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:	9010

Allocation Action:	Affirmed
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	10/24/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	196770
Consultant:	AJO
Supervisor:	DEZ

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	9010

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 8	TS-320	109100

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
Reed, Kevin	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Operations/S42/G001/EBRP	(225) 379-1856

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9 DOTD	50338296	jennifer.mizzell@la.gov 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

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		☐ 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) David Miller, chief maintenance engineer PRINT NAME AND TITLE OF APPOINTING AUTHORITY	8/8/2022	☑ 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.

This position serves as appointing authority for Section 42 with an annual budget in excess of $40 million. This section is highly diversified, including units responsible for the Contract Maintenance (operating), Fleet Marine Repair, Fleet Management, Property Management and Linear Assets. All of these units are critical to DOTD's overall objectives, and most are DOTD's sole source of expertise in their areas. 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. The incumbent must participate in appropriate DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

20% Administers a statewide engineering program for the maintenance of highways. Directs the selection, development, and refinement of criteria, methodology and procedures for highway maintenance by editing statewide Maintenance Standards Manuals. Oversees the development/implementation/improvement of DOTD's systems of managing maintenance statewide (Agile Assets).

15% Administers statewide Equipment Unit responsible for selecting and purchasing equipment for a fleet of approximately of 6,000 pieces valued around $150 million. This unit has an annual budget that ranges from $20 - 30 million.

15% Administers the Central Repair Shop responsible for repairing all HQ, District 61, and statewide equipment. This unit is also responsible for setting policy and procedures, and for assisting and instruction of 8 district repair shops. The incumbent oversees the development/improvement of DOTD's system of managing fleet maintenance statewide (SAP- Plant Maintenance).

15% Administers the Property Management Unit responsible for the inventory and management of all moveable tagged assets including fleet.

15% Administers ferry operations and maintenance for the Plaquemine/Sunshine ferry crossing. The objective of maximizing the ferry location's operational efficiency is addressed with an operating budget of approximately $3 million annually and an annual Capital Outlay Budget which ranges from approximately $2 – $5 million. In addition, the section is responsible for capital projects for inspection/preservation/rehabilitation of the assets for the ferry crossing at Cameron/Holly Beach and Duty/Enterprise. The section is also responsible for the Cooperative Endeavor Agreement with the New Orleans Regional Transit Authority for the New Orleans ferry operations.

10% Administers statewide contract maintenance, including solicitation of statewide contracts for items such as cable barriers and impact attenuators. Also coordinates and assists with solicitation and contracting for district specific items such as guardrail repair, mowing, street sweeping, etc…

5% Responds to inquiries from state and local officials, property owners, and other private citizens and DOTD sections/districts concerning maintenance situations. Advises DOTD legal section on matters pertaining to roadway maintenance.

5% 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:

Engineer 9, P 50338296

Gang 001 - HQ
TO =
CURRENT FILLED =

Gang 007 - EQUIPMENT
TO =
CURRENT FILLED =

Gang 009 – ROADWAY
TO =
CURRENT FILLED =