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:	129606

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:	204323
Consultant:	CB
Supervisor:	EME

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATECIVILSERVICE

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
0276	129606

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineering Technician 7	TS-312	166250

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Transportation Operations Manager	WS-219	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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Rachal, Joseph Lee	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Office of Operations/District 08/Unit 002/Rapides Parish/40	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 7	00014141	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

4	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 5/15/2023	☑ 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	DATE 5/15/2023	☑ 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.
APPOINTING AUTHORITY (Required)	DATE 5/15/2023	☑ 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.
Rhett A. Desselle Engineer 8 PRINT NAME AND TITLE OF APPOINTING AUTHORITY	5/15/23	

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 – PN 129606

Function Statement:

The overall function of this position is to assist the District Traffic Operations Engineer by supervising the Districtwide Sign, Signal, and Striping crews (Units 750, 751 and 771). This position is located in District 08's Operations Section and reports directly to the District Traffic Operations Engineer (DOTD Engineer 7). The incumbent must be self-motivated and be able to perform duties many times without supervision or with minimal supervision and 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 & Responsibilities

50% Supervise the Districtwide Sign crew in routine sign repair/replacement and the signing of road closures, detours, and temporary routing changes as required by roadway emergencies.

Supervise the Districtwide Signal Electrician crew in routine traffic signal repair and maintenance; facility maintenance; emergency generator operation and maintenance; operation and maintenance of one (1) moveable bridge; navigation lights on all bridges within a seven (7) parish area.

Supervise the Districtwide Striping crew in all aspects of pavement markings maintenance on roadways in all seven (7) parishes of District 08.

Determine work assignments, review and approve work, recommend hiring, promotions/reallocations, merit increases, disciplinary actions, prepare and conduct annual Personnel Evaluation planning and rating for each subordinate, train staff, approve/disapprove leave and work schedules. Review Agile Daily Work Reports for accuracy; Approve Daily Work Reports prior to end of pay period. Monitor all overtime for accuracy and legitimacy. Supervise inventory and ordering of materials for the sign, signal, and striping crews.

20% Inspect existing signs, pavement markings, traffic signals and makes recommendations to ensure compliance with Department policy and accepted procedures. Respond to complaints from the general public, local officials, materials vendors and other government employees concerning traffic operational issues.

10% Serve as principle liaison between the ADA of Operations, Traffic Operations Engineer and Traffic personnel. Review all activities on a daily basis, including electrical crew for bridges and facilities. Manage budgets for each Unit supervised.

10% Assist construction personnel in determining the appropriate temporary signing and marking schemes required by roadway improvement projects. Investigate accidents to evaluate the need for remedial measures.

10% Perform other duties as assigned by the Traffic Engineer. 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.

Total
100%

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

POSITION DESCRIPTION OPTIONAL ATTACHEMENT (SF-3A)

SPECIAL REQUIREMENTS SUPPLEMENTAL SHEET

Transportation Operations Manager – PN 129606

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

- This position is responsible for performing advanced sub-professional engineering work providing technical advice and assistance as well as supervising and programming work activities.
- The incumbent utilizes independent judgment and knowledge of District Traffic Operations to assist, train and to guide two Highway Foreman 2's, an Electronic Technician Supervisor and an Administrative Coordinator 3, in the accomplishment of routine, and specialized maintenance and at times incident management and emergency response operations.
- The incumbent is responsible for the quality control and quality assurance of all work performed by work crews.
- The incumbent is required to make any technical engineering decisions relative to planning, scheduling, performing and controlling the various activities carried out in the work program.
- The incumbent will provide necessary traffic operation expertise, insuring that all devices are installed in accordance to the Manual on Uniform Traffic Control Devices and/or LA DOTD standards.
- The position implements standards, methods, and procedures for inspecting, scheduling and reporting work activity, make cost estimates, and ensure continuous on-the-job employee training is conducted. These training programs are used to teach good work methods, procedures, and new concepts designed to improve operations.
- The incumbent is responsible for gathering, organizing, and presenting information for the decision-making process in the Assistant District Administrator of Operations' office.
- The incumbent may be required to operate a vehicle equipped with a two-way radio and distance-measuring instrument to accomplish the department's missions and tasks. The incumbent will be required to utilize a cell phone, computer, and email to facilitate communications.
- Incumbent will be required to maintain the same traffic control certifications as the District Sign Specialist Leaders as defined in PPM 59.

PARTMENT OF TRANSPORTATION AND DEVELOPMENT
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TRANET ⇨ ORGANIZATIONAL CHART

Hide eancies | Hi-light Vacancies | Reduce Size | Increase Size | Chart Only | Show Dist-Gang | Hide Pos # | Hide Title | Flip Horizontal | Show Names | Help

Organizational Chart - up to 5 levels shown for position 00014141

CRAIG, DALE E
DISTRICT TRAFFIC OPERATIONS ENGINEER
00014141

RACHAL, JOSEPH L
XXXXXXXXXXXXX transportation ops manager
00129606

CUTTS, JUSTIN R
HIGHWAY FOREMAN 2
50363180

- DISTRICT SIGN SPEC 1 00011470
- ANDRUS, NICHOLAS R
- DISTRICT SIGN SPEC 2
- BILLINGSLEY, SAMUEL J
- DISTRICT SIGN SPEC 1 00136524
- BRASSETTE, BRYAN P
- DISTRICT SIGN SPECIALIST LEADER 50517637
- HANSON, BEVERLY D
- DISTRICT SIGN SPEC 2 00010453
- ORTIZ, TOMAS R
- DISTRICT SIGN SPECIALIST LEADER 50517659
- PEEL, NICHOLAS L
- DISTRICT SIGN SPEC 2 50484486
- RODRIGUEZ, CARLOS A
- DISTRICT SIGN SPEC 2 50410128
- ROUGEOU, AARON R
- DISTRICT SIGN SPEC 2 00014173
- WHITSTINE, CHARLES W
- DISTRICT SIGN SPECIALIST LEADER 50517638
- WILSON, GLADYS M
- DISTRICT SIGN SPEC 2 50615208
- VACANT
- VACANT
- DISTRICT SIGN SPEC 2 00011465
- VACANT
- DISTRICT SIGN SPEC 1 00014020
- VACANT

FRAZIER, MATTHEW T
HIGHWAY FOREMAN 2
00010955

- MOBILE EQUIP OPER 1/HEAVY 50385576
- BARRON, DEVON T
- MOBILE EQUIP OPERATOR 1/HEAVY 50563175
- DAVIS, DAVID I
- MOBILE EQUIP OPER 1/HEAVY 50356001
- RYAN, JEREMY L
- MOBILE EQUIP OPERATOR 1/HEAVY 00009280
- WHITSTINE, JESSE W
- MOBILE EQUIP OPER 1/HEAVY 00009931
- VACANT
- MOBILE EQUIP OPER 1/HEAVY 00115941
- VACANT

GOATLEY, CHRISTOPHER D
ELECTRONIC TECH SUPV
00116225

- ELECTRONIC TECHNICIAN ADV 50537791
- GRAY, CURTIS W
- ELECTRONIC TECHNICIAN 50389963
- GUILLOT, GREGORY P
- ELECTRONIC TECHNICIAN 00094331
- MELDER, JESSE C
- ELECTRICIAN 50518788
- ROY, NATHANIEL B
- ELECTRONIC TECHNICIAN 00008204
- TAM, CHARLES W
- ELECTRONIC TECHNICIAN 00185317
- VERCHER, JERRY L
- ELECTRONIC TECHNICIAN 50499862
- VACANT

SHOCKLEY, SHARON S
ADMIN COORDINATOR 4
00010431

VACANT
HIGHWAY FOREMAN 2
50641209

- MOBILE EQUIP OPER 1 50640780
- WILLIAMS, KENTON B
- MOBILE EQUIP OPER 1 50640781
- VACANT
- MOBILE EQUIP OPER 1/HEAVY 50640788
- VACANT
- MOBILE EQUIP OPER 1/HEAVY 50640787
- VACANT
- MOBILE EQUIP OPER 1/HEAVY 50640786
- VACANT
- MOBILE EQUIP OPER 1 50640784
- VACANT
- VACANT

WHITCHER, CASEY A
ENGINEER 6
50632959

- ENGINEERING TECHNICIAN 1 50389964
- LATIMER, CORY D
- ENGINEERING TECH-DCL 50495104
- TASSIN, DONOVAN
- ENGINEER INTERN APPLICANT 00094658
- VACANT

50337469

District/Section Appointing Authorities Org Chart (PDF File)

:, 16 May 2023
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