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: | 11887 |

| | |
|---|---|
| Allocation Action: | Affirmed |
| Official Allocation: | ENG 7 |
| Job Code: | 109340 |
| Pay Level: | TS-320 |
| Delegated: | No |
| Career Progression Group: | No |
| Master Job Description: | No |
| Effective Date: | 09/21/2021 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | Supervisor is position # 50310842 |

| | |
|---|---|
| Log Number: | 183031 |
| 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 |
|---|---|
| | 11887 |

| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) | CURRENT PAY LEVEL | CURRENT OFFICIAL JOB CODE |
|---|---|---|
| Engineer 7 | TS-320 | 109340 |
| 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 | 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 | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Sticker,Bradley A. | ☒ Yes ☐ No | Mary Thomas |

| AGENCY/DEPARTMENT – OFFICE – DIVISION | HUMAN RESOURCES TELEPHONE |
|---|---|
| DOTD-OFFICE OF PUBLIC WORKS & WATER RESOURES/SEC64/066 | ( 225 ) 379-1291 |

| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
|---|---|---|
| Engineer 8 | 109100 | 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

| 7 | 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.<br>☐ 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.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| Edward M. Knight<br>APPOINTING AUTHORITY (Required) | 9/21/2021 | ☒ 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. |
| Edward M. Knight<br>Director: Dams & Levees<br>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.

As the State Dam Safety Official (SDSO) the incumbent of this position is responsible for the supervision and the developing, planning, organizing, and managing of all activities of the Dam Safety Program Management Unit of the Public Works and Water Resources Division. This Engineer 7 DOTD is responsible for the supervision of statewide programs related to dam safety, reservoir development, State Projects Program (SPP) and the Louisiana Watershed Initiative (LWI) Data and Modeling Technical Advisory Group (TAG). The incumbent of this position performs complex dam safety and reservoir development engineering and technical review of the designs, plans, specifications, and inspection reports for compliance with the Louisiana dam safety rules and regulations, as required by R.S. 38:21-28 and L.A.C. Title 56 Chapter 7. This position also reviews and recommends hydraulic and hydrologic projects to the LWI.

This position is very visible to and works directly with various groups outside of the DOTD, including Federal and State Legislators, Police Jurors, Mayors and other elected officials. The incumbent must have detailed knowledge in Hydraulics, Hydraulic modeling, Hydrology, Geotechnical and Materials Engineering concepts and manages highly specialized projects in Public Works and Engineering.

Incumbent supports multiple TAGs for the LWI. The LWI is an effort between several state agencies to coordinate and develop a new approach to reduce flood risk throughout the state and works extensively with the Data and Modeling TAG (D&M). The D&M TAG is responsible for developing, setting and maintaining the required data standards for the hydraulic modeling of the states watersheds. The LWI is comprised of senior staff from the Louisiana Department of Wildlife and Fisheries (LDWF), the Coastal Protection and Restoration Authority (CPRA), the Office of Community Development (OCD), the Louisiana Department of Transportation and Development (DOTD) and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

The incumbent of this position reports to an Engineer 8 DOTD, directly supervises two (2) Engineer 6s, one (1) Engineer Intern 2, and is responsible for the following:

40% Supervises the statewide activities of the State Dam Safety, Inspection and Maintenance Program (R.S. 38:21-28), the Reservoir Development Program, and establishes priorities for inspection of all public and private dams. This position develops, plans, organizes and supervises these programs for the purpose of regulating the design, construction, maintenance and operation of dams and reservoirs, to minimize potential hazards to downstream life and property in the event of failure of any dam. This position manages the inspection program, inspection platform development and ensures all dams get inspected at the required frequency, then reviews all technical aspects of the inspection for completeness and potential classification changes. The position also coordinates the operation and the maintenance of 20 DOTD maintained dams, all in accordance with the requirements of the Louisiana Dam Safety Program. Analyzes and prioritizes technical inspections of dams, their maintenance and operational needs. Coordinates with FEMA, State OEP, other agencies, local government entities and dam owners concerning dam safety activities in the state. Regulates the dam development process

ensuring safe dam design, public hearings for construction are conducted and assigns hazard classifications for proposed and new dams. This position also continuously reevaluates existing structures' hazard classification based new development locations.

The SDO supervises the development and updating of formal Breach Analyses for the 20 state-maintained dams, as well as other "high and significant hazard potential" publicly and privately owned dams, which is used to establish the magnitude of inundated area (Inundation map), in the event of a catastrophic dam breach. The Breach analyses are required to develop Emergency Action Plans (EAPs), as required by Dam Safety Rules and Regulations and the Federal Emergency Management Agency (FEMA). The SDO ensures all high and significant hazard dams EAP's are completed and updated on a regular schedule.

25% Supervises and directly manages the activities associated with the State Projects Program (SPP) and Capital Outlay Program (COP). The incumbent develops Cooperative Endeavor Agreements (CEA), professional services contracts for engineering and manages the evaluation and design of resiliency, rehabilitation and general maintenance projects on state maintained dams. This includes the management of multiple consultants and construction contracts directly and through DOTD Districts. The incumbent is responsible for review of planning, design and budgeting of reservoir development capital outlay projects, to make sure all works are carried out in accordance with the approved CEA's between DOTD and other state agencies, the local lake commissions or the parish police juries, as the case may be.

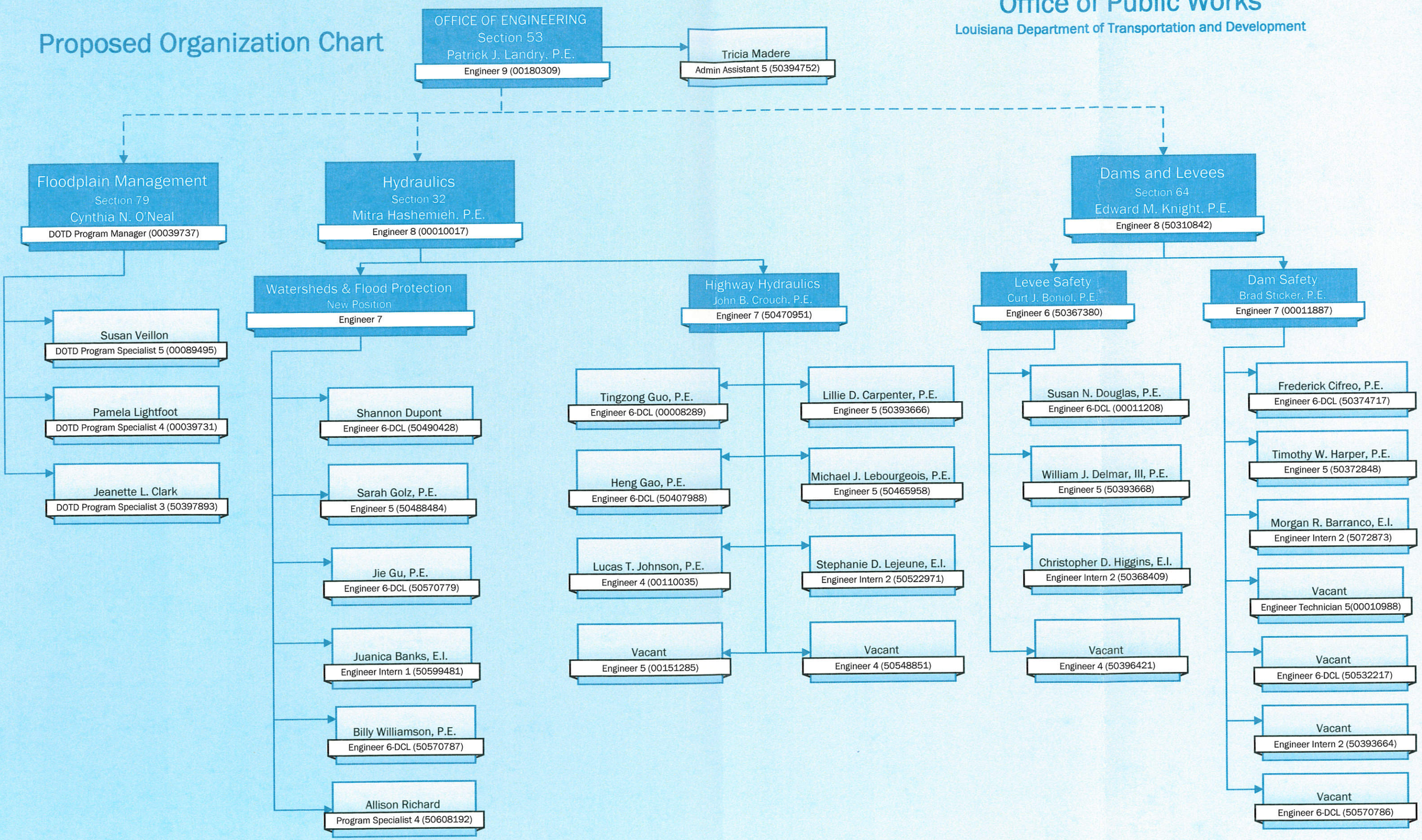
20% Manages the DOTD activities and feedback related to the LWI D&M TAG which is tasked with the review and development modeling efforts and provides feedback on project development. This includes technical review of hydrologic/hydraulic watershed model development techniques using HEC-RAS 1D and 2D modeling software. The D&M TAG also handles the technical management of data use storage maintenance as well as project identification, evaluation and execution. Actively participates in several Louisiana Watershed Initiative technical advisory groups (TAGs) to include but not limited to, the Data and Project TAGs.

10% The incumbent is also responsible for the regular review and update of the dam safety laws, rules, regulations, EDSM's and reviews invoice documents for payment. There are multiple reservoir projects in various stages of planning, designing, permitting and construction. Represents the State of Louisiana on the Red River Compact Commission's Engineering Committee, which is composed of representatives from TX, OK, AR and LA, per P.L. 346, to negotiate and provide for an equitable apportionment of the waters of Red River basin. Also, acts as a proxy designee on the Red River Compact Commission, as needed. Serves as the State of Louisiana's Representative on the national Association of State Dam Safety Officials' (ASDSO) State Representative meeting held annually.

5% Performs other duties as assigned, including but not limited to emergency/disaster support activities, incident investigations and follow-up activities.

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.

# Proposed Organization Chart

## Office of Public Works

Louisiana Department of Transportation and Development