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:	11032

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:	04/28/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190233
Consultant:	WPA
Supervisor:	DBA

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: Mary Thomas
HQ HUMAN RESOURCES

FROM: Dawn Averett

DISTRICT/SECTION: District 58

STAMP IN DATE:

DISTRICT ANALYST CHECKLIST	**HQ ANALYST CHECKLIST**
☑ SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY!**	☐
☐ If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Authorization for Actions Not Requiring Internal Posting form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☐ If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑ Job duty percentages must total 100%.	☐
☑ Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☑ Complete and attach an SF-3A form.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

Updating - Number of subordinates changed.

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
0700/0276	11032

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
EQUIPMENT SUPERINTENDENT	WS217	128810

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
VACANT	☐ Yes ☒ No	MARY THOMAS

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Operations/District 58/Unit 070/Chase/Franklin Parish/21	(225) 379-1259

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8/ADA of Operations	50372174	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

5	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) Jay S. Collins, P. E. District Engineer Administrator	4/26/2022	☒ 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.

Equipment Superintendent

Function Statement:

The overall function of this position is to be responsible for the activities of the District and Sub-District Equipment Repair Shops. This position is located in the District 58, Unit 070 section of the Department of Transportation and Development and reports directly the Engineer 8 /ADA 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.

Job Duties and Responsibilities

50% Supervises the activities of the District Headquarters Equipment Repair Shop and the Sub-District Equipment Repair Shop. Reviews repair orders, daily time sheets, equipment reports and supply requisitions. Organizes the work of subordinates in installing and maintaining a uniform program of instruction for personnel in the capacities of equipment and the proper repair, servicing and use of equipment.

20% Assists the Assistant District Administrator of Operations with the District equipment budget, i.e., obtaining information in the field to use in the preparation of standard specifications for purchasing mechanical highway equipment, supplies, parts and materials. Also, makes recommendations for necessary revisions in specifications for the purchase of new equipment and revisions of the procedures in the use of equipment to obtain optimum performance.

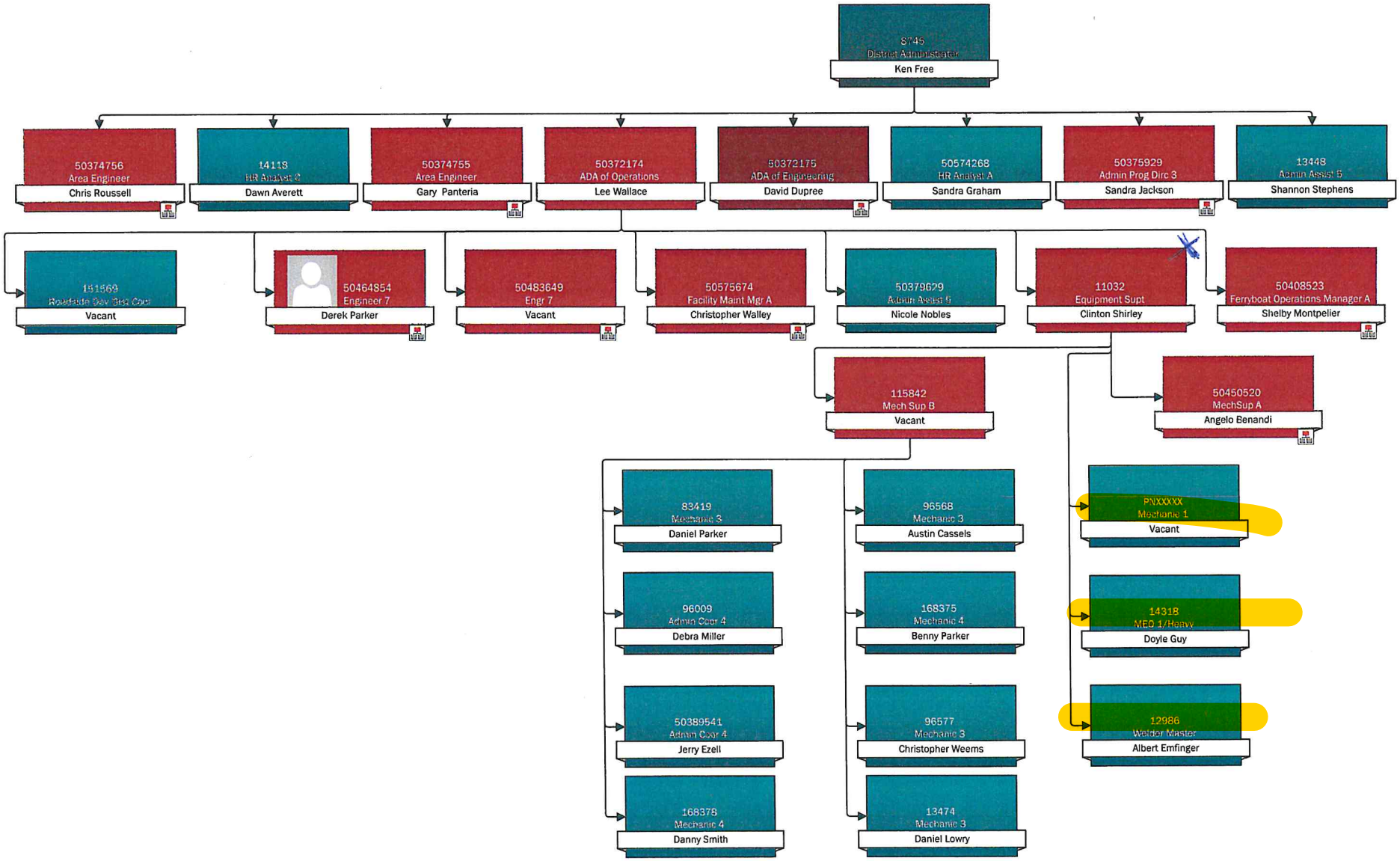
10% Identifies and advises the Assistant District Administrator of Operations of equipment repairs which cannot be corrected with the Districts available resources or parameters established by existing directives.

10% Supervises the processing and maintenance of historical records for individual equipment items of District equipment pertaining to the receipt, operation, modification, transfer, inventory and disposal of equipment.

5% Assists and advises the District Equipment Inspector in the testing, inspection and evaluation of equipment. Supervises the use and maintenance of pool equipment. Insures the Shopkey information, shop manuals and operator manuals are available to mechanics and operators. Advises safety personnel of potential equipment safety hazards.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. May be subpoenaed as requested by DOTD legal Counsel. 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.

100%


8745
District Administrator
Ken Free
50374756
Area Engineer
Chris Roussell
14113
HR Analyst C
Dawn Averett
50374755
Area Engineer
Gary Panteria
50372174
ADA of Operations
Lee Wallace
50372175
ADA of Engineering
David Dupree
50574268
HR Analyst A
Sandra Graham
50375929
Admin Prog Dirc 3
Sandra Jackson
13448
Admin Assist 5
Shannon Stephens
151563
Roadside Dev Brd Coor
Vacant
50464854
Engineer 7
Derek Parker
50483649
Engr 7
Vacant
50575674
Facility Maint Mgr A
Christopher Walley
50379629
Admin Assist 5
Nicole Nobles
11032
Equipment Supt
Clinton Shirley
50408523
Ferryboat Operations Manager A
Shelby Montpelier
115842
Mech Sup B
Vacant
50450520
MechSup A
Angelo Benandi
83419
Mechanic 3
Daniel Parker
96009
Admin Coor 4
Debra Miller
50389541
Admin Coor 4
Jerry Ezell
168378
Mechanic 4
Danny Smith
96568
Mechanic 3
Austin Cassels
168375
Mechanic 4
Benny Parker
96577
Mechanic 3
Christopher Weems
13474
Mechanic 3
Daniel Lowry
PNXXXXX
Mechanic 1
Vacant
14318
MEO 1/Heavy
Doyle Guy
12986
Welder Master
Albert Emfinger

Shannon Stephens

From: Vince Latino
Sent: Tuesday, April 19, 2022 10:51 AM
To: Jay Collins
Cc: Tyra Guthrie; Shannon Stephens
Subject: RE: Additional TO For District 58

approved

Thanks,

Vincent Latino
Assistant Secretary of Operations
Work: 225-379-1553
Cell: 225-362-3522

From: Jay Collins <Jay.Collins@LA.GOV>
Sent: Tuesday, April 19, 2022 10:45 AM
To: Vince Latino <Vince.Latino@LA.GOV>
Cc: Tyra Guthrie <Tyra.Guthrie@LA.GOV>; Shannon Stephens <Shannon.Stephens@LA.GOV>
Subject: Additional TO For District 58

Mr. Latino
As per our discussion, the following 10 positions are offered for your approval with approval to over hire an additional 5 positions.

Additional TO	Unit	Position Description
1	051	Bridge Inspector
1	071	Service Station Attendant
1	750	Electrician
1	170	GIS Analyst
1	510	MEO1
2	520	MEO1
1	530	MEO1
1	550	MEO1
1	580	MEO1
10		

These additional positions will increase authorized TO for District 58 at 222.

Your approval will allow us to move forward with processing and posting these positions through Headquarters Human Resources Section.