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:	129007

Allocation Action:	Affirmed
Official Allocation:	EQUIPMENT SUPT
Job Code:	128810
Pay Level:	WS-218
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/04/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181646
Consultant:	YM
Supervisor:	DBA

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: Jennifer Mizzell
HQ HUMAN RESOURCES

FROM: Natoya Mitchell

DISTRICT/SECTION: District 62

STAMP IN DATE:

DISTRICT HR CHECKLIST		HQ HR CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY WITHIN 60 DAYS OF SUBMITTAL TO HR!**	☐
☐	If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Non-Competitive Action Authorization form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☐	If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑	Job duty percentages must total 100%.	☐
☑	Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☐	Complete form SF-3A; move any special requirements of the position, currently listed in the function statement in the job description, to this form (if applicable) and attach to the SF-3.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

Update Needed

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 129007
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) Equipment Superintendent	CURRENT PAY LEVEL WS 218	CURRENT OFFICIAL JOB CODE 128810
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 Ronnie Hartzog	Employee Qualifies For Job ☒ Yes ☐ No	HUMAN RESOURCES CONTACT Jennifer Mizell
AGENCY/DEPARTMENT – OFFICE – DIVISION DOTD / District 62 / Operations / Unit 070 / Tangipahoa Parish		HUMAN RESOURCES TELEPHONE (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR Seth DeArmas, ADA of Operations	DIRECT SUPERVISOR'S POSITION NUMBER 50372187	HUMAN RESOURCES EMAIL Jennifer. Mizell@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) SETH DEARMAS / ADA OPERATIONS PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 7/30/21	☒ 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.

The primary purpose of this position is to manage the Equipment Maintenance Program for District 62. This position is located in District 62, Unit 070, and reports directly to the ADA of Operations. The incumbent must be self-motivated and be able to perform duties with minimal supervision and be able to interpret unforeseen conditions as they arise. Frequently communicates with supervisors and customers in order to advise of productivity reports associated with equipment repairs and logistical requirements. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

The incumbent is required to have specialized knowledge and skills needed to supervise the safe operation, maintenance and repair of passenger vehicles, pickup trucks, bucket trucks, dump trucks, and both light/heavy equipment including small engines, tracked and rubber tired excavators, milling machines, asphalt paver, motor grader, sewer jet, boom mower tractor combinations, rotary mowers, wheeled tractors, dozer, asphalt rollers, street sweepers, skid steer, loader, forklift, small/large wheeled loaders, and truck cranes. Incumbent must be knowledgeable of State and Federal Laws as they pertain to commercial driving regulations, and safe operation of passenger vehicles as well as other equipment operated by DOTD personnel. Incumbent must be knowledgeable of manufacturers maintenance and technical procedures with comprehension of obtaining such information via phone, literature or computer.

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.

65% Supervises all phases of work being performed by a large multi-trade automotive and heavy equipment repair shop. Manages a diversified repair shop dealing with minor and major repair of a large fleet of specialized vehicles. Develops specifications for district equipment, tools, and related maintenance and repair devices. Consults with manufacturers and factory representatives on equipment problems, designs, and warranty agreements. Tests equipment for design, operational and physical capabilities. Prepares reports of equipment utilization, repair costs, and equipment discrepancies; oversees all operations including overhaul, welding, metal fabrication, body and fender repair, painting, field repair, and preventive maintenance. Responsible for hiring and training staff, assigns work, and evaluates performance. Handles complaints, conflicts and related personnel issues at operational level. Conducts unannounced field equipment inspections writing deficiency and corrective action reports addressed to the appropriate authorities. Conducts periodic inspections throughout buyback equipment year and makes recommendations for repair by DOTD mechanic shop. Inspects final repairs prior to turn in. Reviews and approves dealer repairs. Conducts vehicular/equipment accident investigations making recommendations to the Loss Prevention Officer, Safety Committee and ADA of Operations on methods of repair and reports any safety manual infractions.

15% Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, vehicle logs, maintenance requests and requisitions for section activities. Enforces and administers guidelines set by Office of Risk Management, Procurement Office, Safety Section, Division of Administration and Policy and Procedure Manual. Processes home storage, passenger equipment assignment, and personal assignment forms as mandated by PPM 20 for all passenger vehicles. Audits current property assignments for accurate equipment placement throughout the District. Administers guidelines set forth by the Department's Hazard Communication Program to assure compliance, providing protection and informing employees of all potential or existing hazardous chemicals that may be encountered in the workplace. As hiring supervisor over a large multi-trade repair shop responsibilities include filling job vacancies with the best-qualified employees based on ability and merit, while administering guidelines set forth by PPM 33.

10% Provides recommendations to District Administrator and ADA of Operations concerning equipment specifications, requisitions and disposal based on repair cost feasibility studies, usage and need.

5% Conducts and ensures that performance evaluations are compliant with the Performance Evaluation System. Approves work schedules and leave for subordinates, monitors leave balances and conducts coaching session as necessary.

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

100%

Seth DeArmas
ADA Operations
Pos 50372187
Unit 001
Ronnie Hartzog
Equipment Superintendent
Pos 129007
Unit 070 WS 218
Ava Ballard
Administrative Coord 4
Pos 10890
Unit 070 AS 611
Scott Musgrove
Mechanic Supervisor B
Pos 12037
Unit 071 WS 217
Charles Holden
Mechanic Supervisor A
Pos 10561
Unit 071 WS 215
Steven Hartong
Mechanic 4
Pos 12243
Unit 071 WS 214
Charles Ward
Mechanic 4
Pos 50513487
Unit 071 WS 214
Scott Grayson
Mechanic Body Rep 2
Pos 170068
Unit 071 WS 214
Troy Gentry
Mechanic 4
Pos 155961
Unit 071 WS 214
Casey Wood
Mechanic 3
Pos 161563
Unit 071 WS 213
Edward Crayton
Mechanic 3
Pos 96354
Unit 071 WS 213
Brett Brignac
Mechanic 3
Pos 50416268
Unit 071 WS 213
Harold Blackwell
Welder Master
Pos 8083
Unit 071 WS 213
Ken Green
MEO 1 H (Lowboy)
Pos 7463
Unit O71 WS 213
John Lester
Mechanic 4
Pos 138154
Unit 071 WS 214
Michael Seal
Mechanic 4
Pos 10614
Unit 071 WS 214
Kevin Costanza
Mechanic 3
Pos 10611
Unit 071 WS 213
William Bekemeir
Mechanic 3
Pos 13796
Unit 071 WS 213
Michael Biamonte
Mechanic 3
Pos 153740
Unit 071 WS 213
Vacant
Mechanic 4
Pos 166400
Unit 071 WS 214