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: | 50562772 |

| | |
|---|---|
| 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: | 12/06/2021 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 185332 |
| Consultant: | JCA |
| Supervisor: | DBA |

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

**TO:** Jennifer Mizzell
HQ HUMAN RESOURCES

**FROM:** Natoya Mitchell

**DISTRICT/SECTION:** D 62

STAMP IN DATE:

| DISTRICT HR CHECKLIST | | HQ HR CHECKLIST |
|---|---|---|
| ☑ | SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY WITHIN 60 DAYS OF SUBMITTAL TO HR!** | ☐ |
| ☐ | 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 Non-Competitive Action Authorization 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 form SF-3A; move any special requirements of the position, currently listed in the function statement in the job description, to this form (if applicable) and attach to the SF-3. | ☐ |

**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.)**

UPDATE

STATECIVILSERVICE

# 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 | 50562772 |

| 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 | WS 219 | 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 | WORK PARISH | PERSONNEL SUBAREA | EMPLOYEE GROUP (CHOOSE ONE) |
|---|---|---|---|
| | | | ☐ FT HOURLY<br>☐ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| | | | | |

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Joseph Lamonte | ☒ Yes ☐ No | Jennifer Mizzell |
| AGENCY/DEPARTMENT – OFFICE – DIVISION | | HUMAN RESOURCES TELEPHONE |
| DOTD / DIstrict 62 / Operations / Unit 001 / Tangipahoa Parish | | ( 225 ) 379-1902 |
| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
| Assistant District Administrator of Operations | 50372187 | 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

| 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 Joseph A. Lamonte | DATE 11-30-21 | ☑ I certify that the information in this document is true and correct to the best of my knowledge.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| DIRECT SUPERVISOR | DATE | ☐ I certify that I agree with this document.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| APPOINTING AUTHORITY (Required)<br>SETH DEARMAS/ADA OPERATIONS<br>PRINT NAME AND TITLE OF APPOINTING AUTHORITY | DATE 12/1/21 | ☑ I certify that I agree with this document.<br>☐ 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 primary function of this position is to serve as the District Facility Maintenance Manager responsible for administering and directing activities related to planning, scheduling, inspecting and maintaining the District's facilities and three Welcome Centers. This positon reports to directly to the Assistant District Administrator of Operations. The incumbent is responsible for ensure a safe and cost effective maintenance program in accordance with maintenance system standards and budget policy and procedures, assisting in the preparation of letter bids, construction plans and specifications associated with District wide facility projects. The incumbent will participate in DOTD structured training programs and attend all continuing educations classes and conferences deemed necessary to facilitate the performance of required tasks. The incumbent must be self-motivated and able to perform many duties without direct supervision and be knowledgeable enough to interpret unforeseen conditions that may arise.

This position oversees and manages District 62 facilities, which include three (3) Welcome Centers, five (5) movable bridge houses and 107 buildings, totaling 246,734 square feet. The incumbent is required to have knowledge of commercial construction and building maintenance and safe operation of equipment and tools operated within the Facility Maintenance section. The incumbent of this position is on call twenty-four (24) hours a day and responds to emergency calls involving roadway and facility maintenance when necessary.

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.

**50%** Incumbent supervises the three (3) welcome centers in the District, two (2) located in St. Tammany Parish and one (1) in Tangipahoa Parish. Responsibilities include but not limited to performing weekly inspections of the grounds for proper mowing, weed abatement, trash removal, sprinkler system watering devices, horticultural activities, tree maintenance, restrooms, right of way open space, HVAC maintenance, parking lots, etc. Documents and reports findings on an inspection check list. Oversees the operation of the guard services. Oversee, supervise and manage the daily operations of District Wide Facility Maintenance Gang 701, and the District Wide Maintenance Specialist responsible for District Wide Roadway Maintenance Gang 710 and District Wide Construction Gang 760. Assists the ADA of Operations in managing maintenance activities by planning, scheduling, and coordinating maintenance management activities. Involved with the distribution of repair work orders to the appropriate District Wide Maintenance personnel to ensure that repairs, material, equipment, labor, media information, and traffic control plans are coordinated timely for all projects. Coordinates various types of projects with the Parish and Statewide Maintenance Gangs, Statewide Equipment Section and the District Safety Officer.

**20%** Assist in the preparation and processing of letter bids and construction proposals for facility repairs and building maintenance projects, along with other miscellaneous minor projects as directed by the ADA of Operations in accordance with Department policies and procedures, and DOTD public bid law. Ensure that projects do not exceed budgetary restraints. Prepares sketches, cost estimates, building schedules, supplemental specifications as needed for unique items of work. Assist with various projects as directed by the ADA of Operations. Oversees and coordinates with the District Bridge Engineer for work performed under contract to DOTD, including facility improvement projects, maintenance and repair projects, and rest area maintenance and security projects. Verifies and resolves public complaints with the general public, local officials and material vendors. Estimates equipment, material and labor for road and facility projects and repairs, and requisitions materials. Orders maintenance stockpile materials, arranges for testing and delivery. Coordinates with the emergency preparedness officials in the respective parishes, as well as with state police and local law enforcement.

**15%** Conducts employee interviews with supervisors and foremen. Reviews and enforces department policies with supervisors, foremen, and subordinates through meetings and counseling. Assures proper training of personnel through classes, tailgate meetings, and field inspections, provides training for staff. Reviews payroll and bi-weekly activity reports, approves sick and annual leave, conducts and reviews employees' annual evaluation and progress for PPR Planning and Ratings. Works with ADA of Operations to address any necessary personnel and/or disciplinary matters, makes recommendations for promotions, reallocations, merit increases and other personnel actions to supervisor. Periodically request authorization for overtime expenditures.

**10%** Inspects district wide facilities on a regular basis to prioritize District facility improvement projects and to estimate annual workload, schedule repairs and determine priority and budget needs. Inspects facilities projects performed under contract and recommends acceptance of these projects. Inspects condition of maintenance equipment; computes and monitors quantities of materials used in maintenance activities; reviews the documentation of all work completed by district wide maintenance crews. Performs inspections on the progress of projects to ensure the projects stays on schedule and within budget.

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

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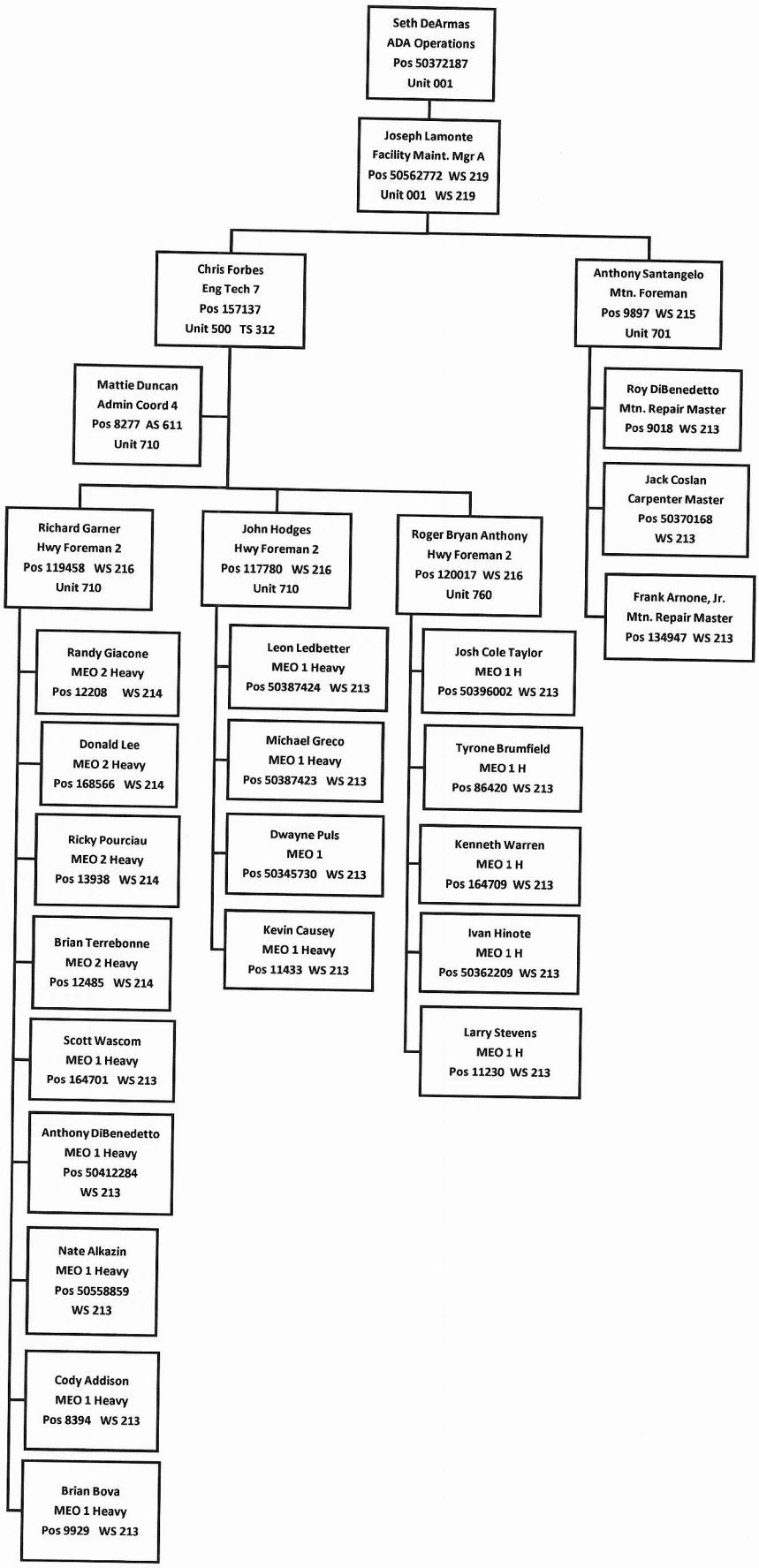
**100%**


Seth DeArmas
ADA Operations
Pos 50372187
Unit 001
Joseph Lamonte
Facility Maint. Mgr A
Pos 50562772 WS 219
Unit 001 WS 219
Chris Forbes
Eng Tech 7
Pos 157137
Unit 500 TS 312
Anthony Santangelo
Mtn. Foreman
Pos 9897 WS 215
Unit 701
Mattie Duncan
Admin Coord 4
Pos 8277 AS 611
Unit 710
Roy DiBenedetto
Mtn. Repair Master
Pos 9018 WS 213
Jack Coslan
Carpenter Master
Pos 50370168
WS 213
Frank Arnone, Jr.
Mtn. Repair Master
Pos 134947 WS 213
Richard Garner
Hwy Foreman 2
Pos 119458 WS 216
Unit 710
John Hodges
Hwy Foreman 2
Pos 117780 WS 216
Unit 710
Roger Bryan Anthony
Hwy Foreman 2
Pos 120017 WS 216
Unit 760
Randy Giacone
MEO 2 Heavy
Pos 12208 WS 214
Donald Lee
MEO 2 Heavy
Pos 168566 WS 214
Ricky Pourciau
MEO 2 Heavy
Pos 13938 WS 214
Brian Terrebonne
MEO 2 Heavy
Pos 12485 WS 214
Scott Wascom
MEO 1 Heavy
Pos 164701 WS 213
Anthony DiBenedetto
MEO 1 Heavy
Pos 50412284
WS 213
Nate Alkazin
MEO 1 Heavy
Pos 50558859
WS 213
Cody Addison
MEO 1 Heavy
Pos 8394 WS 213
Brian Bova
MEO 1 Heavy
Pos 9929 WS 213
Leon Ledbetter
MEO 1 Heavy
Pos 50387424 WS 213
Michael Greco
MEO 1 Heavy
Pos 50387423 WS 213
Dwayne Puls
MEO 1
Pos 50345730 WS 213
Kevin Causey
MEO 1 Heavy
Pos 11433 WS 213
Josh Cole Taylor
MEO 1 H
Pos 50396002 WS 213
Tyrone Brumfield
MEO 1 H
Pos 86420 WS 213
Kenneth Warren
MEO 1 H
Pos 164709 WS 213
Ivan Hinote
MEO 1 H
Pos 50362209 WS 213
Larry Stevens
MEO 1 H
Pos 11230 WS 213