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:	122501

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:	Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	204486
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: 0700/0276	POSITION NUMBER: 00122501
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Engineer Technician 7	CURRENT PAY LEVEL: TS-312	CURRENT OFFICIAL JOB CODE: 166250
REQUESTED OFFICIAL JOB TITLE: Transportation Operations Manager	REQUESTED PAY LEVEL: WS-219	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: Francois, Jarrod	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD / Operations/District 03/Unit 500/Acadia, Lafayette, & St Martin Parishes		HUMAN RESOURCES TELEPHONE: (225) 379-1291
OFFICIAL TITLE OF SUPERVISOR: Engineer 7 (Area Engineer)	DIRECT SUPERVISOR'S POSITION NUMBER: 5037709.8	HUMAN RESOURCES EMAIL: mary.e.thomas@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: 5/15/23	DATE: 5/15/23	☑ 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: 5/15/23	DATE: 5/15/23	☑ 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): Mark Arceneaux - Area Engineer PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE: 5/15/23	☑ 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.

TRANSPORTATION OPERATIONS MANAGER

Function Statement:

The overall function of this position is to supervise three (3) DOTD Parish Maintenance Units in the day-to-day operations of maintaining and repairing assets; and assist the Area Engineer in monitoring said units, providing information to clients and the public, monitoring budgetary information and other duties as necessary. The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in DOTD structured training programs as appropriate 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.

Job Duties and Responsibilities:

55% Position is responsible for performing sub-professional engineering work in supervising maintenance activities is the assigned parishes. Incumbent utilizes judgement and knowledge of maintenance techniques in providing technical assistance and guidance to Parish Highway Maintenance Superintendents in the accomplishments of their annual road maintenance tasks.

Required to make technical decisions relative to planning, scheduling, performing, and controlling the various maintenance projects carried out in the parishes. Incumbent interprets standards, methods and procedures for inspecting, and scheduling/reporting of work activities.

Provide for continuous on-the-job and employee classroom training designed to improve maintenance operations.

Inspects roads and confers with the Parish Highway Maintenance Superintendents and District Foremen to determine routes that will be recommended for various types of roadway improvement projects for the upcoming budget year. Also schedule and supervise milling and overlay operations on state routes within District 03.

Makes spot checks on work-in-progress in assigned parishes and observes maintenance work to determine whether quality standards, standard operating procedures, and work methods are being followed. Conducts post work inspections on major projects to determine adequacy of repairs.

15% Confers with Area Engineer in regards to the maintenance program as well as disposition of various complaints received at the district level. Also complies with special assignments as ordered by the Area Engineer. Makes microfilm searches for "As-Built" plans in order to help resolve special problems. Requisitions and schedules delivery of materials needed for assigned parishes. Oversees and assist in resolving personnel problems that arise in parish gangs. Confers with Area Engineer and shop supervisor pertaining to parish equipment needs. Assist in interviewing candidates for hiring and promotions. Conducts Performance Evaluation System (PES) sessions. Investigates DOTD accidents and assist the Parish Highway Maintenance Superintendents in preparing accident reports.

10% Provides technical assistance such as setting grades and establishing line on various projects including drainage work, replacing or adding new drainage structures, turn lanes, and roadway surface repairs.

5% Meets with local elected officials on various complaints to insure that they are properly resolved. Gathers data for city maintenance agreements and mowing contracts, and, inspects those maintenance activities for compliance with agreements.

5% Assist Parish Highway Maintenance Superintendents with the inspection of roadways and drainage systems. Assist drug testing companies in random alcohol and drug testing of safety sensitive DOTD employees within District 03. Reviews and approves day cards in the absence of the Parish Highway Maintenance Superintendent.

5% Assist the Area Engineer with the annual level of service data collection process.

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

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3A)

If the position has specific requirements (shift work, driver's license, other special requirements), assigned special pay, and/or unique working conditions, please complete and attach this form to the official position description. If this form is not used, however, these requirements must be documented in Item 8, Job Duties and Responsibilities, of the official position description.

POSITION SPECIFIC REQUIRMENTS

☒ This position requires a driver's license: ☐ A/B/C ☐ D ☒ E

☒ This position has the following special requirements:

This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

The incumbent is required to possess the following specialized knowledge, skills, and abilities, as well as maintain the required licensing:

- Working knowledge of Agile and basic computer skills
- May require work involving nighttime operations and call outs for emergencies that occur outside of normal work hours

SPECIAL PAY / WORKING CONDITIONS

☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ There is on-call pay for this position:

☐ There is a base supplement for this position (list percentage):

☐ This position is considered Disaster Essential

☐ This position has other special pay/working conditions:

50399603-D03/G001-AREA ENGINEER-ACADIA/LAFAY /ST M

50399853-D03/G500-MAINTENANCE SPEC / LAFAYETTE