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:	11464

Allocation Action:	Job Correction
Official Allocation:	TRANSPORTATION OPS MGR
Job Code:	160680
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/15/2023
Position Audited:	No
Audit Date:	
Comments:	Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	204322
Consultant:	CB
Supervisor:	EME

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 0700/0276	POSITION NUMBER 00011464
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) Engineering Technician 7	CURRENT PAY LEVEL TS-312	CURRENT OFFICIAL JOB CODE 00166250
REQUESTED OFFICIAL JOB TITLE Transportation Operations Manager	REQUESTED PAY LEVEL WS-219	REQUESTED OFFICIAL JOB CODE 160680

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 Vacant	Employee Qualifies For Job ☐ Yes ☐ No	HUMAN RESOURCES CONTACT Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION DOTD / Operations/ District 08 / 001 / Rapides (40)		HUMAN RESOURCES TELEPHONE (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR Engineer 7	DIRECT SUPERVISOR'S POSITION NUMBER 50375627	HUMAN RESOURCES EMAIL 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
Larry G. Francisco	125454	Transportation Operations Manager
Kerry J. Lemoine	172209	Transportation Operations Manager

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

3	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	DATE 5/16/2023	☒ 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	DATE 5/16/2023	☒ 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) PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 5/16/2023 5/16/23	☒ 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.

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.

Transportation Operations Manager - PN 00011464

Function Statement:

This position is in the DOTD District 08 Area 3 Maintenance Section and reports to the Area Engineer. The incumbent is responsible for performing advanced sub-professional engineering work providing technical advice and assistance as well as supervising and programming maintenance activities. The incumbent utilizes independent judgment and knowledge of maintenance engineering to assist, train and guide Parish Highway Maintenance Superintendents in the accomplishment of routine, response and specialized maintenance. The incumbent is responsible for the supervision of the quality control and quality assurance of all work performed in assigned parishes. The incumbent is required to make any technical engineering decisions relative to planning, scheduling, performing and controlling the various maintenance activities carried out in the program. The incumbent provides necessary survey expertise, performs surveys and construction layout and trains maintenance staff to perform drainage surveying and leveling. The position implements standards, methods and procedures for inspecting, scheduling and reporting work activity; makes cost estimates; and ensures continuous on-the-job employee training is conducted. These training programs are used to teach good maintenance methods and procedures and new concepts designed to improve maintenance operations. The incumbent is responsible for gathering, organizing, and presenting information for the decision making process in the Area 1 maintenance program. This position participates in the required DOTD structured training program and obtains additional training 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.

40% Supervises, trains, guides and coaches the Parish Highway Maintenance Superintendents in routine, responsive and specialized road maintenance. Makes spot checks on work-in-progress in assigned parishes and regularly observes maintenance work to determine that quality standards, correct work procedures and proper work methods are being followed.
Regularly and continuously inspects work on all major projects to determine adequacy of repairs. Continually monitors progress of the parish work force with particular regard to work quantities and functions. Works closely with the Parish Maintenance Superintendents in setting goals and planning work. Furnishes continuing assistance to the Parish Maintenance Superintendents to ensure that all work planned and schedules meets goals. Must solve technical problems which arise. Oversees and directs continuous on-the-job training employee training program. Monitors and evaluates employee conduct and performance. Reviews performance valuations, sets performance expectations, and sets performance standards. Handles all personnel problems with subordinates that may arise in assigned units. Randomly visits their assigned parish units at the beginning and end of the work day to verify compliance to working hours. Composes, types and processes written correspondence concerning disciplinary actions, grievance responses and other actions.

20% Confers with the Area Engineer in regard to the planned maintenance program for the assigned parishes as well as disposition of the various complaints received. Also must be able to receive and complete special assignments as ordered by the Area Engineer. Makes plan reviews and microfilm searches for as-built details in order to help resolve problems. Provides technical assistance such as setting grades or establishing lines on varied projects including drainage work for the addition or replacement of drainage special assignments as ordered by the Area Engineer. Makes plan reviews and microfilm searches for as-built details in order to help resolve problems. Provides technical assistance such as setting grades or establishing

lines on varied projects including drainage work for the addition or replacement of drainage structures. Computes quantities for special projects by parish maintenance forces which includes preparing all necessary documents and submitting information for such projects.

20% Meets and communicates with property owners, public, local officials and elected officials on various complaints to ensure they are properly resolved. Confers with the public pertaining to a variety of problems they experience with roads, drainage, permits, or illegal encroachments. May respond as required with written correspondence. Disseminates information to the public regarding Department activities and policies.

15% Responsible for the implementation of Cooperative Endeavor Agreements, accuracy of reclaimed asphalt concrete stockpile inventory and resolving discrepancies in asphalt inventories. Coordinates disposal of waste materials and pipe purchases for replacement of deteriorated cross drains. Assists in resolving discrepancies for inventory during audits. Assist District accounting personnel in correcting cost accounting problems. Confers with the District Repair Shop Supervisor pertaining to parish equipment request and needs. Monitors and tracks budget of assigned parishes. Reviews and approves day cards in La Gov. Manages District wide and State wide equipment loaned to assigned parishes.

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:

The incumbent shall be required to operate a vehicle equipped with a two-way radio The incumbent is required to utilize a cell phone, computer, and e-mail to facilitate communications. Also uses engineering calculator to compute quantities, distance and other information needed in the maintenance operations.

SPECIAL PAY / WORKING CONDITIONS

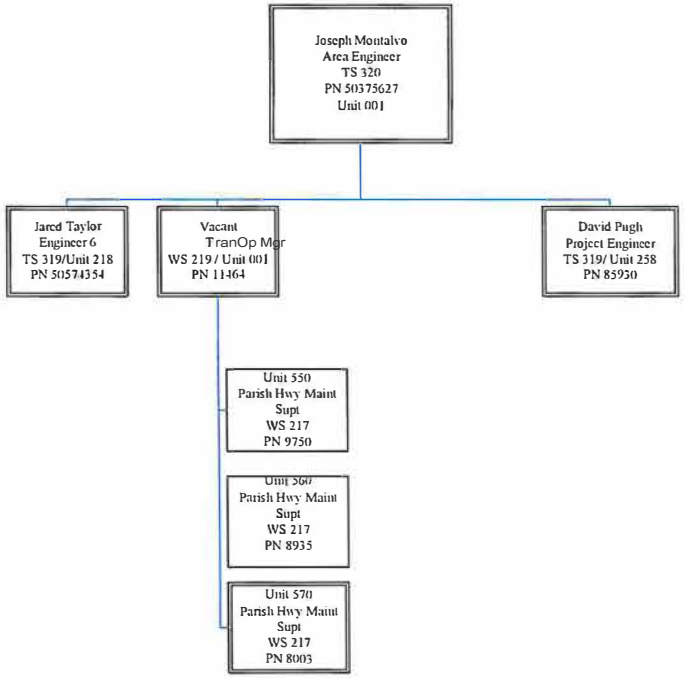
☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ 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:

Area Engineer
Natchitoches/Winn/Grant

05/16/2023