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:	13452

Allocation Action:	Affirmed
Official Allocation:	ENG 9
Job Code:	171280
Pay Level:	TS-323
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/24/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	191266
Consultant:	JCA
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
0700/0276	13452

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 9	TS 323	171280
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 ☐ 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
	☐ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD Office of Operations, D07		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD Deputy Chief Engineer	180310	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

6	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) H. Todd Donnelly Dep. Asst. Sec. Operations PRINT NAME AND TITLE OF APPOINTING AUTHORITY	5.24.22	☑ 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.

District Engineer
Administrator

Function Statement:
The overall function of this position is to fulfill the essential administrative needs of the District. This position is located in District 07 Unit 001 of the Department of Transportation and Development and reports directly to the Assistant Secretary of Operations (DOTD Deputy Engineer Administrator). The incumbent must be self-motivated and able to perform duties many times with or without minimal supervision and be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs 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.

The incumbent is required to possess the following specialized knowledge, skills, and abilities, as well as maintain the following licenses and operate the following equipment:
Specialized knowledge, skills and abilities: Highway construction, Design, and maintenance expertise and experience Required Licenses: Louisiana Professional Engineer's License and Louisiana Class "E" Driver's License
Drug Testing required: No
Types of equipment used for the job: Cell phone and computer

Job Duties & Responsibilities:

50% Serves as Director and administers District 07 Construction, Maintenance, Design, Public Works, and Traffic Services programs for roads, bridges, buildings, ports, and other DOTD facilities in five parishes. Supervises and provides administrative guidance to a staff of two (2) Engineers 8, two (2) Engineers 7, one (I) Administrative Program Director 3 and one (I) Administrative Assistant 5. Indirectly supervises approximately 300 District personnel. Advises Assistant Secretary of Operations of transportation needs within the District to provide for better use of available resources and improve Department policies. Promotes cooperation between districts, operating units, governmental agencies, and private interests to ensure efficient program implementation of District 07 Strategic Plan. Confers, advises, and negotiates with federal, state, and local officials, private entities, members of the public, and elected/appointed officials on a variety of policy and/or funding issues.

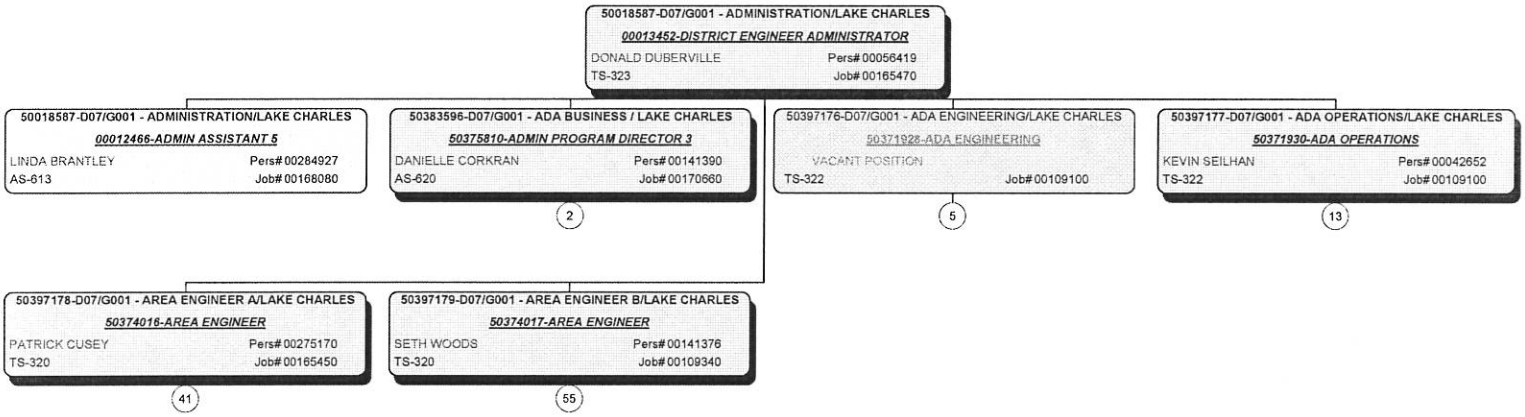
30% Calls, meets, and/or conducts conferences with legislators, mayors, police jurors, FHWA and EPA officials, local citizens, contractors, and media personnel to resolve or arbitrate issues such as complaints; construction, maintenance, and traffic problems; design errors; and to discuss funding, planning. design, and scheduling of construction projects. Serves as a media spokesperson to inform the public of construction and maintenance activities in District 07. Represents the Department/District on various engineering issues as well as on highly publicized decisions or actions

in which the media or the public is involved; participates in conferences with appointed OOTD officials, division directors, and other staff to correlate and enhance the administrative program.

10% Establishes goals, objectives, policies and procedures in order to achieve desired results; schedules and prioritizes work activities in order to achieve results in a timely and efficient manner; establishes performance indicator criteria or benchmarks against which work efforts will be measured in order to gauge progress and evaluate results actually achieved. Develops, interprets, and carries out policies and programs for operation of Construction, Maintenance, Design, Public Works, and Traffic Services programs in District 07.

5% Continually oversees the development of policies for District 07 and coordinates such with other agency and federal officials to ensure all elements of the district functions are completed in accordance with applicable standards and regulations. Reviews field reports and conducts field inspections to determine progress of work and/or conformance to contracts, plans, and specifications on construction and maintenance projects in District 07.

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

Date/Time: 12/02/2019 15:33:00

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