the Equipment Engineer and the Equipment Manager, as well as Equipment Superintendents and other district/section personnel on a statewide basis concerning repair versus replacement decisions. Evaluates such decisions on the basis of all data available within the Equipment Management Program and provides solutions on how to proceed in the best interest of the overall program. Hold monthly meetings with district personnel
- The incumbent will develop policies, procedures and long and short goals relative to fleet and equipment. He/she will work and communicate with the Section Heads, District Administrators, Assistant District Administrators (ADA) Operations, Chief of Maintenance, and Area Engineers, to ensure the success of the program.
- The incumbent will prepare reports concerning the program to the Chief of Maintenance and the Maintenance Management Administrator.
- The incumbent will assist with specifications for the Equipment Engineer.

15% - Buy Back Program

Writes the technical specifications for the Buyback Program which includes communication with vendors and districts to determine the needs of the user. This program includes approximately $20,000,000.00 in equipment. DOTD purchases certain pieces of equipment and the vendor purchases it back after one year of use. The types of equipment in the program is industry driven. Therefore, the incumbent must be familiar with industry needs as well as DOTD's needs. The incumbent will assist with organizing and holding Buyback pre-bid conferences and inputting specifications into LaGov. Incumbent also acts as the liaison between the vendor and the Districts.

15% - GPS Program

The objective of the GPS Program is to provide a comprehensive solution for managing, monitoring, and controlling fleet operations and maintenance for the State motor pool. The goal is to control costs, improve driver safety, route vehicles more efficiently especially during an event, and streamline maintenance costs. The incumbent is responsible for running and evaluating reports using custom reporting, real time alerts and Geofences and using this data to manage the fleet more effectively.

The incumbent will report to, communicate with and make recommendations to the Chief of Maintenance, Maintenance Management Administrator, District Administrators, Assistant District Administrators of Operations, Equipment Superintendents and Section Heads on improvements to DOTD fleet based on data obtained from the GPS Program.

10% - Supervision

Determines priorities and manages work of Administrative Program Specialist, Equipment Inspectors, and an Engineer Technician who perform the duties related to the Equipment Management and Equipment Acquisition

Program including the Buyback Program such as purchasing, specification development/review, bid review, inspection, numbering, payment, assignment, and tracking duties.

Approves leave and payroll for subordinate staff and prepares/conducts employee performance appraisals, interviews applicants, maintains employee records, and makes recommendations for promotions, reallocations, merit increases and other personnel actions. Trains employees and updates programs and procedures as necessary to reflect changes. Resolves conflict among employees and recommends disciplinary action when necessary.

Responsible for direction and accomplishment of goals and objectives assigned to Unit associated with fleet acquisition and equipment management.

5% - Equipment Manual

The incumbent will prepare, maintain and revise the Equipment Manual as needed. The manual must be reviewed and updated regularly so the integrity of the program is maintained. The incumbent will work with the District/Section offices to accomplish this task.

5% - Miscellaneous

May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3A)

If the position has specific requirements (shift work, driver's license, other special requirements), assigned special pay, and/or unique working conditions, please complete and attach this form to the official position description. If this form is not used, however, these requirements must be documented in Item 8, Job Duties and Responsibilities, of the official position description.

POSITION SPECIFIC REQUIRMENTS

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

☐ This position has the following special requirements:

SPECIAL PAY / WORKING CONDITIONS

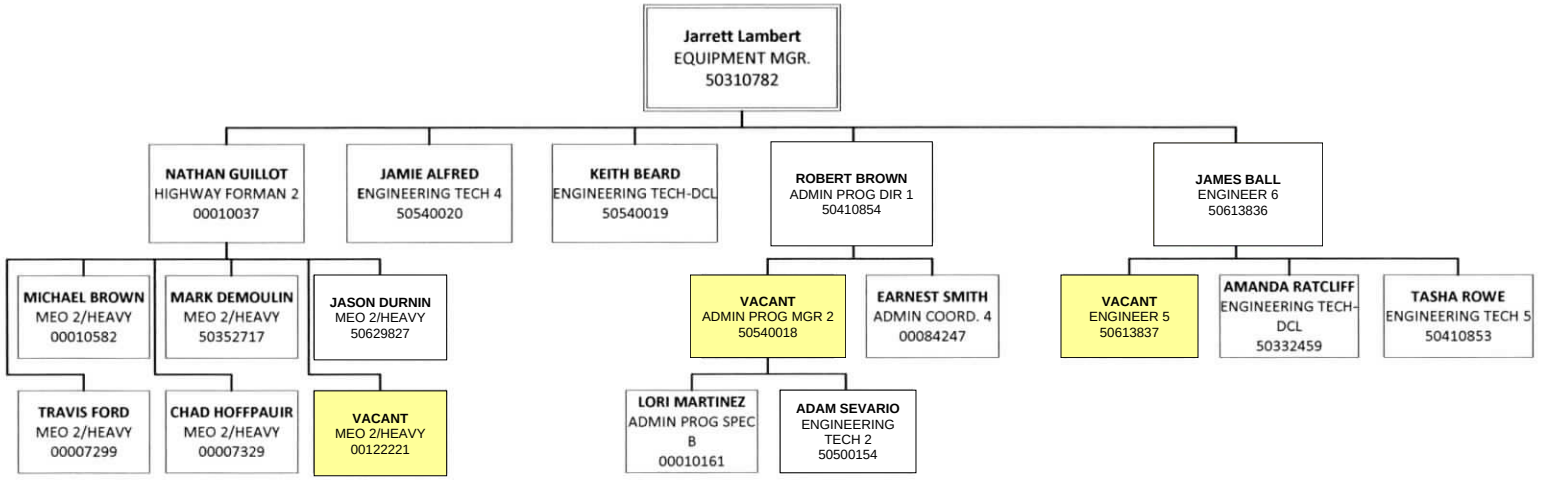
☐ This position requires shift work: ☐Night ☐Evening ☐Rotating

☐ There is on-call pay for this position:

☐ There is a base supplement for this position (list percentage):

☐ This position is considered Disaster Essential

☐ This position has other special pay/working conditions:


Jarrett Lambert
EQUIPMENT MGR.
50310782
NATHAN GUILLOT
HIGHWAY FORMAN 2
00010037
JAMIE ALFRED
ENGINEERING TECH 4
50540020
KEITH BEARD
ENGINEERING TECH-DCL
50540019
ROBERT BROWN
ADMIN PROG DIR 1
50410854
JAMES BALL
ENGINEER 6
50613836
MICHAEL BROWN
MEO 2/HEAVY
00010582
MARK DEMOULIN
MEO 2/HEAVY
50352717
JASON DURNIN
MEO 2/HEAVY
50629827
VACANT
ADMIN PROG MGR 2
50540018
EARNEST SMITH
ADMIN COORD. 4
00084247
VACANT
ENGINEER 5
50613837
AMANDA RATCLIFF
ENGINEERING TECH-DCL
50332459
TASHA ROWE
ENGINEERING TECH 5
50410853
TRAVIS FORD
MEO 2/HEAVY
00007299
CHAD HOFFPAUIR
MEO 2/HEAVY
00007329
VACANT
MEO 2/HEAVY
00122221
LORI MARTINEZ
ADMIN PROG SPEC B
00010161
ADAM SEVARIO
ENGINEERING TECH 2
50500154