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:	12976

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:	09/18/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208698
Consultant:	KS
Supervisor:	AD

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATECIVILSERVICE

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	12976

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 ☐ 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
Windmann, Andrew	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
LA DOTD/Office of Engineering/Bridge and Structural Design/Section 25/Unit 004		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	10003	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)	09/18/2023	☒ 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.
Mark Bucci, Bridge Design Engineer Administrator 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.

Engineer 7
Section 25, Unit 004

This position reports directly to the Bridge Engineer Administrator and is responsible for administration of the on-system Federal Highway Bridge Preservation Program. The program administrator chairs the Bridge Preservation Committee and is responsible for identifying projects, tracking project development, scheduling and fully utilize the maximize amount of Federal funding available to preserve the states bridge inventory and meet the Department's goals for reducing the deficient bridges in the states inventory. This position also administers a structural design group (Unit 004) composed of an Engineer 6 DOTD, Engineer 5 or 6 DCL's, Engineer 3 or 4's, Engineer Interns and Engineering Technicians. This position is a highly technical position and provides recommendations to the Chief Engineer, Project Development Division Chief, and Bridge Design Engineer Administrator on policies and procedures along with implementation strategies.

While in official capacity, comply with any applicable Louisiana and Civil Service laws, rules, regulations, as well as DOTD policies, procedures, manuals, and directives.

45% Administers the following major program areas within the Bridge Design Section: In-house Structural Design and the Federal Highway On-System Bridge Preservation Program. Directs in excess of $250 million dollar annual budget allocated to this program by providing a high level of program supervision and functional supervision of project managers. Supervises the administration of the Bridge Off-System Bridge, Bridge Scour Program, and Infrastructure Investment and Jobs Act (IIJA) Off-System Bridge Program.

10% Directs highly technical, complicated and sensitive design matters for the most complex structural engineering projects. Establishes guidelines to be used for the implementation of new innovative designs for structures statewide. Through extensive research and analysis, this person is often required to sell abstract ideas and concepts and/or defending or justifying their use to the highest levels of management.

10% Serves as a technical authority on design techniques and interpretation of structural design requirements and specifications for all classes of bridges and DOTD structures. Recommends policies and procedures to the Chief Engineer for approval and implementation strategies.

10% Directs and participates on a national level, in the development of technical specifications for the more complex bridge projects, is a member of the AASHTO Committee on Bridge and Structures representing LADOTD, as well as other national committees. The functions may include directing research and developing specifications for various bridge components and/or topics.

5% Collaborates with various federal, state, parish and city officials to keep them appraised of projects occurring in their jurisdiction and negotiating any special requirements that must be coordinated with those units; with the Coast Guard when navigable waters are involved; with the Corps of Engineers when wet lands or permits are involved; with the FHWA to coordinate the designs of Federally funded bridge projects; and with the news media when they have questions concerning bridge projects.

5% On a state level, reviews and recommends research projects for implementation of new products, design procedures, and construction techniques for bridge and structural systems. Research and apply for additional Federal Funding for innovative and accelerated construction techniques.

5% Directs the preparation of comprehensive reports and feasibility studies to select the location and structure type to be used at major waterway crossings as well as other complex transportation facilities. Serves as a member in various committees within DOTD that direct various technical tasks or policy committees.

5% Assists the Bridge Design Engineer Administrator with various technical issues, policy issues, human resource issues and Performance Planning and Review for the Section. Represents the department as an expert witness in litigation as well as expropriation suits.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. Serves as the bridge coordinator for the DOTD Bridge Assessment/Inspection teams during DOTD emergency operations.

WINDMANN, ANDREW T

ASSISTANT BRIDGE DESIGN ADMINISTRATOR
00012976

ALLEN, BRIAN C

ENGINEER 6
50613578

BABAIZADEHROSHANFEKR, HAMED ENGINEER 6-DCL 50594334	RODNEY, RYAN M PROJECT MANAGER 50643118	VACANT ENGINEER 6-DCL 50366668	VACANT ENGINEER 6-DCL 50357644

KUYORO, ANDREW O
ENGINEERING TECH-DCL
00011949

OSTUNO, BARBARA J

ENGINEER 6
50514037

RICHERT, KYLE A ENGINEERING TECH-DCL 00009340	VACANT ENGINEERING TECHNICIAN 5 00010876

TOURRES, VALERIE M

BRIDGE DESIGN MANAGER
00167154

BAMUGO, ANTHONY Z ENGINEER 6 DCL 50385147	DELATTE, BRIAN D ENGINEER 6-DCL 50417458	NICKEL, AMY M ENGINEERING TECH-DCL 50629833	VACANT PROJECT MANAGER 50643125	VACANT ENGINEER INTERN 1 00177135	VACANT ENGINEER 5 50548201	VACANT ENGINEER 5 50543651