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:	91545

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:	204747
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

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
700/0276	91545

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEERING TECHNICIAN 7	TS-312	166250

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
TRANSPORTATION OPERATIONS MANAGER	WS-219	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 ☒ 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
BOND, CHARLES	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/OFFICE OF OPERS/DISTRICT61/UNIT 002/EBR	(225) 379-1903

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 7 DISTRICT TRAFFIC OPERATIONS ENGINEER	007362	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

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) John B. Fontenot ADA ops. PRINT NAME AND TITLE OF APPOINTING AUTHORITY	5/25/23	☒ 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

Function Statement:

The overall function of this position is to supervise a team of employees engaged in road maintenance work, including the district sign, striping and electrical crews. Perform advanced sub professional engineering work in supervising and planning maintenance activities. Position plans, schedules, and determines work assignments for maintenance projects. Position interprets standards, methods, and procedures for inspecting, scheduling, monitoring, and reporting work activity. Accompany the Parish Highway Maintenance Superintendent and Highway Foreman on annual road inspections to determine the roadways that will be recommended for Traffic Signals, Signs and Striping betterment projects during the upcoming fiscal year. Position discusses planned maintenance management program, special assignments, and complaints received with the Traffic Engineer. Position meets with private citizens, parish, and local officials to resolve Traffic, and other maintenance complaints. This position is located in District 61 Unit 002 of the Department of Transportation and Development and reports directly to 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.

Job Duties & Responsibilities:

30% SUPERVISION: Supervises the Sign, Signal and Striping Foremen and oversees the preparation of schedules for the above crews. Review of all the crew activities on a daily basis.

Reviews the work performance and rates the Forman, for Signs, Signals and Striping. Also, reviews pre-plan and work performance for all employees under these Supervisors.

Checks 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. Monitors all overtime for accuracy and legitimacy.

Interviews applicants for positions with the traffic operations section and recommends for employment.

25% COORDINATION: Resolves problems with general public, local officials, materials vendors and traffic personnel in respect to traffic operations.

Serve as the principle liaison between the District Traffic Operations Engineer and traffic field personnel.

Assist the Project Engineers and their personnel on construction projects with regards to signing and striping.

20% INSPECTION: Inspects signs, pavement markings and traffic signals in district to determine if they are placed in accordance with Manual on Traffic Control Devices (MUTCD) and LA DOTD standards. Must be knowledgeable of DOTD/MUTCD striping, signing, and signal specifications and installation practices.

10% INVENTORIES & EVALUATES MATERIALS: Supervises inventory and ordering of materials for the Sign, Signal and Striping Crews. Provide Performance Indicators to District Traffic Operations Engineer on a periodic basis to show that operations are meeting required productivity benchmarks.

Evaluates and makes reports for Sign and Striping Materials for acceptance with DOTD

5% LEGAL INVESTIGATION / REPRESENTATION: Investigates accidents to determine if the Department has legal liability. Testify in depositions and in court in traffic operations related matters if required.

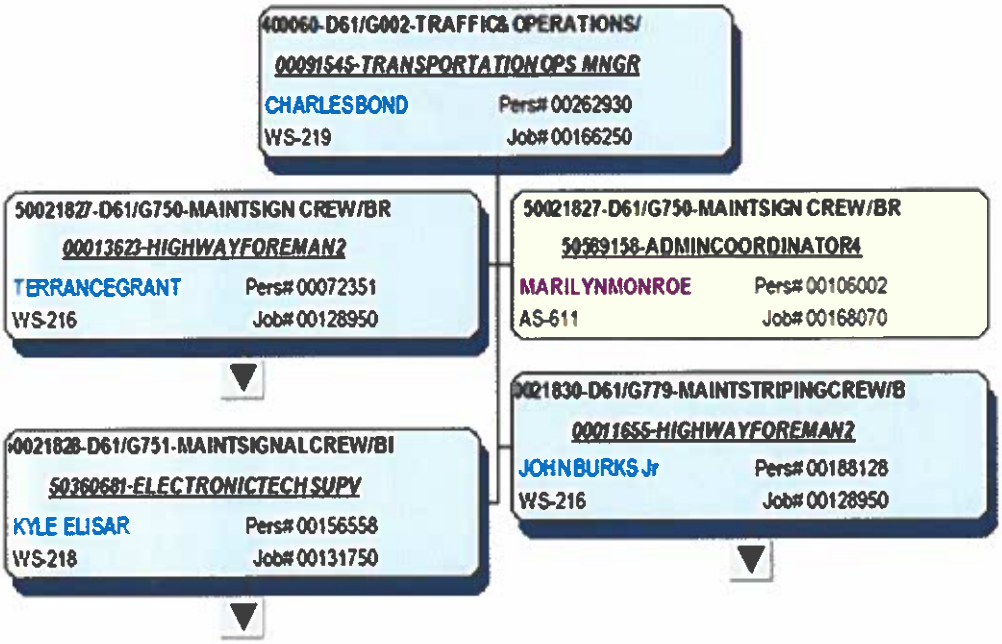
5% EMERGENCY / MAINTENANCE SIGNING: Supervises the signing of emergencies such as road closures and detours. Provides layouts or assists in the preparation of signing layouts in accordance with Manual on Uniform Traffic Control Devices (MUTCD) and LA DOTD standards for these events.

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

100%

POSITION SPECIFIC REQUIREMENTS

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:

- Louisiana Class "E" license is required.
- Position is subject to drug testing per LADOTD policies.
- Equipment needed to perform duties: cell phone, computer, pickup truck
- May work in extreme weather or hazardous conditions and nights and weekends.

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