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:	145376

Allocation Action:	Affirmed
Official Allocation:	DOTD CHIEF ENG
Job Code:	109260
Pay Level:	TS-325
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/02/2023
Position Audited:	No
Audit Date:	
Comments:	Additional org chart showing reporting structure added 5/12/23.

Log Number:	203818
Consultant:	WPA
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
0700/0276	145376

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
DOTD CHIEF ENGINEER	TS-325	109260
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
KNOTTS, CHRISTOPHER	☒ Yes ☐ No	Jamie Henry
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/ENGINEERING/S53/001		(225) 379-1669
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD SECRETARY (Unclassified)	7119	jamie.henry@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	4/21/2023	☒ 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	4/24/23	☒ 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)	4/24/23	☒ 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.
ERIC KALIVODA / Secretary 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.

The DOTD Chief Engineer serves as the engineering leader of the Louisiana Department of Transportation and Development (LADOTD). The DOTD Chief Engineer is the DOTD champion for providing a transportation system that considers context sensitive solutions, environmental stewardship, intelligent transportation systems, multi-modal connectivity and operations, life cycle costs, value engineering, etc. As such, the incumbent establishes engineering standards, policies and procedures that guide project delivery, construction, and preservation of all transportation related project and systems. The incumbent is accountable for the delivery of the DOTD Highway Priority Program on time and on budget from the environmental assessment stage of a project through the construction stage.

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 DOTD Chief Engineer leads the DOTD Office of Engineering's Divisions and Sections which include the Construction Division, the Traffic Engineering Division, the Louisiana Transportation Research Center Division, the Project Development Division; and the Contract Services, Environmental, Project Management, Publications and Plan Quality, Public Works and Water Resource Sections while promoting innovation, continuous improvement and efficient use of resources and quality. In support of this role, the incumbent's responsibilities include:

25% Provide leadership and guidance to a staff of more than 550 engineers, engineering technicians and technical and support staff charged with the delivery of the programs of the Office of Engineering. Establishes defined areas of responsibilities, establishes program goals and objectives, and holds staff accountable for meeting those objectives.

15% Establishes directives, policies and procedures related to the delivery and operation of the highway program with respect to project development, construction, preservation and other highway engineering programs as defined by the DOTD Secretary. Resolves issues and conflicts that result from those directives, policies and procedures.

15% Approves all plans, specification and estimates for the construction of Louisiana's state highways, bridges and all other related construction programs for which DOTD has responsibility. Approves all contracts, plans changes and other construction documents, as well as issues final acceptance of completed construction projects.

15% Review of DOTD district plans, consult with District Administrators, Assistant District Administrators and other district engineering personnel on matters related to roads, bridges, drainage, access permits, and any on-going construction related issues. Review and discuss all issues related to design exceptions and variances from EDSM policies.

10% Consult with the Deputy Assistant Secretary of Planning and Office of Planning staff on design issues related to Safe Routes to Public Places and Safety projects. Review construction plans and discuss all issues related to design exceptions and variances from EDSM policies.

5% Participate in meetings with the Assistant Secretary for Multimodal Commerce, the US Army Corps of Engineers and interested third parties on the Deepening of the Mississippi River project. Review of technical issues related to HDD pipeline relocations, levee stability and dredging depths. Review construction plans and other navigation channel projects. Review and discuss all issues related to design exceptions and variances from EDSM policies.

5% Monitors project delivery activities and proactively engages program leaders to deliver on-time and on-budget programs, including special funding programs, and regularly reports to the DOTD Secretary on the status of project and program delivery.

5% Coordinates engineering activities with those of the Federal Highway Administration (FHWA) and other federal, state and local agencies. Routinely confers with the DOTD Secretary and Assistant Secretaries and advises same on matters pertaining to construction and engineering activities. Represents DOTD at meetings with elected officials, private contractors and officers of other state, federal and local government agencies.

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

50018489-S01/G001-OFFICE OF THE SECRETARY

50018492-S53/G001-OFFICE OF ENGINEERING

50018492-S53/G001-OFFICE OF ENGINEERING
00145376-DOTD CHIEF ENGINEER
CHRISTOPHER KNOTTS Pers# 00016673
TS-325 Job# 00109260

50018492-S53/G001-OFFICE OF ENGINEERING
50361403-DOTD DEPUTY CHIEF ENGINEER
CHAD WINCHESTER Pers# 00072398
TS-324 Job# 00162790

50018492-S53/G001-OFFICE OF ENGINEERING
00147136-ADMIN ASSISTANT 6
CARMEL DYSART Pers# 00048055
AS-614 Job# 00171200

0018593-S53/G006 - OFFICE OF PUBLIC WORK
)180309-DEPUTY ASSISTANT SECRETARY, OF
EDWARD KNIGHT Pers# 00281469
TS-323 Job# 00171280

50329007-S53/G005 - RESEARCH
00152444-LTRC DIRECTOR
SAMUEL COOPER Jr Pers# 00138871
TS-323 Job# 00171280

50368776-S53/G002 - CONSTRUCTION
)9781-CHIEF CONSTRUCTION DIVISION ENGIN
MICHAEL VOSBURG Pers# 00058103
TS-323 Job# 00171280

507759-S35/G001 - CRITICAL PROJECTS DIVISI
50607927-ENGINEER 9
PEGGY PAINE Pers# 00071608

PEGGY PAINE Pers# 00071608
TS-323 Job# 00171280

276-S36/G001 - PLAN QUALITY AND PUBLICA

50649251-ENGINEER 8

VERTIE GARY Pers# 00227886
TS-322 Job# 00109100