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:	13554

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 are being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	205205
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	13554

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)
50399979	Webster	Reg/Leavs/10010	☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764040450				

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Reliford, Kenneth	☒ Yes ☐ No	Joseph Bishop

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD-Office of Operations & Engineering/District 04/Unit 500	(225) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 7-DOTD (Area Engineer)	50374815	joseph.bishop@la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Samuel R. Dupree	176936	Transportation Operations Manager
Timothy R. Harrison	10043	Transportation Operations Manager

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 Kenn Reliford	16 May 23	☒ 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 Jason Robinson	DATE 5/16/2023	☒ 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) David W. North, P.E.	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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY David North, DA		

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.

This position is in the Office of Operations of the Department of Transportation and Development and reports directly to Engineer 7(Eastern Area Engineer). This position serves as the Transportation Operations Manager for the Eastern Area of District 04 (Bienville, Claiborne, and Webster Parishes). 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.

The incumbent is required to have specialized knowledge of the use of: Computers and related technology efficiently, with a range of skills and abilities covering levels from elementary use to advance use of Microsoft office applications and navigation of other interface applications related to LA Gov. Must have management skills in planning, organizing, staffing, leading or directing, and controlling projects/group of employees or effort for the purpose of accomplishing established goals: Able to provide assistance to engineers in applying engineering principles, preparing cost estimates, budget management, plan reviews, preliminary construction inspection of projects and accident investigations.

The incumbent is required to operate the following: Basic survey equipment needed to establish horizontal line and grade elevations on roads and bridges, hand held devices (e.g. Laptop computers, GPS enabled smart phones, PDA's , and calculators), passenger vehicles and other equipment operated by employees.

The incumbent will participate in DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

The incumbent must be self-motivated and able to perform duties many times with or without direct supervision and be knowledgeable enough to interpret unforeseen conditions as they may arise.

This position also requires the incumbent to have knowledge, skill, abilities, and attitude that enables a person of skill to make a diplomatic management decision when dealing with employee relations (e.g. PES's, promotions, problem solving and conflict resolution).

65% Manage the maintenance operations on the State and Federal Highway systems in Bienville, Claiborne, and Webster parishes. Includes the following:

1. Supervises the Bienville, Claiborne, and Webster Parish Maintenance units with direct line supervision over the Bienville, Claiborne, and Webster Highway Maintenance Superintendents.
2. Directs the maintenance activities as to priority of work and compliance with satisfactory construction standards. In the absence of the Maintenance Superintendent, directs all maintenance activities.
3. Trains and instructs Maintenance Superintendents and Administrative Assistant. Performs Performance, Planning, and Review (PES's) on Parish Superintendents and Reviews all PES's on Units 510, 520, and 530.
4. Interviews applications for employment and promotions.
5. Reviews training of employees and coordinates required training with the District Training Specialist.
6. Approves payroll hours worked and approves leave taken by Units 510, 520, and 530.
7. Resolves personnel problems and recommends disciplinary action as needed.
8. Provides functional supervision over Fleet Units 710 and 711 when working in Bienville, Claiborne, and Webster parishes.
9. Ensures proper inspection of equipment and repairs as required and makes recommendations for equipment replacement.
10. Inspects roads in parishes to determine priority of repairs needed and estimates resources needed for repairs; computes and monitors materials used for budget and inventory.
11. Investigates citizen complaints and resolves problems with the general public and local officials.
12. Monitors maintenance work zones for proper signage and safe work practices.

30% Assist the Area Engineer as follows:

1. Prepares cost estimates for maintenance projects, reviews plans and specifications for maintenance and construction projects.
2. Conducts inspection of completed projects.

3. Investigates accident site locations for conformance to safe highway standards; researches archives and plans from past projects for information needed for new improvements, lawsuit investigations, etc.
4. Prepares (582) forms for proposed work for maintenance contracts.
5. Prepares cost estimates for damage to state property due to accidents, etc. for collection/reimbursement of costs.
6. Inspects and compiles information for budget needs.
7. Inspects highways maintained by parish, city, or town maintenance agreements for conformance to contract and approves payments.
8. Checks line and grade for various maintenance and construction projects; prepares plans and specifications for maintenance contracts and assists in data collections for the Highway Inventory System.

5% Special Duty: May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

DEPT. OF TRANSPORTATION & DEVELOPMENT
DIST 04 HEADQUARTERS –UNIT 500
May 19, 2023

50399979-D04/G500-MAINTENANCE SPECIALIST/EASTERN