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:	13509

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:	09/20/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208787
Consultant:	JF
Supervisor:	ALG

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
0276	13509

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Equipment Superintendent	WS-218	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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Fontenot, Patrick	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Engineering & Operations/District 08/Unit 070/Alexandria/Rapides/40		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	50372142	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.

	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.
Rhett A. Dessulle DIRECT SUPERVISOR	9/19/2023	☑ 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. Dessulle APPOINTING AUTHORITY (Required)	9/19/2023	☑ 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. Dessulle Engineer 8 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.

Equipment Superintendent – Position Number 13509

Function Statement:

The overall function of this position is Equipment Superintendent. This position is located in the District 08/Unit 070/Operations Section of the Department of Transportation and Development and reports directly to the Assistant District Administrator of Operations. The incumbent must be self-motivated and be able to perform duties many times without supervision or 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 the 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:

55% Supervises Mechanic Supervisors, Equipment Inspector and Administrative Coordinators for Parts Store and Shop Office. Incumbent manages the district repair budget. Spot checks the preventive maintenance and safety inspection of light and heavy equipment. Review reports from Equipment Inspector on equipment conditions and recommends corrective actions. Review bi-weekly equipment reports and prioritize equipment repairs reports. Deals with all problems related to the shops and parts store, addresses mechanical problems throughout the district.

25% Discusses the need for various types of equipment with District Administrator, Assistant District Administrator, Area Engineers, Parish Specialists, and Parish highway Maintenance Superintendents for purchasing equipment including revising and updating specifications. Maintains inventory on mobile equipment showing locations, physical history and current mechanical condition.

15% Responsible for managing Equipment Fleet Management Budget and Equipment Inventory receives and posts equipment to history cards, and assigns new equipment to the proper gangs as it comes into the district and prepares BF11's and condition reports on equipment to be turned into Baton Rouge for disposal. Evaluates products such as oils, greases, degreasers, and solvent to recommend changes in purchasing.

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:
(see attachment)

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:
This position requires drug testing

Must be able to operate automotive scan tool and desk top computer

Position Specific Requirements
Equipment Superintendent – Position Number 13509

- The incumbent is required to have specialized knowledge of the operation and organization of a large mobile equipment repair facilities. The incumbent is responsible for gathering and presenting information for the decision making process for problems that arise from operation of mechanic shops.

- This position participates in the required DOTD structured training program and obtains additional training to facilitate the performance of required tasks. The incumbent is required to possess and maintain a valid Class B CDL Louisiana Driver's license and be knowledgeable in the safe operation of a pickup truck and passenger vehicle. The incumbent is required to have knowledge of the use of a UHF radio and proper radio etiquette. The incumbent shall utilize a cell phone, computer, and Email to facilitate communications. The incumbent is required the use of cameras, copy devices, computer, fax machines, diagnostic equipment, and other devices that may be required for the completion of assignments. The incumbent must be able to perform duties many times without direct supervision and be knowledgeable enough to interpret unforeseen conditions as they may arise.

- This position serves as the first line supervisor for Units 070 and 071 with four employees in position of shop operations and consists of Mechanic Supervisor, Equipment Inspector, and Administrative Coordinators for the parts department and ship office. The incumbent is responsible for managing over 560 pieces of equipment in the district and manages the operations of a large Mobile Equipment Repair Shop. The equipment consists of a variety of makes and models of heavy and light duty construction equipment, passenger vehicles, medium duty trucks, and small engine equipment. The incumbent manages the district repair budget of approximately $600,000 per year. The incumbent discusses the need for various types of equipment with District Administrators and other; recommendations for specifications for purchase of equipment including revising and updating current specifications. The incumbent maintains inventory on equipment showing location, physical history and current mechanical conditions.

District 08 Operations Section

Rhett A. Desselle
Engineer 8
Position No. 50372142
TS 322

J'Rel West
Roadside Development District Coordinator
Position No. 153799
TS 311

Patrick Fontenot
Equipment Superintendent
Position No. 13509
WS 218

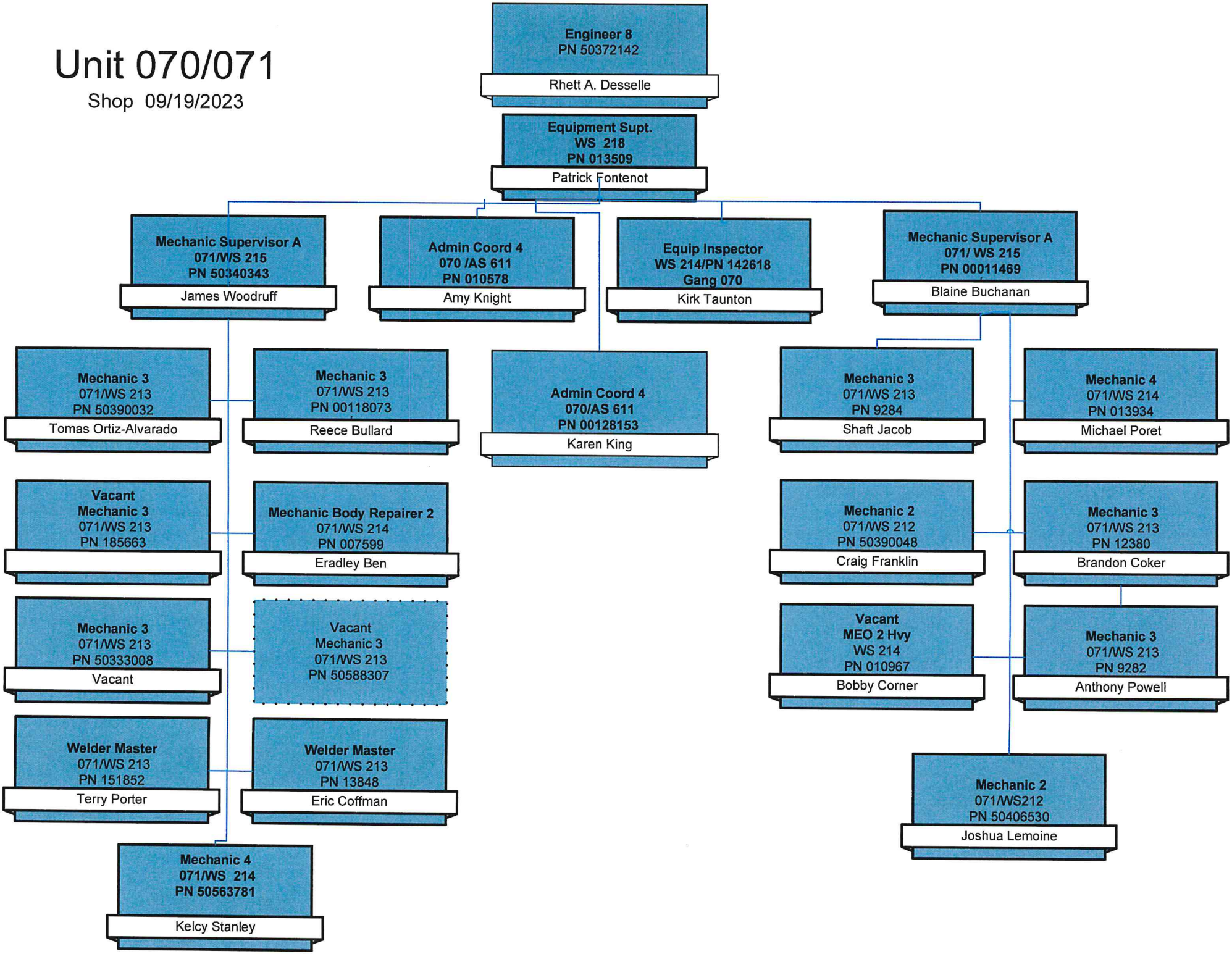
Gerard Lemoine
Transportation Operations Manager
Position No. 384302
WS 219

Freddy McCall
Engineering Technician 4
Position No. 50345861
TS 308

Lance Broom
Engineer 7
Position No. 50457778
TS 320

Dale Craig
Engineer 7
Position No. 014141

Deadra White
Administrative Assistant 5
Position No. 50379639
AS 613

Unit 070/071

Shop 09/19/2023