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:	13593

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:	204412
Consultant:	KS
Supervisor:	AD

STATE CIVIL SERVICE

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
0700/0276	13593

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEER 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
McCool, James	☒ Yes ☐ No	Mizzell, Jennifer

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/DISTRICT 05/UNIT 500/MONROE/OUACHITA (37)	(225) 379-1902 Ext 31902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 7	50374006	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.
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) Todd Jones PRINT NAME AND TITLE OF APPOINTING AUTHORITY Todd Jones, Area Engineer	DATE 5-16-23	☒ 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.

TRANSPORTATION OPERATIONS MANAGER

Function Statement: The primary responsibility of this position is to assist the Area Engineer (Engineer 7 DOTD) in maintenance and operations management in assigned parishes. This is accomplished by directing and coordinating maintenance management activities through the Parish Highway Maintenance Superintendents.

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

•A thorough knowledge of current DOTD and FHWA policies, procedures, and specifications in order to ensure accuracy and compliance.
•A high degree of competency in math, organizational and communication skills (verbal and written).
•A proficiency in the operation of personal computers and the associated software especially Microsoft Office and Agile Asset.
•While no professional license is required for this position, advanced DOTD structured training requirements must be met and maintained.
•This position is subject to random testing.

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.

Duties and Responsibilities

35% - Provides technical expertise to Parish Highway Maintenance Superintendents. Directs superintendents in the proper methods of prioritizing repair locations and in distributing the workload to produce the best cost/benefit ratio within budget constraints with maintaining safe roadway conditions for the motoring public as the top priority. Provides guidance on the proper use of materials, repair procedures, calculations of quantities, record keeping, and completed repairs monitoring.

15% - Provides field management of the Contract Maintenance Program. Performs oversight of maintenance contractors to ensure compliance with contract specifications. Verifies accuracy of contractor invoices for work performed.

10% - Provides input for proposed improvements to the highway system and other DOTD facilities in assigned parishes. Inspects all state highways in assigned parishes to recommend prioritized repair and/or rehabilitation needs for projects funded through the Statewide Overlay Program and the Contract Maintenance Program.

10% - Investigates complaints by elected officials, motorists, citizens, etc., relating to the State Highway System. Determines DOTD responsibility in accordance with State law and DOTD policies and responds accordingly. Works with local governments to improve drainage on DOTD right of way. Investigates encroachments on DOTD right of way.

10% - Monitors work reporting by assigned parish maintenance units to ensure accurate documentation of labor, materials, and equipment on work performed by DOTD maintenance forces. Monitors inventory of materials on hand.

10% - Investigates motor vehicle accidents on the State highway system in assigned parishes. Gathers data and photographs the accident scenes, compiles reports, and assists in DOTD legal defense in tort lawsuits resulting from accidents.

5% - Assists Area Engineer in a variety of technical tasks relating to special projects. Coordinates with the various cities, towns, and villages performing maintenance to the highway system by City Agreement. Inspects work performed to ensure compliance. Verifies accuracy of invoices for work performed. May assists the District Permit Specialist in gathering field data for permits and monitoring non-permitted activities on DOTD right of way.

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

District 05
AREA ENGINEER C

Unit 001 – 2 Positions
2 Filled
Unit 500 – 1 Position
1 Filled
Unit 540 – 14 Positions
9 Filled
Unit 570 – 14 Positions
12 Filled
Unit 580 – 13 Position
11 Filled
Unit 590 – 12 Positions
10 Filled
Total Filled Positions – 45

Revised 05/18/2023

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:

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 is FLSA Status Exempt