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:	10786

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:	6/15/2023 - Pending submission of all JCs. HPM Per General Circular 2023-030, Engineering Tech 7 positions are being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	205216
Consultant:	HMI
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
0276	10786

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineering Technician 7	TS-312	166250

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Transportation Operations Manager	WS-219	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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Wilson, Andrew P.	☒ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD-OFFICE OF OPERATIONS-DISTRICT 02- UNIT 500-NEW ORLEANS-ORLEANS PARISH (36)	(225) 379-1259

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Enginer 7 (DOTD)	50376457	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

2	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) Scott Boyle District Engineer Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	6/14/23	☒ 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-POSITION #10786

The overall function of this position is to assist the West Bank District Area Engineer (Engineer 7 DOTD) with all area maintenance activities by supervising and monitoring the work operations of multiple parish-wide maintenance units (510 and 520). This position is located in the District 02 in Orleans Parish at the Crescent City Connection Police Building of the Department of Transportation and Development and reports directly to the District Area Engineer 7 (DOTD). The incumbent must be self-motivated and be able to perform duties many times with or 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.

The incumbent is required to possess the following specialized knowledge, skills and abilities:

- Knowledge and familiarity with DOTD Maintenance Manual.
- *Knowledge and ability to calculate volumes and quantities and keep accurate inventory balances for roadway materials in maintenance units.*
- *Knowledge and ability to comprehend and use a computer, cell phone, mobile data collector or any electronic device issued.*
- *Ability to operate office equipment such as copier, scanner.*

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:

50% Supervises the Parish Highway Maintenance Superintendents and monitors the production and activities of the parish maintenance units. Reviews and ensures work orders inputted in AgileAssets is accurate. Assists the West Bank Area Engineer in managing maintenance activities by planning, scheduling, and coordinating maintenance management activities in the district in conjunction with the parish superintendents and foremen. Coordinates the training of maintenance personnel with District Training Specialist and schedules and performs operator check lists (EOPCP's) for employees. Approves sick and annual leave; prepares and conducts employee performance appraisals; interviews applicants; maintains employee records; and issues recommendations for promotions, reallocations, merit increases and other personnel actions to supervisor. Administers administrative actions when appropriate. Reviews payrolls and bi-weekly activity reports. Ensures correct use of equipment by parish-wide personnel. Periodically authorizes overtime expenditures. Assigns jobs to be accomplished by maintenance personnel. Coordinates projects with the district and statewide maintenance units, statewide equipment section, the district safety officer, and the parish beautification programs.

20% Collects roadway condition information for the highway needs study and makes recommendations for the District-wide road preservation program, the contract maintenance program and the interstate

rehabilitation program. Verifies and resolves public complaints with the general public, local officials, and material vendors. Attends public meetings/forums. Inspects roads and bridges to estimate annual workload, schedule repairs, and determine priority and budget needs. Estimates equipment, material and labor for road projects and repairs, and requisitions materials. Orders maintenance stockpile materials, arranges for testing and delivery. Uses survey instruments for determining alignment and grade. Coordinates with the emergency preparedness officials in the respective parishes.

15% Inspects maintenance work performed under contract with DOTD including roadway, drainage and mowing contracts and recommends acceptance. Inspects parish gang facilities on a regular basis and prepares "Stormwater Inspection Reports", inspects condition of maintenance equipment; computes and monitors quantities of materials used in maintenance activities; reviews the documentation of all work completed by parish maintenance crews. Inspects driveway and project permits to ensure conformance to the Standard Specifications. Performs inspections on the progress of projects for meeting highway standards. Investigates and completes crash notification follow-up investigation form for fatal and near fatal accidents.

5% Coordinates herbicide spraying in respective parishes. Calculates mowing and herbicide spraying acreage and manages all other material inventories in the Area.

5% Assists DOTD headquarters legal section with research for documents and information needed for lawsuit litigation.

5% May be required to perform other duties as assigned by supervisor whenever 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 drug testing either because it involves operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles. Lift requirement is a maximum of 50 pounds. Manual lifting over 50 pounds requires assistance.

SPECIAL PAY / WORKING CONDITIONS

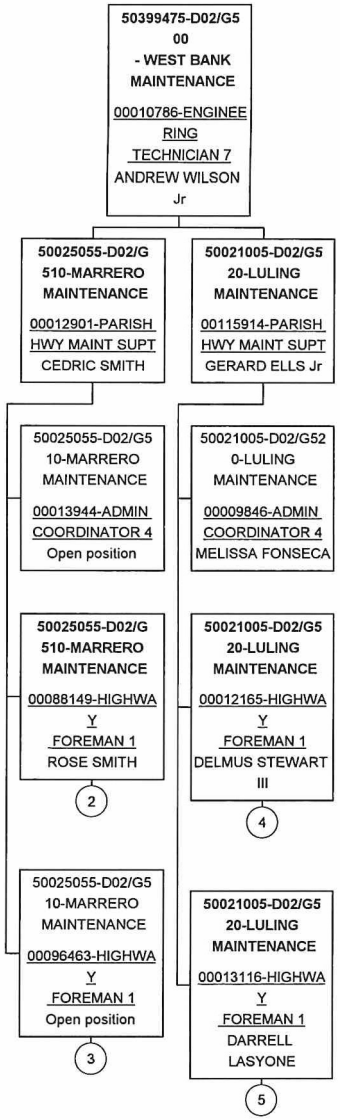
☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ 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:

This position is FLSA status EXEMPT

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