

LINN COUNTY CLASSIFICATION

TITLE: BRIDGE OPERATIONS SUPERVISOR

NUMBER: 280

PAY RANGE: 21

**CATEGORY: MANAGEMENT/EXEMPT
2004**

APPROVAL ORDER

NUMBER: 2004-475

DATE: December 7,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, designs, coordinates and supervises the construction, maintenance and repair of bridges. Provides direct and indirect support to other Road Department divisions in the areas of occupational safety and training.

SUPERVISION RECEIVED: Works under the general direction of the Roadmaster who outlines program goals and priorities and reviews performance for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned subordinate personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances and evaluates performance.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for 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, coordinate and supervise bridge division operations in the maintenance, repair and construction of wood, concrete and steel bridges and other structures. Supervise and review the work of the bridge foreman and bridge crews.
2. Plan, coordinate and implement a priority based guardrail maintenance and improvement program. Monitor, develop, and recommend implementation of appropriate standards.
3. Evaluate bridge operations and activities; recommend improvements and modifications; prepare various reports on bridge operations.
4. Inspect bridges periodically and make recommendations for repair and/or replacement including analysis and design of repair and replacement alternatives; prepare plans and specifications for minor bridge and guardrail projects.
5. Order all materials for new bridges or for the repair of existing bridges. Keep records of time worked, materials used, job costs and other similar records.
6. Work with Operations Manager and Division supervisors in coordination of personnel and equipment for related or joint projects.
7. Research, identify and implement occupational safety requirements for Bridge Division operations. Establish training programs and provide occupational safety consultation services to other Road Department divisions.
8. Enforce safety policy and proper use and care of equipment. Ensure the proper maintenance and upkeep of all equipment assigned to bridge division.

9. Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
10. Participate in meetings related to staff and day-to-day operations.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. Other duties as assigned.

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

KNOWLEDGE, SKILL AND ABILITY: Knowledge of principles and practices of bridge construction, maintenance and repair; equipment, tools and materials used in wood, steel and concrete bridge construction and maintenance. Knowledge of principles and practices of safety precautions and safety measures at a construction site; principles and practices of supervision and training. Knowledge of basic bridge engineering principals.

Skill and ability to plan, coordinate and supervise a bridge construction, repair and maintenance program; prepare, interpret and explain engineering plans and specifications; maintain accurate records; establish and maintain effective working relationships; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff. Ability to operate a personal computer to perform word processing, develop spreadsheets, send and receive email and create CAD drawings.

EXPERIENCE, EDUCATION AND TRAINING: Four years of progressively responsible experience in bridge construction, maintenance and repair with two years of experience in a supervisory capacity; associate degree from an accredited college or university with major coursework in construction technology, civil engineering or related field (Bachelor degree desirable); or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Certification as a Bridge Inspector in the State of Oregon at the time of appointment and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is performed indoors and outdoors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move fifty (50) pounds is also required.