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:	7861

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:	205404
Consultant:	CB
Supervisor:	DEZ

STATECIVILSERVICE

POSITION DESCRIPTION

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	7861

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Traffic Services Construction/Maintenance Manager	WS 219	160680

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	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
50399401	2764044500/27600TT102	EBR/Statewide	0050

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
Macaluso, Phillip	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Engineering & Operations/Sect45/Unit002/Baton Rouge/Statewide	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 6 - Traffic Services	167522	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

2	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) Jody Colvin, TSA PRINT NAME AND TITLE OF APPOINTING AUTHORITY	5/24/23	☒ 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 (Statewide)

This position is responsible for managing the statewide sign crews and all DOTD field work related to interstate signage and other controlled-access highway signs. Ensures all DOTD crews & contractors are installing signs in accordance with Federal Highway Administration (FHWA) regulations and DOTD specifications. This position reviews signing construction plans to ensure the sign location determined by Traffic Engineering is able to be maintained by DOTD forces. This position shall be knowledgeable in the Manual on Uniform Traffic Control Devices (MUTCD), FHWA Standard Highway Signs Manual, DOTD sign standards, and DOTD's work order processing software.

40% Manages and directs activities associated with statewide installation and maintenance of interstate signage and other controlled-access highway signs. Manages two supervisors and four statewide crews that perform interstate sign maintenance. Establishes sign maintenance & installation procedures to ensure uniformity statewide. Coordinates with sign inspectors and District personnel to determine maintenance needs. Assigns work to supervisors and sets work expectations. Responsible for Performance and Planning Reviews for sign crews. Responsible for responding to after hour sign emergencies by assigning appropriate staff and ensuring required materials are available.

20% Responsible for maintaining the main storage location utilized by the sign crews. This stock location maintains a stock for over 250 various items (finished signs, mounting hardware, post, etc.) This includes 137 different standard signs. This location maintains an approximate volume of 5,500 units with a total value of approximately $550,000. The position is responsible for putting together material orders such that the crews will have the materials needed to perform necessary maintenance.

20% Serves as "DOTD Sign Inspection Team" leader for all applicable state projects as established in section 729 of the Louisiana Standard Specifications for Roads and Bridges (LSSRB). Reviews signing plans to verify sign locations and materials called out are able to be maintained by state forces. Coordinates with Project Engineers, Section 27, Section 45, and District Traffic Engineers to establish an inspection team and timeline. Verifies all materials and application procedures are in compliance with DOTD policies and specifications. Works with Project Engineers and contractors to resolve issues and bring signing into compliance.

10% Assists engineers and technicians in updating or creating procurement specifications for all components of traffic signs, including but not limited to signs, installation hardware and supports.

5% Serves as a field coordinator for contra flow which involves meeting with the Emergency Operations, State Police and Districts, layout of traffic control devices, material & equipment staging, and implementing traffic control devices related to contra flow on controlled-access highways.

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

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service Laws, Rules, Regulations, as well as DOTD policies, procedures, manuals and directives.

Section 45
Traffic Services
Jody Colvin
Unit 001
Engineer 8
(010834) TS 322
Sign/PM Engineering
Unit 002
Jason Haraway
Engineer 7
(50618645) TS 320
Brian Ogle
Engineer Tech DCL
(50652274) TS 312
Vacant
Engineer Intern 2
(50630315) TS 313
Vacant
DOTD Prgrm Spec 2
(50621312) AS 613
Vacant
Engineer Tech DCL
(50412111) TS 312
Vacant
Engineer 6
(167522) TS 317
Lena Barron
Adm. Coordinator 4
(147954)AS 611
Brian Tanh
Engineer 5
(50374939) TS 317
Vacant
Engineer Tech 4
(50666872) TS 308
Graves, Denise
DOTD Program Spec 5
(50454206) AS 619
Hawkins, Toni
Engineering Tech 4
(122460) TS 308
Joshua Boudreaux
Engineer Tech 4
(50393776) TS 308
Statewide Signing/PM
Shawn Berg
Engineer Tech DCL
(50520203) TS 312
Vacant
DOTD Program Specialist 2
(50578817) AS 613
Phillip Macaluso, Jr.
Transportation Operations Manager
(007861) WS 219
Statewide
Sign Crews
Mike Larkin
Hwy Sign/Pav. Mark Super
(00085531) WS 217
Vacant
Hwy Sign/Pav. Mark Super
(50618639) WS 217
Unit 756
Unit 759
Unit 757
Unit 758
Bradley Russell
Highway Foreman 2
(13103) WS 216
Joseph Loria
Highway Foreman 2
(138937) WS 216
Ronald Richard
Highway Foreman 2
(009124) WS 216
Vacant
Highway Foreman 2
(142723) WS 216
Edward Collins
MEO 2 Heavy
(50335701) WS 214
Kevonta London
MEO 2 Heavy
(50379644) WS 214
Noah Prima
MEO 2 Heavy
(00011850) WS 214
Isiah Hill
MEO 2 Heavy
(00151707) WS 214
Brandon J. Elliott
MEO 2 Heavy
(138938) WS 214
Cameron Bellard
MEO 2 Heavy
(50335702) WS 214
Robert Terro
MEO 2 Heavy
(50335705) WS 214
Dustin Leger
MEO 2 Heavy
(50394152) WS 214
Travis Cormier
MEO 2 Heavy
(50335706) WS 214
Bryce Carlisle
MEO 2 Heavy
(9167) WS 214
Aaron Theriot
MEO 2 Heavy
(50387701) WS 214
Joseph Restivo
MEO 2 Heavy
(50335703) WS 214