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:	11050

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:	204542
Consultant:	CG
Supervisor:	ALG

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: 0276	POSITION NUMBER: 11050
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: 166250
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 FICM 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: Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD-Office of Operations-District 02-Unit 002-Bridge City-Jefferson Parish (26)		HUMAN RESOURCES TELEPHONE: (225) 379-1291
OFFICIAL TITLE OF SUPERVISOR: ENGINEER 7	DIRECT SUPERVISOR'S POSITION NUMBER: 13387	HUMAN RESOURCES EMAIL: 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

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	☐ 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	☐ 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 Admin Services PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 5/25/23	☒ 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 #11050

The Transportation Operations Manager position is located in District 02/Unit 002 and operates out of the Bridge City Office of the Department of Transportation and Development and reports directly to the Engineer 7. The overall function of this position is to supervise and monitor the work operations of Units 750 & 772. 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.

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.

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

- *Knowledge and proficiency of the Manual of Uniform Traffic Control Devices (MUTCD) and standards for traffic control devices.*
- *Adhere to PPM-21 – Substance and Alcohol Abuse Policy.*
- *Knowledge and ability to calculate volumes and quantities and keep accurate inventory balances for signs and signals.*
- *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*

JOB DUTIES & RESPONSIBILITIES:

60% Coordinates and Directs the District sign, signal, and striping crews and their activities to meet Department and District Goals. Oversees the development of work schedules to ensure that assigned duties are completed in a timely manner. Approves sick and annual leave for employees; manage overtime usage and maintains employee records; prepares and conducts employee performance evaluations, interviews applicants; makes recommendations to supervisors concerning personnel actions including hiring, promotions, reallocations, and other personnel actions to supervisor. Administers administrative actions when required. Reviews payrolls and bi-weekly activity reports. Performs spot site visits to verify work performed by crews is accurate and acceptable. Supports work crews in field for special/complex assignments, as appropriate.

20% Coordinates with District Traffic Operations Engineer on day to day, as well as complex projects. Verifies and resolves customer complaints with the general public, local officials, and material vendors. Responsible for inventory and the requesting of materials for the traffic signal, sign, and striping crews.

10% Review reports, memorandums and sketches from the District 02 Traffic Operations Section to coordinate the implementation of the recommendations contained in these documents

5% Assists state legal section by researching documents and gathering information for legal cases involving the department and provides work orders requested for private cases.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

Organizational Chart

VACANT

ENGINEERING TECHNICIAN 7
00011050

WHITE, CRANDALL D

HIGHWAY FOREMAN 2
50387440

- VACANT
  MOBILE EQUIP OPER 1/HEAVY
  50387439
- VACANT
  MOBILE EQUIP OPERATOR 1
  50387428
- TAYLOR, MAJORLEE
  MOBILE EQUIP OPERATOR 1
  50387427
- RANDOLPH, DAMION M
  MOBILE EQUIP OPERATOR 1
  50387426
- BIRDEN, SEAN P
  MOBILE EQUIP OPER 1/HEAVY
  50387438

QUINN, FREDERICK U

HIGHWAY FOREMAN 2
00124669

- VACANT
  DISTRICT SIGN SPEC 1
  00009288
- VACANT
  DISTRICT SIGN SPEC 2
  50372276
- SHAW, FURMAN L
  DISTRICT SIGN SPEC 2
  00188921
- RANDOLPH, ANDRE
  DISTRICT SIGN SPEC 2
  00186765
- RADECKER, KATHLEEN S
  ADMIN COORDINATOR 4
  00007670
- PRICE, JACQUELINE M
  DISTRICT SIGN SPEC 1
  00012179
- MCINTOSH, KEITH A
  DISTRICT SIGN SPEC 1
  00011667
- FLAGG, JALON H
  DISTRICT SIGN SPECIALIST LEADER
  50511944
- COLLETTE, BENORIS L
  DISTRICT SIGN SPEC 1
  00013545

FERRAND, JOSEPH L

ELECTRONIC TECH SUPV
50588659

- VACANT
  ELECTRICIAN SPEC LEADER
  00011192
- VACANT
  ELECTRONIC TECHNICIAN
  50398920
- VACANT
  ELECTRICIAN SPECIALIST
  00012386
- SMITH, ALVIN I
  TRADE APPRENTICE
  00162599
- PEREZ, GARDNER A
  TRADE APPRENTICE
  00012578
- JOHNSON, QUINCY T
  ELECTRONIC TECHNICIAN ADV
  50398922
- HUNT, TRISTON I
  ELECTRICIAN
  00115788

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