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:	9136

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:	05/04/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	203875
Consultant:	WPA
Supervisor:	AD

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	9136

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)
50021851	East Baton Rouge	0050	☒ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2761032200		27600TT102		

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Amar Raghavendra	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Materials and Testing/Office of Engineering/Section 22		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	00115906	mary.thomas@la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Jason Davis	50355432	Engineer 7

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

7	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.
Kri Wa APPOINTING AUTHORITY (Required)	4/5/23	☒ 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.
Kristopher Wascem Materials Administrator Eng 8 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.

Serves as the primary technical and operations assistant to the Materials Engineer Administrator for the Materials and Testing Section. The Section has 54 positions in 9 Laboratory Units, and supporting staff. Serves as a cornerstone for implementing the DOTD's statewide Quality Assurance Program. Quality Assurance encompasses DOTD's acceptance testing, contractor's quality control testing, technician training, inspection, equipment certifications, documentation, and all processes to ensure that construction materials meet the department's standards.

While in official capacity, the employee must comply with any applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

20% Assistant Materials Engineer Administrator

Serves as primary technical advisor to Materials Engineer Administrator in handling complex, multi-faceted, statewide issues, especially those affecting Quality Assurance. Provides specialized assistance and leadership in developing policies, procedures, and specifications applicable to statewide engineering materials programs. Confers with other state DOTs, FHWA, LAPA, CAAL, LTRC, District personnel and Contractors to collaborate and assess options. Acts with the Administrator's authority to ensure that Section's operations and services are maintained. Assists with administrative matters such as budget, personnel, and organization. May chair or handle special Materials Section endeavors as needed, such as Specifications, Materials Sampling Manual, Test Procedures, Headlight, Technical Certification, etc. Serves as technical expert and advisor for numerous job-related committees, such as LTRC Research, ASTM, and AASHTO, as related to expertise.

20% Manages Lab Units

Serves as administrator for 16 people, and as supervisor and technical advisor for the Engineer Technician DCL responsible for administering the Department's QA program for pipe and timber products and the Engineer 6 responsible for the Physical, Cement, and Adhesives Lab Units. These units provide source approval tests and evaluations, project-specific test results for acceptance and verification, and review of supplier quality control data. These units place products on the Approved Materials List and maintain the database. This incumbent also manages the Standards Unit which houses the data, procedures and processes, Quality Assurance Manuals, the Materials Sampling Manual, Test Procedures, Accreditation, and Specialty Products. This incumbent manages the Testing Equipment Unit which orders, repairs, and calibrates complex, specialized lab testing equipment for the Section and District Labs. This function is required in order to perform accurate tests and maintain AASHTO Accreditation in compliance with FHWA requirements. This unit also handles Radiation Officer duties which include the use, storage, and transportation of all nuclear density devices, so that DOTD complies with DEQ and the Nuclear Radiation Council. This unit also performs verification testing statewide for pavement smoothness and certifies all IRI Profilers annually.

20% Supports District Labs

Provides functional administration and support to the nine District Laboratories in the implementation of the Quality Assurance Program. Acts as a consultant/advisor to resolve problems and ensure consistent statewide application. Communicates frequently with District Lab Engineers (Engr. 5) and District Construction Coordinators (Engr. 6) and uses mature engineering judgment to identify, evaluate, and resolve complex and technical materials engineering problems and processes in the statewide materials acceptance program and in the quality control of contractor's work. Strives to improve the system's efficiency and effectiveness. Makes decisions and recommendations to the district engineers and high level administrators that are recognized as authoritative with important impact on district lab activities.

20% Manages Lab Facilities

Serves as Lab facilities manager, overseeing construction work and maintenance work for buildings and property. Manages personnel, funding, documentation, planning and contingencies for capital outlay projects on premises. Supervises work to electrical, gas, and mechanical systems, property surveys, flooring, ductwork, paint, insulation,

landscaping, etc…Maintain list of repairs and contracts, and monitors costs affecting the Operating Budget. Makes prioritized recommendations to Materials Engineer Administrator for facilities improvements and operations contracts. Provides prioritized recommendations for testing equipment purchase for Districts and the Section, and monitors expenditures for the Acquisitions Budget. Ensures that facilities are safe, that work is performed safely.

15% Accreditation

Administers the AASHTO accreditation for the Section, making preparations, resolving discrepancies, and providing documentation. Administers standards and directs annual inspections of testing labs that are involved in the construction acceptance sampling and testing process. Administers and reviews the Section's system of proficiency/COOP sample, and utilizes data to improve the system to maximize our Quality Assurance endeavors.

5% Other

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

ORGANIZATION CHART
MATERIALS AND TESTING
SECTION 22

Proposed 4/21/2023
T.O. 54
(39 Filled)

15+17+19+3 = 54

ENGINEER 8
115906
K. WASCOM TS-322

ADM. ASSISTANT 5
013755
VACANT AS-613

ADMINISTRATIVE PROGRAM SPEC-B
50312926
K. TROSCLAIR AS-614

2+5+6+1+1 = 15 TO (3)

ENGINEER 7
50355432
J. DAVIS TS-320

ENGR. TECH DCL
014287
K. GOETTING TS-312

ENGR. TECH DCL
50556988
D. WHITTAKER TS-312

T.O. 2

ASPHALT TECHNOLOGY LAB

ENGINEER 6
094531
R. PRESTON TS-319

ENGINEER 5
50313600
M. GRUBB TS-316

ENGINEER INTERN 2
50515350
D. HUGGINS TS-313

PROFESSIONAL CHEMIST 3
014184
G. HWAUNG TS-311

PROFESSIONAL CHEMIST 3
179912
M. COTTON TS-311

ENGR. TECH DCL
013777
M. WALLACE TS-312

ENGR. TECH 4
50606632
VACANT TS-308

T.O. 5 (1)

CHEMICAL UNIT 050

Asphalt

ENGR. TECH 5
009361
K. DAVIS TS-310

ENGR. TECH 4
138315
VACANT TS-308

ENGR. TECH 4
199268
VACANT TS-308

Rubber

ENGR. TECH 4
090722
J. VICTOR TS-308

Plastics

ENGR. TECH 4
142856
K. CONRAD TS-308

T.O. 6 (2)

ASPHALT- SPECIAL TEST 031

1+1+1+3+10+1 = 17 TO (4)

ENGINEER 7
009136
A. RAGHAVENDRA TS-320

ENGR. TECH DCL
009993
B. Dedon TS-312

T.O. 1

PIPE & TIMBER

ENGR. TECH 5
50331715
K. BROWNING TS-310

T.O. 1

STANDARD 014

ELECTRICIAN SPECIALIST LEADER
128764
J. CURTIS WS-215

MAINTENANCE SERVICES CONTRACTORS

T.O. 1

MAINTENANCE 012

ENGR. TECH DCL
014125
M. BRAUD TS-312

ENGR. TECH 1
143429
S. COTHERN TS-308

ENGR. TECH 1
129899
VACANT TS-302

T.O. 3 (1)

EQUIPMENT 024

ENGINEER 6
PHYSICAL
50588096
J. MORRIS TS-319

ENGINEER INTERN 2
092210
C. MIU TS-313

ENGINEER 5
137992
VACANT TS-317

Physical

ENGR. TECH DCL
115804
A. BOOTH TS-312

ENGR. TECH 5
50370592
VACANT TS-310

ENGR. TECH 3
129900
K. LACHNEY TS-306

Cement

ENGR. TECH DCL
50394950
C. CHARLES TS-312

ENGR. TECH 5
096353
R.ESPINOZA TS-310

ENGR. TECH 4
50496987
VACANT TS-308

ENGR. TECH 1
090718
B. SULLIVAN TS-302

T.O. 10 (3)

PHYSICAL CONCRETE CEMENT 033

FUNCTIONAL SUPERVISION
9 DISTRICT LABS

02 DLE
F. SIMON

03 DLE
S. LEBLANC

04 DLE
J. ALLEN

05 DLE
D. WING

07 DLE
L. GIBSON

08 DLE
J. KELLY

58 DLE
VACANT

61 DLE
B. MOORE

62 DLE
C. GOTTACHALCK

1+8+10 = 19 TO (7)

ENGINEER 7
NEW POS #
R. CHAROENPAP TS-320

ENGINEER 6
GEOTECHNICAL
113609
F. GUDIEL TS-319

ENGINEER 5
50557078
B. JOHNSON TS-317

ENGINEER 3
009599
F. SPOONER TS-314

ENGR. TECH 4
87821
P. CAUSEY TS-308

ENGR. TECH 2
011459
T. TATNEY TS-304

ENGR TECH 1
142857
D. KIMMIE TS-302

ENGR.TECH DCL
125067
VACANT TS-312

ENGR. TECH 5
012153
VACANT TS-310

T.O. 8 (2)

AGGREGATES SOIL 040

DOTD PROG MANAGER
NEW POS #
VACANT AS-620

DOTD PROG SUPERVISOR
NEW POS #
VACANT AS-619

FUNCTIONAL SUPERVISION
DIST RIG OPERATORS

02
A. DELAUNE

03
S. PICARD

04
E. DOSS

05
D. BROWN

07
G. THIBODEAUX

08
S. DOYLE

58
D. ELEY

61
E. DOUGLAS

62
D. STILLEY

ENG TECH 7
00115806
J. SANFORD TS-312

ENGR.TECH DCL
NEW POS#
VACANT TS-312

ENGR.TECH 5
NEW POS#
VACANT TS-312

ENGR.TECH 5
00011890
E. QUICK TS-310

ENGR. TECH 1
00090757
C FERGUSON TS-302

ENGR. TECH 1
00007860
S. THOMAS TS-302

ENGR. TECH 1
00139963
B. WATSON TS-302

ENGR. TECH 1
00007888
VACANT TS-302

T.O. 10 (5)

GEOTECHNICAL FIELD 04X

ENGR TECH 5 (WAE)
50569105
VACANT TS-310

ENGR. TECH 4
122858
VACANT TS-308

ENGR. TECH 4
50345382
VACANT TS-308