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:	10840

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:	204748
Consultant:	YM
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	10840

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
SMITH, MARCUS	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/OFFICE OF OPERS/DISTRICT61/UNIT 500	(225) 379-1903

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 8 ADA OPERATIONS	50372148	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

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.

	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)	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.
John. B Fontenot ADA-OPS 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.

TRANSPORTATION OPERATIONS MANAGER (DISTRICTWIDE)

Function Statement:

The overall function of this position is to supervise and monitor the work operation of multi parish-wide units and assist the Assistant District Administrator (Engineer 8) in managing the district's maintenance activities. This position is located in District 61, and covers a nine parish area which includes East and West Baton Rouge, East and West Feliciana, Pointe Coupee, Iberville, St. James, Ascension, and Assumption parishes of the Department of Transportation and Development and reports directly to the Assist District Administrator of Operations (Engineer 8). The incumbent must be self-motivated and be able to perform duties with minimal supervision and also be able to resolve unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs 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 & Responsibilities:

50% Supervises the District Highway Maintenance Foreman and monitors the production of these maintenance units. Assists the Area Engineer, the ADA, and the District Business Office in managing maintenance activities by planning, scheduling and coordinating maintenance activities in each Area in conjunction with the Parish Maintenance Specialist, the Area Engineer, and the Parish Superintendent. Coordinates the training of maintenance personnel with District Training Specialist and oversees safe operating check lists (socl's) for employees. Approves sick and annual leave; prepares and conducts employee performance appraisals; interviews applicants; maintains employee records; and makes recommendations for promotions, reallocations, merit increases and other personnel actions to supervisor. Administers administrative actions when required. Reviews payrolls and bi-weekly activity reports. Ensures correct use of equipment by district-wide personnel. Periodically authorizes overtime expenditures. Assigns jobs to be accomplished by maintenance personnel. Coordinates projects with Area Engineers and Statewide Maintenance Units, Statewide Equipment Section, the District Safety Officer, and the Parish Beautification Section. Supervises the Agile Asset Program with all assigned work units and a daily basis. Coordinates Random Drug Testing. Oversee the scheduling and supervision of movable bridge operators. Supervise and insure that all the districts equipment is being inspected and maintained properly.

15% Collects roadway condition information for the highway needs study and makes recommendations for the Districtwide 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. 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. Organizes and implements computer based forms for maintenance units for daily usage. Coordinates with the emergency preparedness officials in the respective parishes. Assists in gathering information for legal documentation. Monitors and reviews inventory records and insures that material quantities are being entered correctly. Minimizes the margin of error for inventory balances prior to end of year audit.

10% Inspects maintenance work performed under contract with DOTD including roadway, drainage and mowing contracts and recommends acceptance. Inspects district infrastructure on a regular basis and establishes repair priorities; prepares cost estimates for maintenance projects; inspects condition of maintenance equipment; computes and monitors quantities of materials used in maintenance activities; reviews the documentation of all work completed by district maintenance crews. Performs inspections on the progress of projects for meeting highway standards. Reviews ORM claims referred to the district-wide office. Coordinate special detailed work with the parish maintenance specialist.

10% Coordinates with the Roadside Development Coordinator as needed to move equipment, provide additional work zone safety equipment, and schedule emergency response activities during all major events.

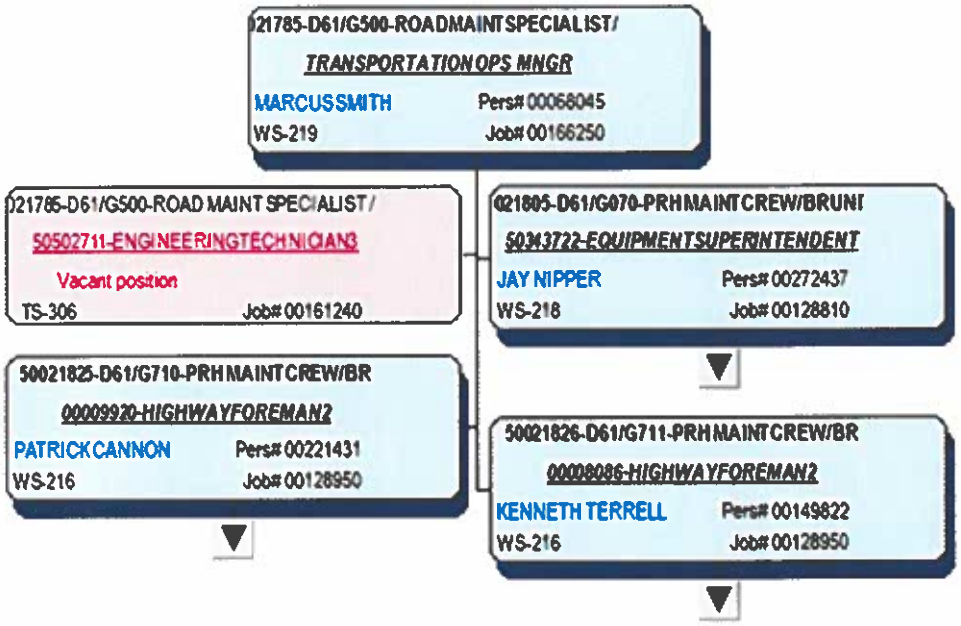
10% Meets with local government officials and coordinates work with local government agencies.

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

100%

POSITION SPECIFIC REQUIREMENTS

The incumbent is required to possess the following specialized knowledge, skills, abilities, as well as to maintain the following licensing and operate the following equipment:

- Louisiana Driver's License, Class E required.
- Equipment needed to perform duties: cell phone, computer, pickup truck
- May work in extreme weather or hazardous conditions and nights and weekends.
- Must possess a working knowledge of heavy equipment usage and maintenance.
- Position is subject to drug testing per LADOTD policies.

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