

# LINN COUNTY CLASSIFICATION

**TITLE: BRIDGE SUPERVISOR**

**NUMBER: 246**

**PAY RANGE: 19**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER NUMBER: 2017-025**

**DATE: FEBRUARY 7, 2017**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Coordinates, supervises and participates in all major bridge construction and repair activities. Manages the activities of assigned personnel, ensures all needed materials and equipment are available and that safe operating procedures are followed.

SUPERVISION RECEIVED: Works under the direct supervision of the Operations Manager who establishes priorities, assigns duties, evaluates performance for conformance to policy and effectiveness and inspects work upon completion for compliance with construction and maintenance standards.

SUPERVISION EXERCISED: Exercises supervision over assigned personnel. Participates in the selection of new personnel, assigns duties, provides training, schedules leaves of absence, attempts to resolve grievances and assists in discipline and personnel evaluations.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, assign and oversee personnel and equipment in various bridge maintenance and construction tasks. Maintain daily work diary of personnel activities and equipment use. Review time cards, enter data in personnel timesheets, prepare monthly reports, prepare material costing sheets and prepare bridge project summaries.
2. Maintain and update bridge maintenance files. Inspects bridges for safety and overall condition to prioritize maintenance schedules. Plans and schedules work; monitoring work progress and making adjustments to assure timely completion of assigned projects.
3. Respond to emergencies, complaints or inquiries regarding bridge or guardrail problems and take action to correct deficiencies. Coordinate with Division Supervisors to schedule shared resources for completion of related or joint projects. Arrange for utility locates, rights of entry and coordinate work with other agencies as needed. Schedule Linn County inmate work crews as required for various bridge maintenance activities.
4. Conduct monthly safety meetings, interpret and apply terms and conditions of the Collective Bargaining Agreement, assist in hiring, evaluating and disciplining employees and attempt to resolve grievances.
5. Supervise and assist in the maintenance, repair and construction of concrete, wood and steel bridges and other structures involving decks, guardrails and railings, posts, false work, scaffolding, jacking, replacing frame or pile bents, caps, stringers, slabs, floor beams, building and placing forms, placing rebar pouring and finishing concrete for catch

basins, curbs, sidewalks, headwalls and other Portland cement concrete structures; in the painting, re-roofing, maintenance and repair of covered bridges, etc. Assist in the training of employees in all of these activities.

6. Schedule the maintenance of assigned equipment and assist in the training of personnel in the operation of equipment. Inspect equipment for safety and serviceability.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the use, operation, maintenance and minor repair of bridge construction and maintenance equipment. Thorough knowledge of maintenance and repair of timber, concrete, steel bridges, guardrail and the materials necessary to make repairs. Knowledge of state laws pertaining to operation of motor vehicles and equipment on roads and highways. Knowledge of OSHA Regulations/Safety Procedures pertaining to Bridge and Road construction. Skill in the use and care of bridge repair tools and equipment.

Ability to plan and direct the work of specialized workers and to attain high quality and production standards. Ability to read blue prints, schematics and knowledge of applicable construction codes. Ability to assess problems with bridge foundation sub-structure and decking systems and make necessary corrections/repairs; communicate effectively in oral and written form; make decisions independently. Ability to use a personal computer including spreadsheets, databases email and other programs. Ability to meet and deal effectively with other employees, division supervisors, outside agency personnel and the public.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school; minimum of five (5) years of progressively responsible maintenance experience in road/bridge construction, maintenance and repair; two years of experience in lead or supervisory capacity or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a Commercial Driver's License, Class A with Air Brake combination endorsement and an acceptable driving record at time of appointment. Employees in this classification are required to participate in an on-going drug testing program, including, but not limited to, random testing according to requirements of the Federal Highway Administration (FHWA).

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is physically demanding with work locations to include all areas of the county. Work out doors in adverse weather conditions, at heights, in traffic areas, handling heavy tools and materials, in extremely wet and muddy conditions including under bridges and other areas involving moderate to swiftly flowing water. Work requirements include being able to see, talk, hear, sit, stand, walk, bend, stoop, kneel, crawl into small spaces. Lift up to sixty (60) pounds, pull and push, use of hands to finger, handle or operate tools or the controls of equipment, able to reach with hands and arms, climb ladders, stairs and scaffolding.