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:	115840

Allocation Action:	Affirmed
Official Allocation:	ROADSIDE DEVELOPMENT MGR
Job Code:	108610
Pay Level:	TS-314
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/20/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	171204
Consultant:	NRB
Supervisor:	ALG

POSITION DESCRIPTION

STATECIVILSERVICE

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	115840

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ROADSIDE DEVELOPMENT MGR	TS-314	108610
REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

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
DUHON, RYAN	☒ Yes ☐ No	Mary E Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LA DOTD/OPERATIONS/STRUCTURES & FACILITIES/SECTION51/008		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
FACILITY PROJECT PLANNER 5-B	186205	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

0	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 bel w

	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)	7/13/20	☑ 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.
Chief Maintenance Engineer 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.

Function Statement:

The overall function of this position is to give technical support to the districts on all roadside functions. This position is located in the Section 42/008 gang of the Department of Transportation and Development and reports directly to Facility Project Planner, 5-B. 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.

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:

- A baccalaureate degree in Agronomy, Horticulture, vocational Ag, General Ag or Ag Engineering followed by two (2) years of professional level experience in Roadside Construction and Maintenance is required for this position.
- Possession of a commercial applicators license for right of way pest control from the Department of Agriculture is required.
- Cell phone access.
- Computer skills required.
- A class E drivers license is required.

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:

25% Litter Abatement Program - Liaison between Department of Public Safety & Corrections and DOTD -scrutinize litter reports statewide and authorize payment of yearly contractual obligations to DPS&C as well as individual Parish Sheriff's who DOTD has agreements with.

20% Herbicide Evaluation - test new herbicides and make evaluations on whether they would benefit the state's best interests in combating invasive vegetation. This requires test plots in the field and the assessment of those compounds.

10% Herbicide Contract via Division of Administration - audit the statewide pesticide contract and make sure that the districts requested vegetation management chemicals specifications and material safety data sheets are current so the bidding process can proceed.

10% Investigates and assess herbicide damage complaints. Make suggestions to correct DOTD deficiencies in this regard.

10% Conducts state-wide training of vegetation management principles to district personnel.

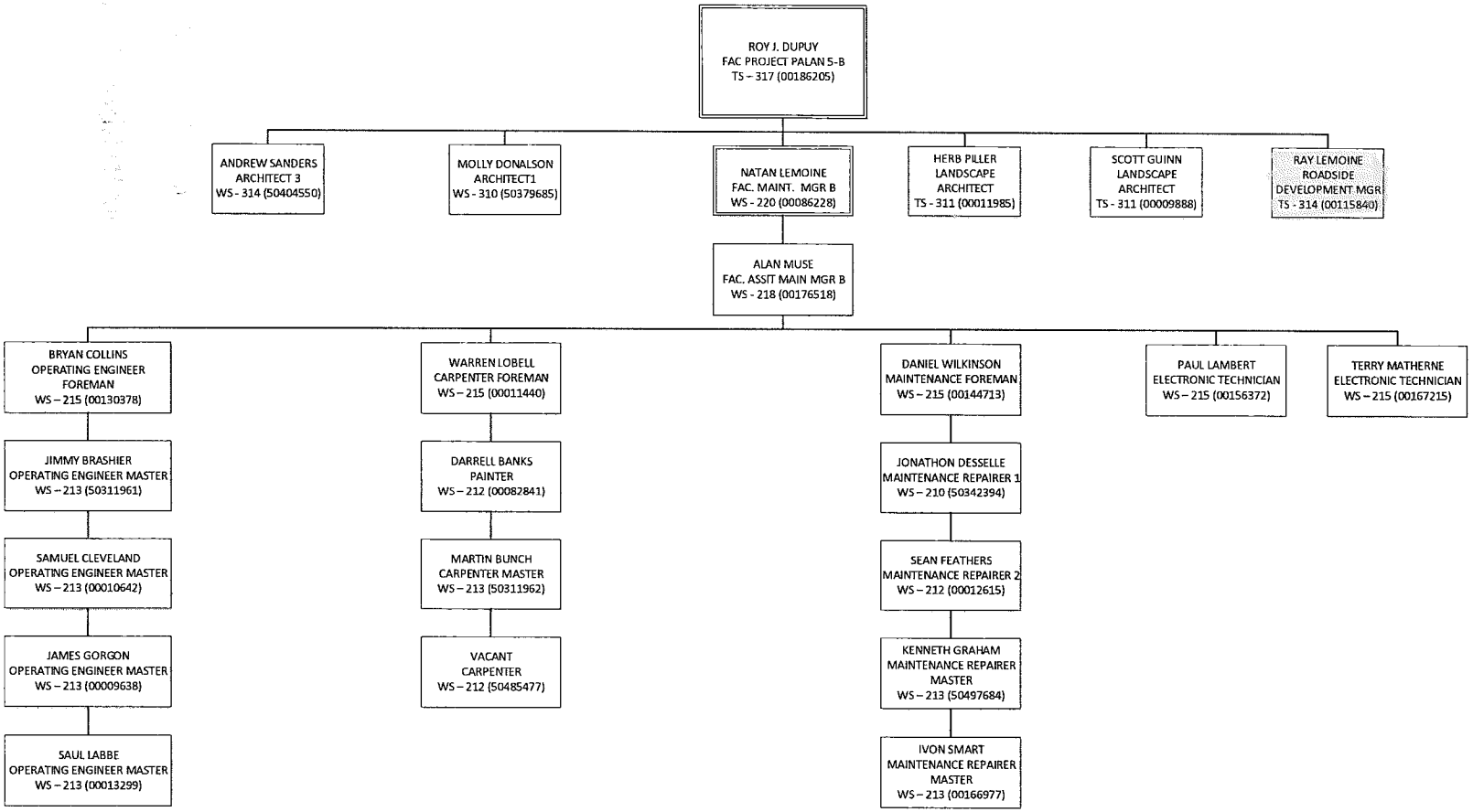
10% Wildflower Program - liaison between DOTD and the University systems Wildflower Seed Bank Project. Wildflower Evaluation and Equipment Needs - test different seed types and recommend equipment needed to plant seed acquisitions statewide.

5% Addresses hazardous tree complaints - if the districts have problems with encroaching trees, visit sites and make recommendations to effectively resolve the situation.

5% Technical advisor or on the Board of Directors with the Louisiana Vegetation Management Association - make sure DOTD objectives are represented.

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

100%


ROY J. DUPUY
FAC PROJECT PALAN 5-B
TS – 317 (00186205)
ANDREW SANDERS
ARCHITECT 3
WS - 314 (50404550)
MOLLY DONALSON
ARCHITECT1
WS - 310 (50379685)
NATAN LEMOINE
FAC. MAINT. MGR B
WS - 220 (00086228)
HERB PILLER
LANDSCAPE
ARCHITECT
TS - 311 (00011985)
SCOTT GUINN
LANDSCAPE
ARCHITECT
TS - 311 (00009888)
RAY LEMOINE
ROADSIDE
DEVELOPMENT MGR
TS - 314 (00115840)
ALAN MUSE
FAC. ASSIT MAIN MGR B
WS - 218 (00176518)
BRYAN COLLINS
OPERATING ENGINEER
FOREMAN
WS – 215 (00130378)
JIMMY BRASHIER
OPERATING ENGINEER MASTER
WS – 213 (50311961)
SAMUEL CLEVELAND
OPERATING ENGINEER MASTER
WS – 213 (00010642)
JAMES GORGON
OPERATING ENGINEER MASTER
WS – 213 (00009638)
SAUL LABBE
OPERATING ENGINEER MASTER
WS – 213 (00013299)
WARREN LOBELL
CARPENTER FOREMAN
WS – 215 (00011440)
DARRELL BANKS
PAINTER
WS – 212 (00082841)
MARTIN BUNCH
CARPENTER MASTER
WS – 213 (50311962)
VACANT
CARPENTER
WS – 212 (50485477)
DANIEL WILKINSON
MAINTENANCE FOREMAN
WS – 215 (00144713)
JONATHON DESSELLE
MAINTENANCE REPAIRER 1
WS – 210 (50342394)
SEAN FEATHERS
MAINTENANCE REPAIRER 2
WS – 212 (00012615)
KENNETH GRAHAM
MAINTENANCE REPAIRER
MASTER
WS – 213 (50497684)
IVON SMART
MAINTENANCE REPAIRER
MASTER
WS – 213 (00166977)
PAUL LAMBERT
ELECTRONIC TECHNICIAN
WS – 215 (00156372)
TERRY MATHERNE
ELECTRONIC TECHNICIAN
WS – 215 (00167215)