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:	8036

Allocation Action:	Affirmed
Official Allocation:	ENG 6
Job Code:	165530
Pay Level:	TS-319
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/22/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	172971
Consultant:	NRB
Supervisor:	ALG

POSITION DESCRIPTION

STATECIVILSERVICE

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	8036

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

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
Vacant	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD I OPERATIONS I DISTRICT 05 I GANG 215/ BASTROP/ MOREHOUSE PARISH (34)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 7	50374006	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 ☒ APPROVES LEAVE

3	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) Todd Jones	9-21-20	☑ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY Todd Jones, Area Engineer		

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 6

FUNCTION STATEMENT:

This position serves as Project Engineer for contract administration, through Gang 215, Bastrop, LA, reporting directly to the District Area Engineer. This position plans, directs and coordinates all activities for one or more construction gangs which provide supervision, inspection, and survey activities for all types of major complex highway and bridge construction projects in strict accordance with FHWA and DOTD policies and procedures. This position maintains contract enforcement, supervision, inspection and documentation to assure high quality work by the contractor in accordance with plans, specifications and special provisions while ensuring fair and equitable treatment of contractors. Construction Management is performed on both State and Federal Funded projects as part of the District Construction Project, Safety, Urban System, Off System, and Contract Maintenance programs. This position serves as a representative of DOTD in communication with the general public, elected officials, contractors and public utilities.

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.

These responsibilities are fulfilled by the performance of the following specific duties:

DUTIES AND RESPONSIBILITIES

30% Supervises and trains a staff of engineers and engineering technicians by planning, directing and coordinating all engineering activities for one or more construction gangs. Supervises staff engaged in the construction of highways, bridges, ports, flood control structures, drainage structures, HMAC (asphalt) production facilities, and buildings. Reviews and approves subordinate's work, which includes all correspondence, engineering calculations, documentation of quantities, daily dairies, test reports, etc. Directs these employees in the following areas: construction inspection, sampling and testing, contract administration, employee training, and in all functions associated with the construction gangs. Completes planning and performance reviews for employees in the construction gang. Evaluates subordinate's job performance and counsels them concerning performance, work assignments and conduct. Acts as reviewer on employee performance appraisals. Responds to personnel problems, develops and approves interview questions and selection matrixes for new hires and promotions. Interviews and makes recommendations for hiring new employees for DOTD. Specifies technician training priorities for each technician position.

25% Responsible for the interpretation of the plans and application of the Standard Specifications for complex construction projects which are assigned to any gang. Consults with the Area Engineer and contractors on a daily basis on issues such as project progress, change orders, phasing of work and traffic control. Reviews and approves CPM (Critical Path Method) schedules submitted by contractor and meets with them to resolve issues regarding scheduling. Makes decisions to resolve problems with all of these issues. Schedules pre-construction conferences with engineers, consultants, utility companies, public officials, and contractors to discuss construction scheduling, methods of construction and potential problems. Utilizes Site Manager to track contractor progress, generate partial estimates, final estimates and change orders.

15% Approves and monitors erosion control plans. Monitors hazardous waste removal. Accountable for project safety through the enforcement of traffic control requirements on construction projects. Accountable for the delivery of all projects on time and within budget. Recommends overruns in contract quantities. Required to be

on call 24 hours/day, 7 days/week for emergencies related to construction projects. Provides depositions and court testimony for litigation concerning construction projects.

10% Develops and writes Change Orders to resolve complex problems such as design errors, construction problems, and environmental concerns in accordance with the specifications and applicable EDSMs.

5% Interacts with private citizens, elected and public officials to resolve conflicts and complaints concerning rights-of-way, construction, and traffic problems. Consults with other DOTD sections, agencies, politicians, consultant engineers, the media and the general public about construction projects, highway maintenance and drainage problems. Establishes and maintains a good relationship with the public. Issues Press Releases concerning notification of lane and road closures and other construction issues.

5% Reviews and recommends changes to plans and specifications through constructability reviews for upcoming construction projects that are designed by others. Attends plan-in-hand meetings to discuss project design and development of plans and specifications on all types of construction projects.

5% Oversees the maintenance and use of the gang's office and the vehicles used for construction activities. Assigns employees and equipment to various construction projects.

5% Works closely with the Area Maintenance Specialist and Parish Maintenance Foreman to resolve routine maintenance issues. Provides and directs construction personnel in assisting maintenance crews in daily operations when deemed necessary by the Area Engineer. Administers permits approved by the DOTD permit section. Ensures that work being done by permit complies with the permit that was issued.

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 FSLA Status Exempt. This position has a SER:$3316.00 bi-weekly.

Area C Construction
09/21/2020