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:	84626

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:	205406
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

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) Traffic Services Construction/Maintenance Manager	MAJOR AGENCY CODE & PERSONNEL AREA CODE 0700/0276	POSITION NUMBER 84626
	CURRENT PAY LEVEL WS 219	CURRENT OFFICIAL JOB CODE 160680
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)
	Statewide	0050	☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764044506		27600TT102		

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Edwards, Tracy	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION DOTD, Office of Operations / Traffic Engineering and Services - Section 45 / Unit 006		HUMAN RESOURCES TELEPHONE (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR Engineer 6	DIRECT SUPERVISOR'S POSITION NUMBER 50618646	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
Wilkinson, Nicholas	7848	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

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) Jody Colvin, TSA PRINT NAME AND TITLE OF APPOINTING AUTHORITY	5/24/23	☑ 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

This position functions as the Transportation Operations Manager for maintenance and installations of traffic control devices. Traffic Services is responsible for installing, trouble shooting, and creating specifications for both construction and procurement of the Louisiana State traffic signal systems. DOTD's statewide traffic signal network includes approximately 2,500 traffic signals. This position will be knowledgeable of the Manual on Traffic Control Devices, International Municipal Signal Association (IMSA) specifications and requirements, the National Electrical Manufactures Association (NEMA) and state requirements. Traffic Services typically receives around 1.5 million dollars to install and maintain these systems. This does not include the monies needed during a natural disaster, where Traffic Services works alongside other state employees to repair damages to the system.

40% Manages the installation and maintenance of traffic control devices in the assigned Louisiana region. This includes but is not limited to traffic signals, detection (cameras, radar), traffic signal cabinets and controllers which include the computer that runs the signal, and communications from the main ITS branch of fiber or via a wireless network. Performs final inspection and approval on all installation prior to activating the traffic control device. Ensures all crews are trained on devices for installation and maintenance to ensure the devices operate as planned for their lifetime. Maintain and track an inventory of needed materials to complete all necessary work.

25% Ensures supervisors are aware of the upcoming work in their area. Communicates with stakeholders on expectation of work including materials, functions and timelines. Works with the appropriate state, federal and private partners to obtain any permits or limitations prior to accepting work requests. Ensures all crews have the equipment and materials needed to complete the scheduled and unscheduled jobs. Communicates with upper management to acquire proper equipment and materials. Communicates with Districts and other partners to correct any issues with said devices to ensure operation at the level to meet the needs of the system. Coordinates with the DOTD ITS section to determine what is needed to finalize communications with the main communications trunk line.

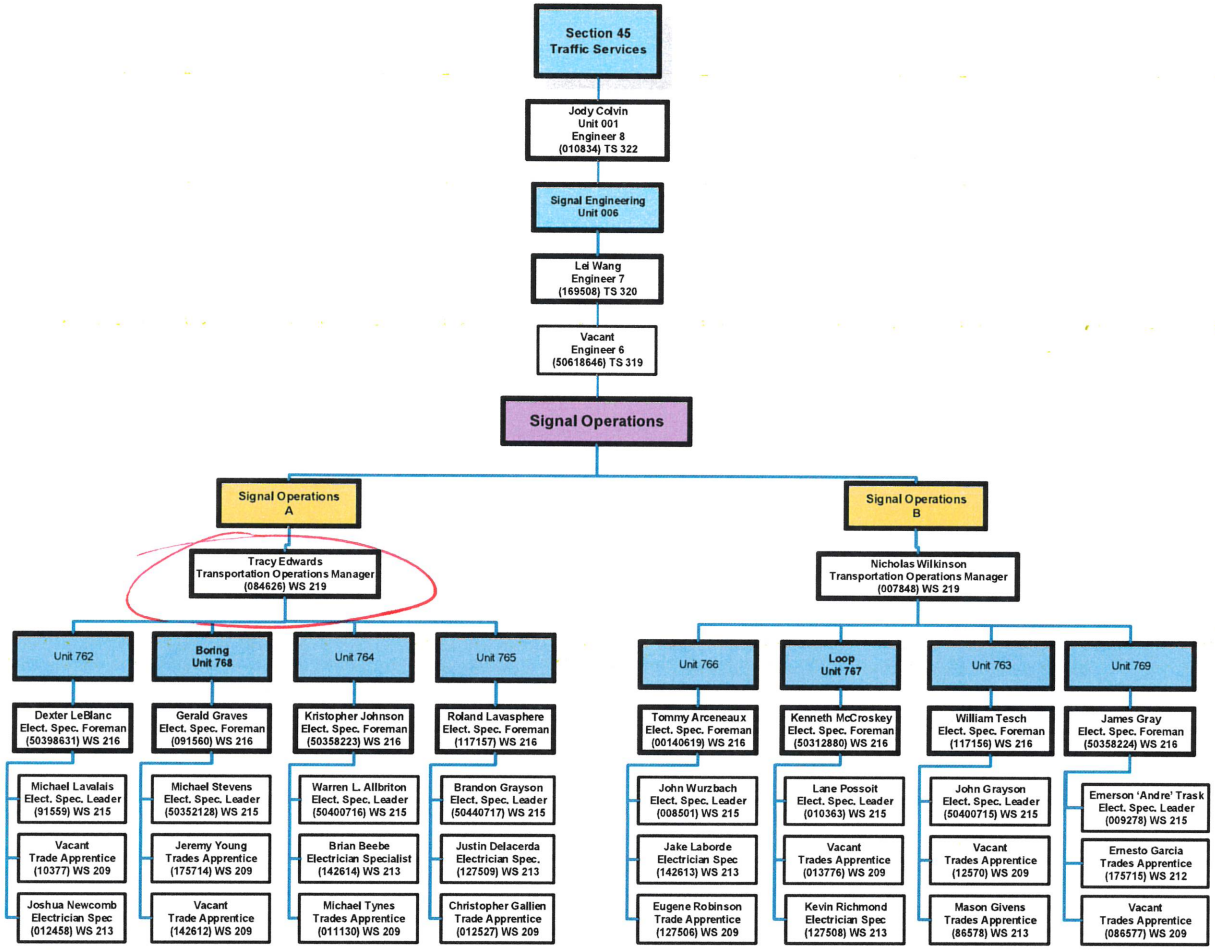
10% Approves work orders for crews, approves leave, prepares and conducts employee performance evaluations, perform interviews and complete the hiring process for subordinates, maintains employee records and makes recommendations for personnel actions.

10% Researches and evaluate state of the art technologies and practices in relation to Traffic Control Devices and communications. Prepares construction and procurement specifications and standards for traffic control devices for the state including but not limited to traffic signal controllers (computers), controller cabinets, vehicle, pedestrian and bicycle detection such as radar, video or computer applications, communication devices such as fiber, wireless or V2X devices. Works with vendors to install, test and procure traffic control materials. Present on and arrange training for DOTD staff and partners on new technologies and procedures.

10% Represents the Department at national conventions and meetings such as but not limited to Gulf Region ITS (GRITS), IMSA, ITS America, Institute of Transportation Engineers (ITE) and NEMA to stay abreast of state of the art traffic control devices and technology.

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

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service Laws, Rules, Regulations, as well as DOTD policies, procedures, manuals and directives.


Section 45
Traffic Services
Jody Colvin
Unit 001
Engineer 8
(010834) TS 322
Signal Engineering
Unit 006
Lei Wang
Engineer 7
(169508) TS 320
Vacant
Engineer 6
(50618646) TS 319
Signal Operations
Signal Operations
A
Tracy Edwards
Transportation Operations Manager
(084626) WS 219
Unit 762
Dexter LeBlanc
Elect. Spec. Foreman
(50398631) WS 216
Michael Lavalais
Elect. Spec. Leader
(91559) WS 215
Vacant
Trade Apprentice
(10377) WS 209
Joshua Newcomb
Electrician Spec
(012458) WS 213
Boring
Unit 768
Gerald Graves
Elect. Spec. Foreman
(091560) WS 216
Michael Stevens
Elect. Spec. Leader
(50352128) WS 215
Jeremy Young
Trades Apprentice
(175714) WS 209
Vacant
Trade Apprentice
(142612) WS 209
Unit 764
Kristopher Johnson
Elect. Spec. Foreman
(50358223) WS 216
Warren L. Allbriton
Elect. Spec. Leader
(50400716) WS 215
Brian Beebe
Electrician Specialist
(142614) WS 213
Michael Tynes
Trades Apprentice
(011130) WS 209
Unit 765
Roland Lavasphere
Elect. Spec. Foreman
(117157) WS 216
Brandon Grayson
Elect. Spec. Leader
(50440717) WS 215
Justin Delacerda
Electrician Spec.
(127509) WS 213
Christopher Gallien
Trade Apprentice
(012527) WS 209
Signal Operations
B
Nicholas Wilkinson
Transportation Operations Manager
(007848) WS 219
Unit 766
Tommy Arceneaux
Elect. Spec. Foreman
(00140619) WS 216
John Wurzbach
Elect. Spec. Leader
(008501) WS 215
Jake Laborde
Electrician Spec
(142613) WS 213
Eugene Robinson
Trade Apprentice
(127506) WS 209
Loop
Unit 767
Kenneth McCroskey
Elect. Spec. Foreman
(50312880) WS 216
Lane Possoit
Elect. Spec. Leader
(010363) WS 215
Vacant
Trades Apprentice
(013776) WS 209
Kevin Richmond
Electrician Spec
(127508) WS 213
Unit 763
William Tesch
Elect. Spec. Foreman
(117156) WS 216
John Grayson
Elect. Spec. Leader
(50400715) WS 215
Vacant
Trades Apprentice
(12570) WS 209
Mason Givens
Trades Apprentice
(86578) WS 213
Unit 769
James Gray
Elect. Spec. Foreman
(50358224) WS 216
Emerson 'Andre' Trask
Elect. Spec. Leader
(009278) WS 215
Ernesto Garcia
Trades Apprentice
(175715) WS 212
Vacant
Trades Apprentice
(086577) WS 209