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:	14310

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:	07/27/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	193642
Consultant:	WPA
Supervisor:	DBA

STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF 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	14310

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
EQUIPMENT SUPERINTENDENT	WS-218	128810
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
EQUIPMENT SUPERINTENDENT	WS-218	128810

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
EPPINETTE, BOBBY	☒ Yes ☐ No	MARY E. THOMAS
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/OPERATIONS/DIST. 05/UNIT 070/OUACHITA (37)		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEERING TECHNICIAN 7	184851	MARY.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	7/25/22	☑ 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)	7/25/2022	☑ 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.
Jim Dausmore/ADA of Operations 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.

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 District 05/Operations/Unit 070/Ouachita Parish and serves Union, Lincoln, Jackson, Morehouse, Ouachita, Richland, Madison, West Carroll, and East Carroll of the Department of Transportation and Development and reports directly to the Engineering Technician 7. The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and be able to interpret 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.

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

- Incumbent must possess a Louisiana Class D Chauffeurs License.
- Incumbent must have knowledge using various hand tools, power tools, impact tools, diagnostic tools, air condition recovery systems, presses, auto lifts, and hydraulic testing equipment.
- Incumbent must have knowledge using computers, two-way radios, printers, copiers, scanners and phones.
- Incumbent must have the ability to lift a maximum of 50 pounds, lifting of an excess of 50 pounds requires assistance.
- Incumbent may be required to work outside normal work hours, during the night, weekends, and holidays during emergency operations.

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 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 Engineering Technician 7 and 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 Engineering Technician 7 and Assistant District Administrator of Operations of equipment repair 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% Conducts testing, inspection and evaluation of equipment. Supervises the use and maintenance of pool equipment. Insures 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.

100%

SF-3.A
Rev. 11/01

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☒ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☒ This position requires a driver's license: ☐ A/B/C ☒ D ☐ E

☒ This position has the following special requirements:

A maximum of 50 lbs. will be required due to servicing equipment , removing debris from the roadway and other routine maintenance work being performed. Manual lifting of more than 50 lbs. requires assistance from others.

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): _____

☐ There is a base supplement for this position. List percentage _____

☐ This position is FLSA Status Exempt

☒ This position is FLSA Status Non-Exempt

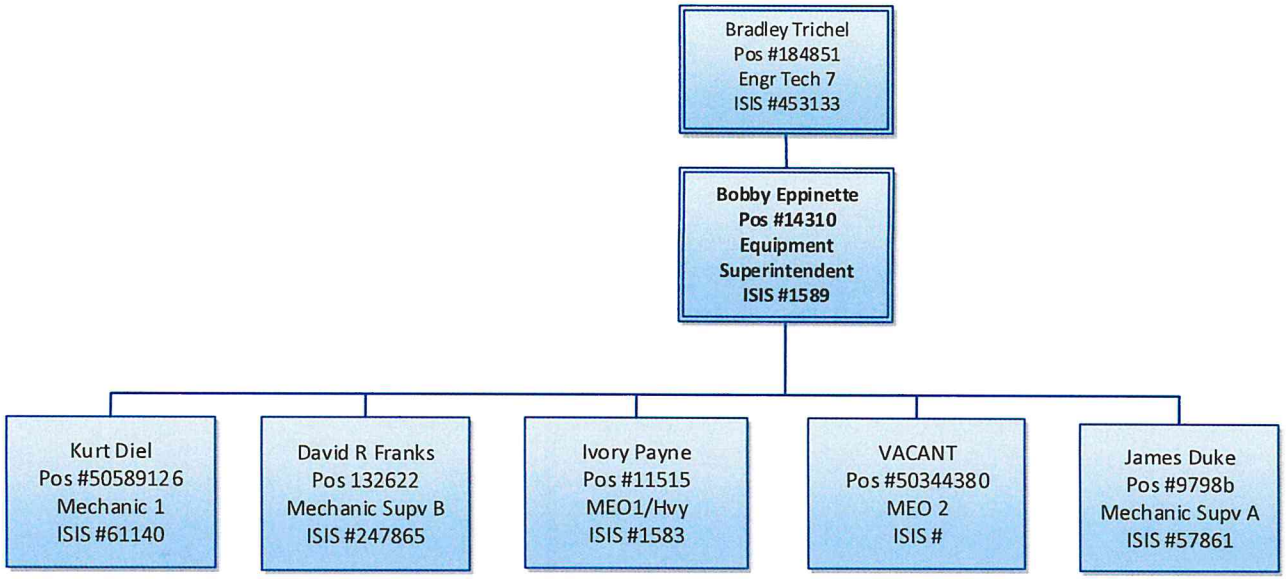
☐ This position participates in a training series. Cap of series is _____

☒ This position has other special pay/working conditions:

This position may require work involving nightime operations or call outs for emergencies that may occur outside of normal work hours. See job duty sheet.

Gangs 070

Gang 070
Available T O – 2
Filled Positions – 3
T O Vacancies – 1



Revised 05/27/2015