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:	142148

Allocation Action:	Reallocated Up
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/14/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	170589
Consultant:	ALG
Supervisor:	HHH

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF 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	142148

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 6	TS-319	165530
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 7	TS-320	109340

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Brasset, David	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD-Offce of Operations-District 02-Gang 001-Bridge City-Jefferson Parish(26)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	50372228	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 ☒ APPROVESLEAVE

6	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) Scott Boyle PRINT NAME AND TITLE OF APPOINTING AUTHORITY Scott Boyle ADA-operations	5/15/2020	☒ 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.

ENGINEER 7 – District Bridge Inspection and Maintenance Engineer Manager

Periodic and thorough inspections of our State's bridges are necessary to maintain safe bridge operations and prevent structural and functional failures. In addition, data on the condition and operation of our State's bridges is necessary for bridge owners to make informed investment decisions as part of an asset management program for their bridges. Congress declared in MAP-21 that it is in the vital interest of the United States to inventory, inspect, and improve the condition of the Nation's highway bridges.

The FHWA holds the State responsible for the inspection of all public highway bridges within the State, except for those that are federally, or tribally, owned. Specifically, the State's Program Manager is held responsible to carry out the requirements of the bridge inspection program. In Louisiana, the State NBIS Program manager has delegated some of the bridge inspection program responsibilities to the District Bridge Inspection and Maintenance Engineer Manager. Some of those responsibilities include bridge inspections, quality control, preparation and maintenance of a bridge inventory, bridge inspection reports, load ratings and other requirements.

Other delegated Program Manager responsibilities include overseeing annual off-system compliance reviews to asses and monitor NBIS compliance of local bridge owners. The District Bridge Inspection and Maintenance Engineer Manager will also be required to establish and maintain quality assurance methods and develop and manage the established quality control plan.

Function Statement:

The overall function of this position is to oversee the maintenance, repair and operation of all movable and fixed span bridges within the assigned area. This position is located in District 02/Bridge City of the Louisiana Department of Transportation and Development and reports directly to the (Assistant District Administrator of Operations-Bridge City). This position is responsible for managing of the District's Bridge Inspection and Maintenance Program and is responsible for administering and directing activities related to planning and performing inspection and maintenance as well as repairs of bridges, moveable bridges, and underpasses, to ensure a safe and cost effective maintenance program in accordance with maintenance system standards, budget policy and procedures. This position has the primary responsibility of directing and coordinating with other agencies and Department personnel all emergency bridge repairs caused by vehicular and marine vessel accidents. Responsible for the assisting in the preparation of construction plans, specifications and assisting in the letter bid process for reimbursable bridge repairs. This position is responsible for managing day-to-day operations and maintenance of 11 moveable bridges, 3 pumping stations, 2 navigational locks and 1 tunnel.

The incumbent must be self- motivated and be able to perform duties with minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in required 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 possess the following specialized knowledge, skills, abilities, as well as be able to maintain the following licensing and operate the following equipment:

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 & RESPONSIBILITIES:

40% Oversees and directs all Bridge Maintenance Highway Foreman 2's responsible for electrical, mechanical, lock, tunnel, painting, drainage and structural maintenance of all bridges and facilities, which includes two (2) tunnels. Ensures all work is completed in accordance with DOTD standards and sound engineering practices. Supervises the daily activities and develops long range plans for maintenance of these structures and facilities. Supervises the Bridge Inspector 5 QC program. Oversee the daily planning, scheduling and operation of the Bridge Inspection Section, which includes four bridge inspection teams. Thoroughly review inspection reports, issue comments and repair requests to proper personnel. Verify that the bridge inspections and reports conform to the Federal Highway Administration guidelines, the requirements of the National Bridge Inspection Standards. The District's inventory includes 3 highly complex major Mississippi River Bridges. These are: The Crescent City Connection, the Huey P. Long and the Hale Boggs Bridge. Perform required engineering evaluation and computations on structures as needed.

20% Manages the two (2) Highway Foreman 2's responsible for the personnel needed to operate the moveable bridges in the Bridge City District. Resolves conflicts as they arise and assists supervisors on Step 1 Grievances. Works with Foreman on scheduling, training and any other personnel related matters as needed.

15% Prepares Project Numbers Requests, Maintenance Project Requests, drawings, specifications, and any other documentation required to solicit the assistance of statewide bridge maintenance crews. Follows through on requests, making sure documentation has been approved, funding has been secured and work is being scheduled. Coordinates with statewide crew supervisors prior to arrival on site to assure a well-planned procedure once crews arrive. Assist statewide crews with whatever they need to proceed smoothly and productively as work progresses. Inspects work, as needed, for completeness and pays attention to incidents as they arise, before crews depart.

10% Develops letter bids, including plans and specifications, for repairs, renovations and/or additions to bridges, buildings, facilities and other maintenance projects requiring contractual services in the District. Assists in the inspection of these projects or advises and coordinates with the Project Engineer, if one is appointed, to oversee the work performed by contractors. Communicates with material suppliers and any vendors involved on maintenance projects/operations. Responsible for the intermediate approvals of work and final inspections upon completion. Thoroughly reviews external purchase requests and contract maintenance services for need and value before being submitted for approval to Appointing Authority.

10% Communicates with Coast Guard, Consulting Engineers and other agencies in the management and coordination of any bridge related maintenance activities throughout District 02. During times of unusual occurrences, this position is in direct communication with Civil Defense, various law enforcement agencies and other transportation officials to protect motorists from hazardous or emergency situations. Prepares road, bridge and tunnel closure notices and communicates with the media, customers, legislators and officials to keep everyone informed. Coordinates efforts with other maintenance units within the District and Department to solve maintenance related problems and ensure consistency. Prepares and processes documentation necessary for reimbursement of recoverable damages.

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

SF-3.A
Rev. 11/01

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☒ 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.

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

☒ This position has the following special requirements:

Requires knowledge of specialized Bridge Inspection and Maintenance software and the Department's Linear Asset work order software. Acquire and maintain certification in the following areas: Safety Inspections of In-Service Bridges, Fracture Critical Inspection Techniques for Steel Bridges, Engineering Concepts for Bridge Inspectors, Movable Bridge Inspection, and Bridge Inspection Refresher Training.

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: .

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): SER Bi-Weekly Amount = $3,481.60

☐ There is a base supplement for this position. List percentage _____

☒ This position is FLSA Status Exempt

☐ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is _____

☒ This position has other special pay/working conditions:

Required to climb and work at extreme heights, and over water.

50399468-D02/G001 - ADA-OPERATIONS - BRIDGE CITY

50399502-D02/G001 - BRIDGE MAINT/OPS-BRIDGE CITY