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: | 7996 |

| | |
|---|---|
| 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, the Engineering Tech 7 job series will be job corrected to TRANSPORTATION OPERATIONS MANAGER effective May 15, 2023 |

| | |
|---|---|
| Log Number: | 204325 |
| Consultant: | YM |
| Supervisor: | DEZ |

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: 0276 | POSITION NUMBER: 7996 |
| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): ENGINEERING TECHINICAN 7 | CURRENT PAY LEVEL: TS-312 | CURRENT OFFICIAL JOB CODE: 166250 |
| REQUESTED OFFICIAL JOB TITLE: TRANSPORTATION OPERATIONS MANAGER | REQUESTED PAY LEVEL: WS-219 | REQUESTED OFFICIAL JOB CODE: 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<br>☐ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| | | | | |

## 3 GENERAL INFORMATION

| | | |
|---|---|---|
| EMPLOYEE'S NAME – LAST, FIRST: HENRY, JAMES | Employee Qualifies For Job: ☒ Yes ☐ No | HUMAN RESOURCES CONTACT: Mary E. Thomas |
| AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD-OFFICE OF OPERATIONS-DISTRICT 02 - GANG 500 BRIDGE CITY-JEFFERSON (26) | | HUMAN RESOURCES TELEPHONE: ( 225 ) 379-1259 |
| OFFICIAL TITLE OF SUPERVISOR: ENGINEER 7 (DOTD) | DIRECT SUPERVISOR'S POSITION NUMBER: 50376455 | HUMAN RESOURCES EMAIL: 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

| 1 | 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

| | | |
|---|---|---|
| EMPLOYEE: James Henry | DATE: 5/15/2023 | ☒ I certify that the information in this document is true and correct to the best of my knowledge.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| DIRECT SUPERVISOR: [signature] | DATE: 5/15/2023 | ☒ I certify that I agree with this document.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| APPOINTING AUTHORITY (Required): [signature] | DATE: 5/15/2023 | ☒ I certify that I agree with this document.<br>☐ 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: Richard Skoien, 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.

# ENGINEERING TECHINICAN 7

The overall function of this position is to supervise and monitor the work operations of multiple parish-wide gangs and assist the District Area Engineer (Engineer 7 DOTD) in maintenance activities. This position is located in the District 02/Gang 500/Bridge City of the Department of Transportation and Development and reports directly to the District Area Engineer 7 (DOTD). The incumbent must be self-motivated and be able to perform duties many times with or with minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

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:

- Vast knowledge and experience in Heavy Highway construction.
- Knowledge of volume calculations.
- Possess current and valid Louisiana Class E Driver's License.
- May be subject to drug testing if necessary.
- Knowledge and capability to use a cell phone, computer, engineer's level, any type of measuring tool, and all types of office equipment, such as copier or scanner.

**Job Duties & Responsibilities:**

**50% Supervision** Supervises the Parish Highway Maintenance Superintendents and monitors the production and activities of the parish maintenance gangs. Reviews maintenance gang's reporting in AgileAssets for accuracy. Assist the District Area Engineer in managing maintenance activities by planning, scheduling, and coordinating maintenance management activities in the district in conjunction with the parish superintendents and foremen. Coordinates the training of maintenance personnel with District Training Specialist and schedules and performs safe operating check lists (SOCL's) for employees. Approves sick and annual leave; prepares and conducts employee performance appraisals; interviews applicants; maintains employee records; and makes recommendations for promotions, reallocations, merit increases and other personnel actions to supervisor. Administers administrative actions when required. Reviews payrolls and bi-weekly activity reports. Ensures correct use of equipment; by parish-wide personnel. Periodically authorizes overtime expenditures. Assigns jobs to be accomplished by maintenance personnel. Coordinates projects with the district and statewide maintenance units, statewide equipment section, the district safety officer, and the parish beautification programs.

**20% Highway Needs** Collects roadway condition information for the highway needs study and makes recommendations for the District-wide road preservation program, the contract maintenance program and the interstate rehabilitation program. Verifies and resolves public complaints with the general public, local officials, and material vendors. Attends public meetings/forums. Inspects roads and bridges to estimate annual workload, schedule repairs, and determine priority and budget needs. Estimates equipment, material and labor for road projects and repairs, and requisitions materials. Orders maintenance stockpile materials, arranges for testing and delivery. Uses survey instruments for determining alignment and grade. Coordinates with the emergency preparedness officials in the respective parishes.

**15% Inspection** Inspects maintenance work performed under contract with DOTD including roadway, drainage and mowing contracts and recommends acceptance. Inspects parish gang facilities on a regular basis and prepares "Stormwater Inspection Reports", inspects condition of maintenance equipment; computes and monitors quantities of materials used in maintenance activities; reviews the documentation of all work completed by parish maintenance crews. Inspects driveway and project permits to ensure conformance to the Standard Specifications. Performs inspections on the progress of projects for meeting highway standards. Investigates and completes crash notification follow-up investigation form for fatal and near fatal accidents.

**5% Roadside Development** Coordinates herbicide spraying in respective parishes. Calculates mowing and herbicide spraying acreage. Manage material inventory.

**5% Research** Assist state legal section with research for documents and information needed for lawsuit litigation.

**5%** May be required to perform other duties as assigned by supervisor whenever 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, and regulations, as well as DOTD policies, procedures, manuals, and directives.

# 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:

Work is performed in various weather and terrain conditions
May require nighttime and overtime work as needed

# 50399474-D02/G500 - KENNER MAINTENANCE