



DESOTO PARISH POLICE JURY

March 04, 2024 at 5:04 PM

Personnel Committee Meeting

Police Jury Meeting Room, 101 Franklin Street, Mansfield, LA 71052

AGENDA

A. CALL TO ORDER

B. CALL FOR ADDITIONS AND DELETIONS

C. GUEST AND PUBLIC COMMENTS

D. PERSONNEL ITEMS

1. Approve the Job Description and position for Engineering Technician (Construction Supervisor)

E. ADJOURN

Assistant Solid Waste Superintendent Landfill

	Payroll Expense Per Year:	58,344	87,506
Payroll Taxes:			
Social Security and Medicare Taxes		4,463	6,694
Worker's Compensation		76	114
Parochial Retirement Match		4,376	6,563
Legend Match (voluntary)		2,917	4,375
	Payroll & Payroll Taxes	70,176	105,252

Payroll, Payroll Taxes & Insurance:

Employee Only	80,672	115,748
Employee & Dependent	89,406	124,482
Employee & Spouse	91,854	126,930
Family	99,210	134,286



Scope: DeSoto Parish Police Jury

Job Title: Engineering Technician (Construction Supervisor)

Category: Engineering Department

Salary: \$70,125 - \$105,427

Description:

This position is in the Engineering Department and reports directly to the Parish Engineer. The incumbent will serve as the Lead Engineering Technician for projects assigned. The Incumbent shall be self-motivated and able to perform duties with or without direct supervision. The incumbent is responsible for the execution of quality assurance and design on multiple construction projects which includes resolving highly complex construction problems in various areas, i.e. (asphaltic concrete, Portland cement concrete pavements and bridges, soil mechanics and earthwork construction, traffic control and utility relocation).

Duties and Responsibilities:

- Serve as the Parish Engineer's Representation on construction project assigned.
- Will be required to supervise and train subordinate technicians and will be responsible for verifying the accuracy of their work product.
- Will be required to interact with a variety of stake holders and must project the best image possible for the department.
- Shall be knowledgeable enough to interpret and report unforeseen conditions as they may arise.
- Monitor construction signage for compliance with the MUTCD.
- Inspect contractor construction procedures to ensure compliance with the project specifications and quality assurance requirements.
- Collect required samples and test materials that are to be included in the project. Performs soil density test, or directs contracted testing labs to perform such test
- Takes all pertinent measurements including, but not limited to, length, width and depth verification. Calculate and enter quantities for project records.
- Compiles and summarizes monthly contractor payment for review.
- Gathers field information for alterations or changes to the project.
- Prepares or reviews daily work reports and associated pay items
- Obtain additional training as needed or required.
- Assist in design processes and surveying projects.
- Coordinates with other departmental sections.
- Perform such duties as are required for the efficient operation of the Parish.

Qualifications:

- Required to have at least two full certifications as issued By LADOTD for Embankment, Concrete pavement, Structures, Asphaltic pavement, Asphalt Plant.
- Bachelor's degree in Construction, Engineering or related field and five years' work experience or equivalent combination of training, supervision and work experience required.
- High level of computer proficiency including email, internet, Excel, and database applications.
- Strong interpersonal, and both written and verbal communication skills.

Physical Demands:

- Must be able to perform the essential functions of the project as defined in the duties and responsibilities.

- While performing the duties of this job, the employee will work in inclement weather, be required to stand, reach, stoop and kneel and to lift and or move up to 50 pounds.