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:	12471

Allocation Action:	Affirmed
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/07/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	191780
Consultant:	WPA
Supervisor:	DBA

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	12471

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 8	TS-322	109100

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Engineer 8	TS-322	109100

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
FAGERBURG, NICHOLAS	☐ Yes ☐ No	Mary E Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
LA DOTD/OPERATIONS/STRUCTURES AND FACILITIES/SECTION51/GANG 002	(225) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 9	50338296	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

8	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	6/6/22	☐ 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	6/6/2022	☑ 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.
APPOINTING AUTHORITY (Required) Chief Maintenance Engineer - David Miller PRINT NAME AND TITLE OF APPOINTING AUTHORITY	6/6/2022	☑ 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.

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.

Administers the Structures and Facilities Maintenance Section (total staffing of 100) to perform six major statewide engineering programs: bridge inventory and inspection, bridge preservation, statewide facility, statewide mechanical and electrical maintenance, statewide bridge repair, statewide facility maintenance and Oversize/Overweight permitting. 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.

35%As the Louisiana official in responsible charge of the Bridge Inspection Program, this position must assure that the program complies with the Federal National Bridge Inspection Standards as specified in Code of Federal Regulations 23CFR650. This is done in conference with the Federal Highway Administration, the nine DOTD Districts, various local and state agencies and the neighboring states of Texas and Mississippi. The Districts cooperate in this program by providing 45 bridge inspectors and 9 bridge inspection and maintenance supervisors. Hires engineering consultant firms to supplement DOTD personnel in the inspection of major bridges and hires diving firms to inspect bridges underwater. This position provides education, Louisiana inspection standards and policies, computer systems, and technical guidance to the inspection personnel. Much of the administration of this program is shared with the bridge maintenance structural engineer, who reports directly to this position, and his staff. A staff that handles the day to day bridge inventory and inspection data maintenance and report preparation reports directly to this position. This program provides for the inventory and inspection of just under 8000 state owned bridges valued at $9.6 billion plus the inventory and inspection of approximately 5000 locally owned bridges. This program currently generates approximately $100 million per year in federal bridge replacement funds

5% Provides technical authority for all state owned bridge damage, including evaluation of structural significance of damages, repair methods, project initiation and administration and assists the General Council in establishing the value of damages to be recovered. Consults to the local governments on their bridge issues.

5% Oversees the permit unit which is charged the responsibility of utilizing state of the art, complex, interactive computer permitting, routing and analysis program for the purpose of issuing permits for the safe movement and statewide travel of oversize and overweight vehicles.

5% Oversee the facility maintenance unit. This unit is responsible for managing, coordinating and/or monitoring statewide facility planning, programming, design and construction projects involving all LA DOTD buildings. This unit is also responsible for managing the Maintenance Divisions Roadside Development and management programs which include: oversight on rest area operation and renovation, contract mowing and litter collection, city agreement program for mowing and litter collection, statewide wildflower program, herbicide application program, and the adapt-a-road program.

10%Oversees the evaluation and upgrading of 100 movable bridges with a Capitol Outlay fund of approximately $1.5 million.

20%Provides a bridge construction entity to make scheduled and emergency repairs to bridges throughout the state. These crews are make significant structural repairs at considerable savings over private contractors and are capable of work that is beyond the scope of the districts, such as the replacement of vertical lift bridge cables and sheaves, jacking large spans to repair bearings, replacing fender damages, etc.

5% Evaluates the need to hire contractors, professional services and engineering consultants to help support DOTD staff in the inventory, inspection, evaluation and repair of bridges. Selects and schedules projects, establishes scopes, estimates costs, secures funding, negotiates fees. Oversees the review of the resulting project products and the requests for payment.

5% As the appointing authority for the section, this position organizes personnel into effective, task specific work units, provides educational and advancement opportunities, prepares performance standards, assigns job duties, conducts job interviews, approves leave, holds planning and performance reviews.

5% Oversees the development of the Section budget which is drawn from operating, maintenance, Federal Bridge Replacement and Capitol Outlay funds. Reviews, compiles and approves the budget requests from the Section units. Monitors the budget and adjusts Section activities to assure full, efficient use of funds.

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

50397191-S55/G001 - CHIEF OF MAINTENANCE

50397191-S55/G001 - CHIEF OF MAINTENANCE
50338296-CHIEF MAINTENANCE ENGINEER
DAVID MILLER — Pers# 00001001
TS-323 — Job# 00171280

50018565-S42/G001-MAINTENANCE MGMT - MAINT
00009010-MAINTENANCE MANAGEMENT ADMINISTRATOR
KEVIN REED — Pers# 00156188
TS-322 — Job# 00109100

50018566-S51/G002-STRUCT & FACILITY MAINT
00012471-BRIDGE MAINTENANCE ADMINISTRATOR
NICHOLAS FAGERBURG — Pers# 00001199
TS-322 — Job# 00109100

50020496-S50/G001-SAFETY ADMIN
00011696-DOTD PROGRAM DIRECTOR
HALEY ANTEE — Pers# 00167072
AS-622 — Job# 00172520

50356683-S55/G004 - BUSINESS OFFICE
50396307-ADMIN PROGRAM DIRECTOR 3
DEBORAH LAFLEUR — Pers# 00009724
AS-620 — Job# 00170660

50356761-S56/G001 - INTELLIGENT TRANSPORTATION SY
50357403-ITS ENGINEER DIRECTOR
JOSHUA HARROUCH — Pers# 00072413
TS-322 — Job# 00109100

50374045-S45/G001-ADMINISTRATION
00010834-TRAFFIC SERVICES ADMINISTRATOR
JODY COLVIN — Pers# 00003830
TS-322 — Job# 00109100

50397191-S55/G001 - CHIEF OF MAINTENANCE
00122460-ENGINEERING TECHNICIAN 4
TONI HAWKINS — Pers# 00001178
TS-308 — Job# 00161250

50397191-S55/G001 - CHIEF OF MAINTENANCE
50454206-DOTD PROGRAM SPECIALIST 5
DENISE GRAVES — Pers# 00067433
AS-619 — Job# 00172490

50397191-S55/G001 - CHIEF OF MAINTENANCE
50606403-ADMIN ASSISTANT 5
BETTY GRIFFITH — Pers# 00003192
AS-613 — Job# 00168080

50637026-S52/G001-WEIGHTS & ENFORCEMENT
50635859-ENGINEER 8
VACANT POSITION
TS-322 — Job# 00109100

50018566-S51/G002-STRUCT & FACILITY MAINT

50018566-S51/G002-STRUCT & FACILITY MAINT
00012471-BRIDGE MAINTENANCE ADMINISTRATOR
NICHOLAS FAGERBURG Pers# 00001199
TS-322 Job# 00109100

50018566-S51/G002-STRUCT & FACILITY MAINT
50574043-ENGINEER 7
VACANT POSITION
TS-320 Job# 00109340

50018566-S51/G002-STRUCT & FACILITY MAINT
00010146-ADMIN ASSISTANT 5
TRUDIE BORDELON Pers# 00209783
AS-613 Job# 00168080

50018566-S51/G002-STRUCT & FACILITY MAINT
50398258-ADMIN PROG SPEC A
DENNIS MCCRORY Pers# 00258775
AS-613 Job# 00168090

50018566-S51/G002-STRUCT & FACILITY MAINT
50469230-STUDENT
VACANT POSITION
Job# 00507100

50018566-S51/G002-STRUCT & FACILITY MAINT
50483987-STUDENT
VACANT POSITION
Job# 00507100

50018566-S51/G002-STRUCT & FACILITY MAINT
50484792-ADMIN COORDINATOR 4
VACANT POSITION
AS-611 Job# 00168070

50400092-S51/G002 - BRIDGE INVENTORY/INSPECTION
50396990-BRIDGE INSPECTION ENGINEER
STEPHANIE DOOLITTLE Pers# 00156269
TS-320 Job# 00109340

50400097-S51/G002 - STATEWIDE BRIDGE MAINTENANCE
00153889-BRIDGE MAINTENANCE REPAIR ENGINEER
HAYLYE BROWN Pers# 00146641
TS-320 Job# 00109340

50456080-S51/G043-ADMIN / TRUCK PERMITS
00009981-TRANSPORT PERMITS MANAGER
JULIE GAUTREAU Pers# 00002924
AS-617 Job# 00133350

50456080-S51/G043-ADMIN / TRUCK PERMITS
50485451-DOTD PROGRAM SPECIALIST 3
VACANT POSITION
AS-615 Job# 00172470