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:	0273 - DOTD-Administration
Position Number:	86228

Allocation Action:	Affirmed
Official Allocation:	FAC MAIN MAN B
Job Code:	172250
Pay Level:	WS-220
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/24/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	207784
Consultant:	KS
Supervisor:	AD

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
0273	86228

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Facility Maintenance Manager B	WS220	172250

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)
	EBR(17)	0276	☒ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764045100		27600TT12		

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Lemoine, Nathan P.	☒ Yes ☐ No	Jennifer K. Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD - Operations-Sec 51/013 HQ-Baton Rouge-EBR (17)	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Facility Project Planner 5-B	00186205	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

3	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: Nathan Lemoine	8/14/23	☐ 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	8-11-23	☒ 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.
APPOINTING AUTHORITY (Required) HAYLYE BROWN, ENG. 8 PRINT NAME AND TITLE OF APPOINTING AUTHORITY	8/14/23	☒ 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.

Directs and assigns the activities of 32 subordinate employees involved in the maintenance and operation of the DOTD Headquarters complex which consists of the main building and grounds of the DOTD HQ P. B. S. Pinchback Building, DOTD East Wing, Annex building, Carpenter Shop, Microwave Tower building, Microfilm and Records storage buildings and the Statewide Bridge Maintenance section on Foss Drive, Section 42 and Section 45 buildings on Tom Dr. encompassing approximately 697,740 square feet and 62 acres of grounds. Plans, coordinates, and administers programs which deal with all construction, renovations, operations and maintenance of the buildings in the DOTD Complex.

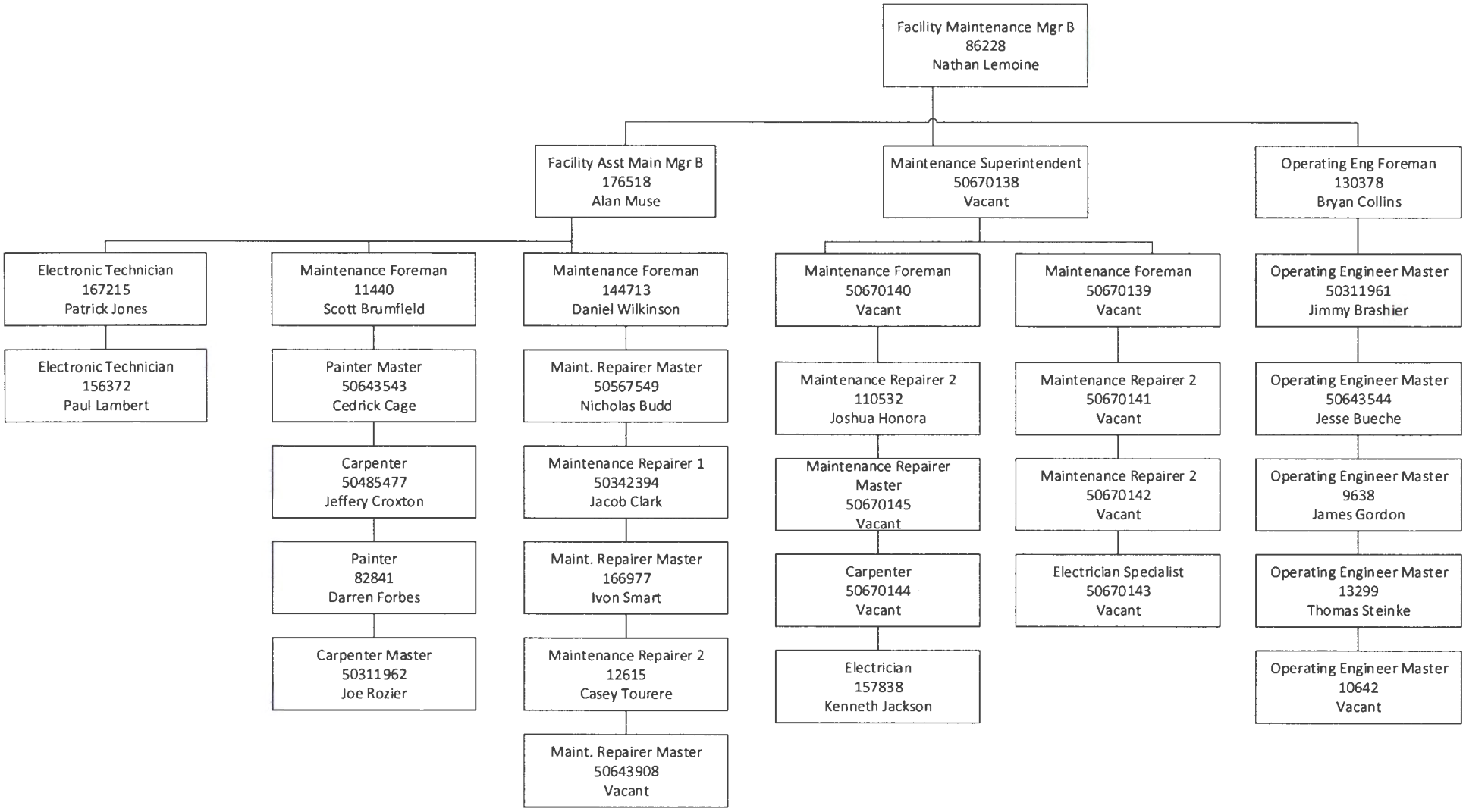
25% Responsible for heating and cooling systems of these buildings; all plumbing and electrical work; painting, cleaning and repairs; the maintenance of the grounds; and the operation of a complete carpenter shop. Provides maintenance assistance as needed at the LTRC on Gourrier Lane and DOTD Material Labs on Florida Boulevard. Establishes priorities and work procedures daily. Directs the training programs for employees to ensure quality and quantity of worked performed. Analyzes and resolves technical problems related to the operation and maintenance of computer controlled air-conditioning, heating and high voltage power systems. The plant equipment and machinery exceed a rating of over 2,000 horsepower in the DOTD Complex. The power plant also has an automated, computerized, air-conditioning and heating system that is operated by three (3) different computers.

25% Provides a safe, functional, working environment for approximately 2,000 state employees. Meets with DOTD section heads to establish and determine work priorities in regards to their various needs. Receives and resolves all complaints from these personnel pertaining to maintenance, sanitation, heating, air-conditioning, buildings and grounds, extermination, and small phase construction contracts for accuracy, effectiveness and economy; makes recommendations for the most effective contract available. Conducts time and material studies to determine maintenance and construction cost on all projects at DOTD and surrounding facilities. Implements preventative maintenance programs for all equipment and systems at DOTD. Evaluates work performed by outside contractors on DOTD property and relays findings. Responsible for establishing work for and coordinating with contractors on work related to the operation of the various buildings. Maintains all utilities from the source. Prepares budget for the Building Maintenance Section.

25% Requisitions all supplies for the Building Maintenance Section. Recommends maintenance and repairs to a complex pneumatic-electrical control system and directs operators in resolving problems. Approves all leave taken, payroll, evaluates subordinate personnel, recommends promotions, completes annual service ratings, recommends disciplinary actions, and hires and trains all personnel. Conducts safety meetings to ensure that each employee is aware of his/her responsibility to comply with safety rules and standards of the department. Coordinates with the Dept. of Public Safety and Corrections (DPSC) and various contractors regarding the functions of inmates and contracted employees of the agency. Plans and oversees building security during non-working hours and is "on call" 24 hours a day. Maintains all records of maintenance, repairs and operating status for the Building Maintenance Section. Collects and prepares estimates and bids for work to be performed on plant and HVAC equipment. Inspects logs and records daily to ensure accurate and efficient operations. Maintains and cools a very complex Computer Center and tape vault so the temperature remains near 60 degrees at all times for microfilm storage. Directs the monitoring and evaluating of the energy management systems, energy audits and upgrades of all buildings under this agency.

20% Administers all administrative, crafts, trades and clerical activities required for operation, maintenance and management functions including budget preparation and management. Administers the estimating, planning, and completing of minor building renovations and numerous other construction projects within statutory limitations. Enforces security, fire and alarm systems and parking for the DOTD Headquarters building and other buildings throughout the DOTD Complex. Administers, reviews, approves, or designates priorities for repair of equipment and the allocation of personnel materials. Attends regular section head and other administrative meetings.

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


Facility Maintenance Mgr B
86228
Nathan Lemoine
Facility Asst Main Mgr B
176518
Alan Muse
Maintenance Superintendent
50670138
Vacant
Operating Eng Foreman
130378
Bryan Collins
Electronic Technician
167215
Patrick Jones
Electronic Technician
156372
Paul Lambert
Maintenance Foreman
11440
Scott Brumfield
Painter Master
50643543
Cedrick Cage
Carpenter
50485477
Jeffery Croxton
Painter
82841
Darren Forbes
Carpenter Master
50311962
Joe Rozier
Maintenance Foreman
144713
Daniel Wilkinson
Maint. Repairer Master
50567549
Nicholas Budd
Maintenance Repairer 1
50342394
Jacob Clark
Maint. Repairer Master
166977
Ivon Smart
Maintenance Repairer 2
12615
Casey Tourere
Maint. Repairer Master
50643908
Vacant
Maintenance Foreman
50670140
Vacant
Maintenance Repairer 2
110532
Joshua Honora
Maintenance Repairer
Master
50670145
Vacant
Carpenter
50670144
Vacant
Electrician
157838
Kenneth Jackson
Maintenance Foreman
50670139
Vacant
Maintenance Repairer 2
50670141
Vacant
Maintenance Repairer 2
50670142
Vacant
Electrician Specialist
50670143
Vacant
Operating Engineer Master
50311961
Jimmy Brashier
Operating Engineer Master
50643544
Jesse Bueche
Operating Engineer Master
9638
James Gordon
Operating Engineer Master
13299
Thomas Steinke
Operating Engineer Master
10642
Vacant