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: | 13743 |

| | |
|---|---|
| Allocation Action: | Affirmed |
| Official Allocation: | EQUIPMENT SUPT |
| Job Code: | 128810 |
| Pay Level: | WS-218 |
| Delegated: | No |
| Career Progression Group: | No |
| Master Job Description: | No |
| Effective Date: | 11/13/2023 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 210511 |
| Consultant: | KS |
| Supervisor: | AD |

STATE CIVIL SERVICE

# 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 |
|---|---|
| 700/0276 | 13743 |

| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) | CURRENT PAY LEVEL | CURRENT OFFICIAL JOB CODE |
|---|---|---|
| EQUIPMENT SUPERINTENDENT | WS-218 | 128810 |
| **REQUESTED OFFICIAL JOB TITLE** | **REQUESTED PAY LEVEL** | **REQUESTED OFFICIAL JOB CODE** |
| EQUIPMENT SUPERINTENDENT | WS-218 | 128810 |

## 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 |
|---|---|---|
| DUGAS, DWAYNE | ☒ Yes ☐ No | Jamie Henry |
| AGENCY/DEPARTMENT – OFFICE – DIVISION | | HUMAN RESOURCES TELEPHONE |
| DOTD Office of Operations/DISTRICT03/UNIT 070/LAFAYETTE (28) | | ( 225 ) 379-1669 |
| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
| ENGINEER 8 DOTD/ADA-OPERATIONS | 50372221 | Jamie.Henry@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

| 9 | 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 | 9/26/23 | ☒ 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 | 9/26/23 | ☒ 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) | 9/26/23 | ☒ 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. |
| NICHOLAS CHACHERE, ADA OPERATIONS<br>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.

# EQUIPMENT SUPERINTENDENT

## Function Statement:

The overall function of this position is to manage a vehicle maintenance program, which includes mechanic shop, tire shop, parts store, welding shop and service station for the entire district. This position is located in District 03 of the Department of Transportation and Development. This position serves as the supervisor of Units 070, 071 and 072 of the Department of Transportation and Development and reports directly to District 03 Assistant District Administrator of Operations. The incumbent must be self-motivated and be able to perform duties many times with or without minimal supervision and also be able to interpret unforeseen conditions as they may arise. 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.

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.

## Job Duties & Responsibilities:

25% Manages the operation of the district mobile equipment repair shop. Engages in the repair of a wide range of equipment and heavy mobile maintenance and or construction equipment. Maintains inventory of equipment showing location, physical history and current mechanical conditions. Position serves as the direct supervisor of Units 070, 071 and 072.

20% Renders guidance and assistance to supervisors in preventative maintenance, equipment inspection, and maintenance programs. Discusses the need for various types of equipment. Makes recommendations for specification for purchases of equipment including revising and updating current specifications.

15% Oversees parts inventory for all mobile equipment. Maintains a supply of parts and coordinates distribution. Supervises toolbox inventory and shop equipment.

10% Supervises onsite maintenance and safety inspections of equipment. Supervises mobile equipment maintenance facilities as needed.

5% Conducts onsite preventive maintenance and safety inspections of equipment. Writes reports on equipment conditions and recommends corrective action.

5% Evaluates products and solvents to recommend changes in purchasing specifications for products.

5% Reviews and standardizes maintenance schedules.

5% Performs consultations and inspection work.

5% Works with private industry in establishing training for subordinates.

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

100%

# 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:

# 50399107-D03/G001-ADA OPERATIONS / LAFAYETTE

# 50021743-D03/G070 - MECH SHOPS