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:	9042

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:	09/06/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	195088
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
700/0276	9042

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7	TS320	00109340
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
Fruge, Nicholas	☒ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD - Office of Operations - District 03 - Unit 001 - Lafayette (28)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	50372221	Mary.E.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

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.

Nicholas Fruge EMPLOYEE	DATE 8/31/22	☒ 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.
Chris Lissard DIRECT SUPERVISOR	DATE 8/31/22	☑ 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.
Chris Lissard APPOINTING AUTHORITY (Required)	DATE 8/31/22	☑ 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.
Chris Lissard ADA of Operations 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.

District 03 Traffic Operations Engineer (Engineer 7)

Function Statement:

The overall function of this position is to apply scholastic theory and professional engineering skills to traffic engineering involving standard procedures and practices in the field and office. This position is located in District 03/Unit 001 of the Department of Transportation and Development and reports directly to the District 03/Unit 001 Assistant District Administrator-Operations (Engineer 8). The incumbent must be self-motivated and be able to perform duties many times with 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 and Responsibilities:

25% Supervises District Traffic Engineering and Operations personnel who direct all district traffic engineering activities and traffic engineering studies. Assigns work duties to ensure assignments are completed in a timely manner. Conducts performance planning and reviews on subordinate personnel. Recommends personnel actions such as promotions, disciplinary actions, reassignments, etc. Oversees the collection of data and analyzes data collected by district traffic engineering personnel to ensure reliability of data. Ensures that accurate records are maintained. Reviews and finalizes technical reports recommending the following: Installation of traffic control devices such as traffic signals, geometric modifications to improve safety and capacity, modifications to signs, pavement markings, parking restrictions and speed limits. The traffic studies and technical reports are completed in response to request for modifications to traffic control devices received from the general public, public officials, outside agencies and in-house requests.

15% Supervise engineers and engineer technicians who direct the activities of the district sign shop, striping crew, pavement marking crew, electricians and electronic technicians to ensure that assigned duties are completed in a timely manner. Subsequent to the installation or modification of traffic control devices, inspects the work to verify that work was completed in compliance with accepted engineering standards and established department policies.

15% Represents the District Traffic Engineering Office in meetings concerning traffic engineering related subjects. Communicates with public officials on traffic engineering related concerns for safety and operations. Advises District Administrator on traffic related topics in the District. Includes participation in planning, practicing and participation in incident management activities including hurricane evacuation and recovery.

15% Participates in the development of a strategic plan for district traffic operations. Provides technical assistance in establishing department policies related to traffic engineering. Develops procedures to ensure that established goals and objectives are accomplished. May serve on state, local or federal technical committees for traffic engineering topics.

Job Duties and Responsibilities (Continued):

10% Oversees the District's Outdoor Advertising Programs for compliance with Federal Highway Administration requirements. Supervise Outdoor Advertising Technician who is responsible for the entire District Outdoor Advertising and Junkyard Programs for compliance with Federal Highway Administration requirements.

10% Reviews plans of construction and/or maintenance projects and approves traffic control plans which may modify existing traffic control devices. Reviews and approves plans for proposed new roadway intersections and traffic control device permit applications to ensure conformance with department access standards.

5% Answers interrogatories and requests information in response to or in preparation for litigation against LADOTD. Gives depositions, testifies and acts as a representative for the department in legal proceedings.

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:

- This position requires familiarity with the Department's EDSM's especially those related to traffic operation issues, the Department's Traffic Engineering Manual, the Department's Access Connections Policy, the Department's Traffic Impact Policy, the Department's Traffic Signal Design Manual, the Department's Pavement Marking Details, the Department's Traffic Control Details for Work Zones, and various other Department policies.
- This position requires familiarity with the Manual on Uniform Traffic Control Devices, the Highway Capacity Manual, the Highway Safety Manual, the ITE Trip Generation Manual, the ITE Traffic Engineering Manual, the AASHTO 'A Policy on Geometric Design of Highways and Streets', the AASHTO 'Roadside Design Guide', the Louisiana Revised Statutes: Title 32 'Motor Vehicle and Traffic Regulations' and various other professional publications.
- This position requires proficiency with the following computer programs: Synchro, Sidra, Vissim, Microstation, Powerpoint, Word and Excel.
- This position requires speaking in front of large groups and presenting at conferences and meetings.
- This position gives depositions, testifies and acts as a representative for the Department in legal proceedings.
- A professional engineering license in the State of Louisiana is required.
- This position requires the use of a computer and cell phone.

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

50399108-D03/G001 - TRAFFIC OPS / LAFAYETTE