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: | 11001 |

| | |
|---|---|
| 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: | 204485 |
| Consultant: | KS |
| Supervisor: | AD |

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: 0700/0276 | POSITION NUMBER: 11001 |
| 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 HCM AGENCIES ONLY*

| ORGANIZATIONAL UNIT NUMBER | WORK PARISH | PERSONNEL SUBAREA | EMPLOYEE GROUP (CHOOSE ONE) |
|---|---|---|---|
| | | | ☐ FT HOURLY<br>☐ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| | | | | |

## 3 GENERAL INFORMATION

| | | |
|---|---|---|
| EMPLOYEE'S NAME – LAST, FIRST: LeBlanc, Leonard Tyler | Employee Qualifies For Job: ☒ Yes ☐ No | HUMAN RESOURCES CONTACT: Mary Thomas |
| AGENCY/DEPARTMENT – OFFICE – DIVISION: LADOTD/Office of Operations/Dist 03/Unit 002/Lafayette, LA/Lafayette Ph (28) | | HUMAN RESOURCES TELEPHONE: ( 225 ) 379-1259 |
| OFFICIAL TITLE OF SUPERVISOR: Engineer 7 | DIRECT SUPERVISOR'S POSITION NUMBER: 9042 | HUMAN RESOURCES EMAIL: mary.thomas2@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.

| | | |
|---|---|---|
| EMPLOYEE: 5/15/23 | DATE: 5-15-23 | ☒ I certify that the information in this document is true and correct to the best of my knowledge.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| DIRECT SUPERVISOR: Nicholas Fruge | DATE: 5-15-23 | ☒ I certify that I agree with this document.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| APPOINTING AUTHORITY (Required) | DATE: 5/15/23 | ☒ I certify that I agree with this document.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Chris J. Lissard, ADA of Operations | | |

## 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.

**Function Statement:**

The overall function of this position is to serve as a Transportation Operations Manager for the District 03 Traffic Section (Units 002, 773, 774, 750 and 751). This position is located in District 03/Unit 002- Traffic Operations of the Louisiana Department of Transportation and Development and reports directly to an Engineer 7, District Traffic Operations Engineer. 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.

**Duties**

40% Serves as the principal liaison between the District Traffic Operations Engineer (DTOE) and the Traffic Operational Units. Supervises the Foreman's for the Sign crews (750), Electronic Signal crews (751), Pavement Marking crew (773), and Detailed Pavement Marking crew (774); as well as supervises an Administrative Coordinator (002). Interviews, hires and aids in training new employees for the Traffic Operational crews. Recommends disciplinary action for Traffic Operational employees to the DTOE and Appointing Authority. Conducts PESs and reviews PESs conducted by Foreman's as a 2nd line supervisor. Reviews the documentation of all work completed by the traffic operations units: which includes payrolls, leave slips, daily work reports, bi-weekly activity reports, and various material reports. Tracks inventories and budgets. Orders materials. Schedules district wide pavement striping and raised pavement markers installation. Creates work requests for new installations and modifications by Traffic Operational Units.

35% Inspects signs, signals, and pavement markings districtwide to determine if placed in accordance with the Manual on Uniform Traffic Control Devices (M.U.T.C.D.) and LADOTD guidelines and policies. Assists DOTD Project Engineers as well as their personnel on construction projects for correct striping, markings, signals, and signs. Provides and reviews layouts of jobs. Researches and implements the use of new materials for various applications for preformed tape and raised pavement marker installation. Inspects locations where requests are made to install or upgrade traffic control devices. Writes reports and letters in answer to requests from public officials and the general public for the installation or modification of traffic control devices. Resolves complaints from the general public, local officials, and DOTD employees; and with material vendors and against traffic operational personnel.

10% Oversees and coordinates the signing for emergencies such as road closures and detours. Receives calls from Guard Service after hours to determine if overtime will be required to repair downed signs. Writes and reviews news releases for road closures and other major events.

5% Assists the Office of Risk Management with litigation against the DOTD by investigating accidents, researching work orders and correspondence, answering interrogatories, and may appear in depositions and court trials representing LADOTD.

5% Oversees and coordinates Emergency Operations Call Center for District 03. Coordinates with multiple maintenance units, local and state law enforcement, local governments, and assuring all necessary materials are available when needed.

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

# 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 familiarity with the Department's EDSM's especially those related to traffic operation issues, the Department's Traffic Engineering Manual, the Department's Traffic Signal Design Manual, the Department's Pavement Marking Details, the Department's Traffic Control Details for Work Zones, the Manual on Uniform Traffic Control Devices, and various other Department policies.
- This position requires proficiency with the following computer programs: Agile Assets, Powerpoint, Word and Excel.
- This position gives depositions, testifies and acts as a representative for the Department in legal proceedings.
- This position requires the use of a computer and cell phone.

**SPECIAL PAY / WORKING CONDITIONS**

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

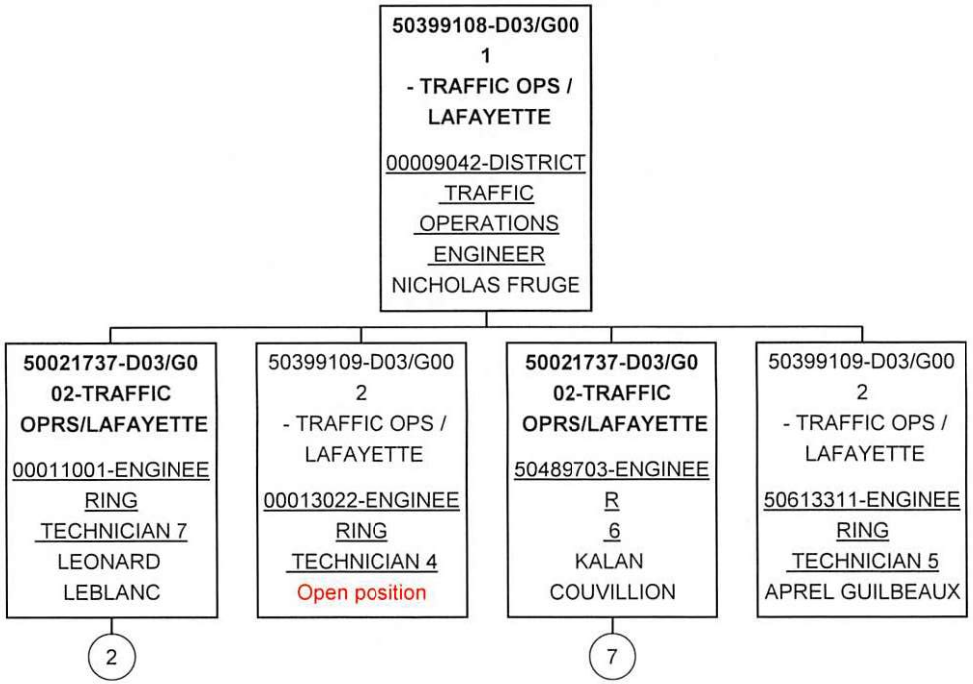
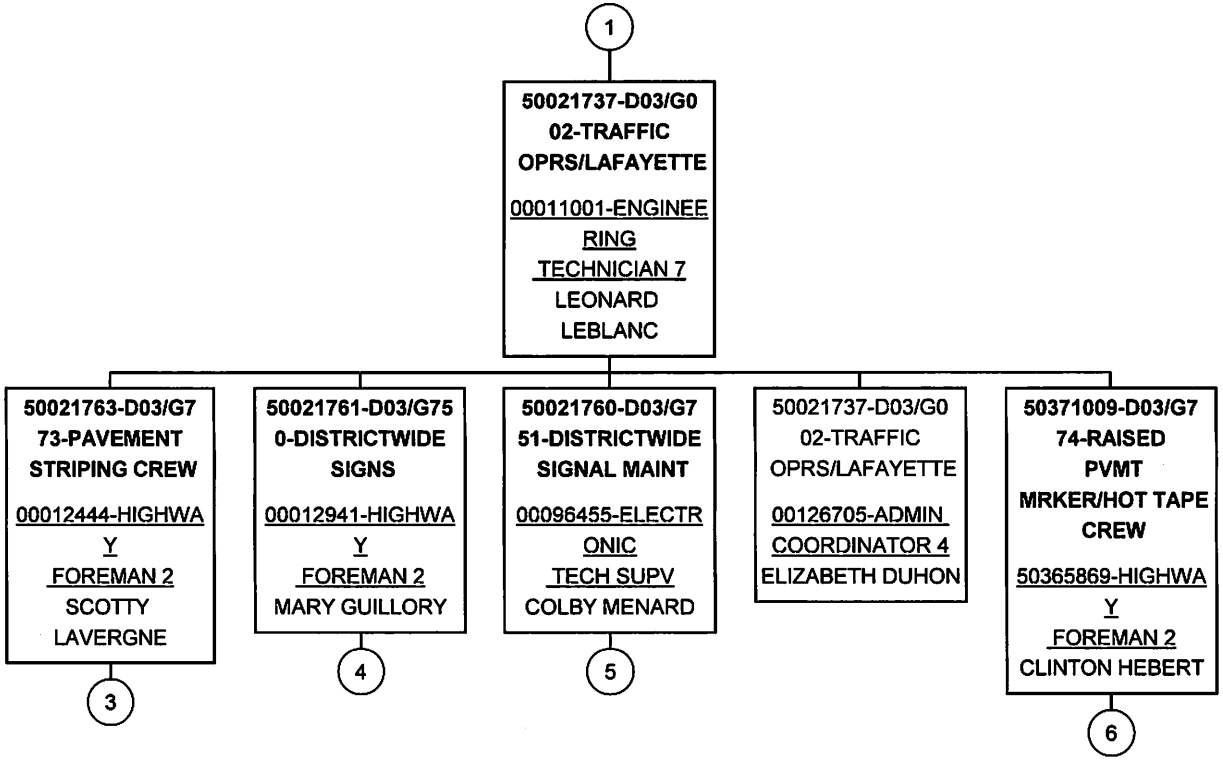
☐There is on-call pay for this position:

☐There is a base supplement for this position (list percentage):

☒ This position is considered Disaster Essential:

☐This position has other special pay/working conditions:

# 50399108-D03/G001 - TRAFFIC OPS / LAFAYETTE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