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:	128445

Allocation Action:	Job Correction
Official Allocation:	TRANSPORTATION OPS MGR
Job Code:	160680
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/15/2023
Position Audited:	No
Audit Date:	
Comments:	correct job code 166250 Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	204875
Consultant:	CG
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 0700/0276	POSITION NUMBER 128445
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) Engineering Technician 7	CURRENT PAY LEVEL TS312	CURRENT OFFICIAL JOB CODE 166250
REQUESTED OFFICIAL JOB TITLE Transportation Operations Manager	REQUESTED PAY LEVEL WS219	REQUESTED OFFICIAL JOB CODE 160680

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 Wyatt, Justin	Employee Qualifies For Job ☒ Yes ☐ No	HUMAN RESOURCES CONTACT Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION DOTD/Operations/District 58/Unit 002/Chase/Franklin Parish/21		HUMAN RESOURCES TELEPHONE (225) 379-1259
OFFICIAL TITLE OF SUPERVISOR Engineer 7	DIRECT SUPERVISOR'S POSITION NUMBER 50483649	HUMAN RESOURCES EMAIL 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.

EMPLOYEE	DATE	☒ 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	DATE	☐ 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) Jay Collins District Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 5/31/2023	☒ 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.

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.

Transportation Operations Manager

Function Statement:

The overall function of this position is to supervise the work performed by the Department of Transportation and Development's Traffic Operations Crews and to assist the Engineer 7/Traffic Engineer with all aspects of Districtwide Sign, Signal, and Striping crews (Unit 750 and 775) in District 58. This position is located in the District 58, Unit 002 of the Department of Transportation and Development and reports directly the Engineer 7/Traffic Engineer. The incumbent must be self-motivated and be able to perform duties many times with or without minimal supervision and also 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.

Duties

30% Manages and inspects the installation, modification and repair of signs, signals, and pavement striping to determine if placed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). This position also inspects locations where requests are made to install or upgrade traffic control devices and resolves problems with the general public, local officials, material vendors, and traffic personnel. Plans, coordinates and directs all activities and personnel in pavement markings, sign maintenance and traffic signal maintenance. Supervises crews installing raised pavement markers and hot-applied thermoplastic tape. Handles the layout of jobs along with material orders and personnel issues. Responsible for the operation of the signal shop to provide for the maintenance/recertification of signal controllers and other signal equipment for use by field personnel and the Electronic Technician Supervisor in traffic signal installation, repairs and modifications with both District and Statewide crews. Supervises/manages and schedules work for striping crew, sign crew, pavement marking crew and signal crew, including monitoring subordinates' work and maintaining records of activity.

30% Checks the documentation of all work completed by the traffic operations sections, which includes payrolls, leave slips, daily work reports, bi-weekly activity reports, and various material reports. Supervises inventory and ordering materials for sign, striping, signal and raised pavement marker crews. Coordinates with District, Traffic Services Business Office and Central Warehouse personnel on ordering and inspecting traffic control device equipment and supplies to ensure an adequate stock of these items. Interviews, hires and aids in training new employees for signal, sign, striping, and raised pavement marker crews. Conducts PESs for Signal, Striping, Raised pavement marker, and Sign supervisors.

10% Responds to complaints from the general public, local officials, materials vendors and other government employees concerning traffic operational issues.

10% Supervises emergency operations such as road closures and detours. Coordinates events directly State Police, as needed for emergencies. Assists the District call center during emergency operations such as ice storms, hurricanes and floods. Receives calls from guard after hours to determine if overtime will be required to repair/replace malfunctioning traffic control devices.

10% Serves as principle liaison between the ADA of Operations, Traffic Engineer and Traffic personnel. Reviews all activities on a daily basis, including electrical crew for bridges and facilities.

5% Assists DOTD Project Engineers as well as their personnel on construction projects for correct striping, markings, signals, and signs. Assists the Office of Risk Management with litigation against the DOTD and investigates accidents to determine if the DOTD is liable.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. May be subpoenaed as requested by DOTD legal Counsel. 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.

100%

8745
District Administrator
Jay Collins
50374756
Area Engineer
Gary Panteria
14118
HR Analyst C
Jordan Barton
50374755
Area Engineer
Bridget Ellerbe
50372174
ADA of Operations
Lee Wallace
50372175
ADA of Engineering
David Dupree
50574268
HR Analyst C
Sandra Graham
50375929
Admin Prog Dirc 3
Sandra Jackson
13448
Admin Assist 5
Shannon Stephens
151569
Roadside Dev Dist Coor
Nate Jones
50464854
Engineer 7
Derek Parker
50483649
Engr 7
Vacant
50575674
Facility Maint Mgr A
Christopher Walley
50379629
Admin Assist 5
Nicole Nobles
11032
Equipment Supt
Clinton Shirley
50408523
Ferryboat Operations Manager A
Shelby Montpelier
128445
Transportation Operations Manager
Justin Wyatt
12674
Highway Foreman 2
John Day
50557064
Eng. Intern
Kiley Walker
129609
Eng Intern
William Douglas
50403137
Engr Tech DCL
Ann Robinson
129609
Engr Intern 2
Vacant
50523553
Engr Tech 4
Vacant
50549929
Engr Tech 5
Jesse Fuller
13958
Admin Coor 4
Rhonda Parker
162476
Engr Tech 4
Vacant
169713
Highway Foreman 2
Dale Duchesne
9954
Electronic Tech Sup
Brad Beaube
504620002
Electronic Technician
Caleb Allbritton
50511991
Electrician
Vacant
PNXXXXX
Electrician Specialist
Vacant
12370
Electronic Tech Adv
Chris Benjamin
50518588
Electrician Specialist
Vacant
50417767
Electrician Specialist
Vacant