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:	153889

Allocation Action:	Affirmed
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/05/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208166
Consultant:	JF
Supervisor:	ALG

DocuSign Envelope ID: 69108B33-BE7D-4830-A04B-5AA04AAEB816

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	POSITION NUMBER

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7	TS-320	153889
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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
MISTICH, BRADLEY	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
LA DOTD/OPERATIONS/STRUCTURES AND FACILITIES/SECTION 51/GANG 002	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 8	12471	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

8	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.
DocuSigned by: Haylye Brown APPOINTING AUTHORITY (Required) 81AF432B7EF6472...	DATE 8/31/2023	☒ 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.
Haylye Brown Bridge Maintenance Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

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 duties described herein are applicable to the Bridge Maintenance Structural Engineer. For the agency, the technical expert responsibility for the repair of the approximately eight thousand bridges owned by the state the rests with the incumbent. Many repairs will be made by statewide forces within the purview of the incumbent and /or will be designed by the incumbent or subordinate there-of.

Predictive and preventative field maintenance of the Bridge Maintenance heavy equipment is managed by the incumbent. Millions of replacement dollars in equipment inventory is involved.

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.

60% Plans, controls, and directs operation of bridge construction, repair, rehabilitation, and replacement program. This involves five statewide gangs which are equipped with many types of specialized machinery and equipment. This management position entails primary, secondary, and tertiary supervision as well as expert "hands on" responsibilities. New technologies, as well as proven ones, are employed in planning projects for bridge repair. Contract repair is employed in addition to that of internal forces. Internal staffing needs, while for the greater part, inadequate to meet the workload demands for all infrastructure structural maintenance, axe nevertheless optimally scheduled as to flexible sub-organizational team sizes. Implementation of federally mandated (Code of Federal Regulations) standards are researched and achieved. To meet these many management needs, constant interfacing with nationally recognized peers, contractors, federal officials (especially FHWA), and attorneys is required on a regular basis. Within the agency, there is continual interdependent communication with persons in other sections and districts.

25% Serves as project manager over consultant contracts that provide bridge inspection service, tunnel inspection services, non-destructive evaluation services, maintenance contracts. Serves as the fracture critical technical expert and oversees technological advances for structural repairs. This position also serves as a National Certified Tunnel Inspector and is responsible for the NTI submittal as delegated by the Tunnel Inspection Program Manager.

10% Oversees the DOTD Statewide Professional Structural Engineering Technical Authority and Senior Consultant to all nine state districts on complex bridge structural concerns including evaluation of structural worth (load capacity, stability , fracture resistance, etc.), analysis of structural failures, recommendations for repairs, and evaluations of causes, effects, and remedies for various, often novel, defects,

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

Section 51 Bridge Maintenance and Facilities Maintenance
3/17/2023