

WASHINGTON COUNTY
Job Description

JOB TITLE: Bridge Supervisor

Exempt (Y/N): Yes

DEPARTMENT: Road Department

DATE PREPARED: November 2015

SUPERVISOR: County Road Superintendent

SUMMARY:

Under the general supervision of the county Road Superintendent and Assistant Road Superintendent, the incumbents are to provide supervision to various areas of the Road Department, especially construction and maintenance of bridges. The supervisor is responsible for their respective area and must ensure that the County Road Department has adequate materials on-hand for the maintenance or construction of County roads and bridges, responsible for equipment necessary to complete various jobs, ensure proper completion of each project, and maintain an accurate inventory of all materials. The incumbents are responsible for the supervision of employees and work crews to ensure efficient and accurate completion of all projects in a timely and safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform general bridge survey work and design work to include rough drawings on paper, and perform general bridge layout to ensure efficient placement of county bridges. The individual in this position should be able to read bridge plans and build to specified drawings.
2. Supervise the bridge crew in the general construction and repair on county bridges to ensure efficient and safe performance of the crew.
3. Supervise new bridge construction operations. These operations include backhoe to dig footings, tying the re-bar mat, order and pour concrete in footings, tying re-bar uprights for walls, setting forms for walls, removing forms from poured walls, and setting deck slabs with the crane or pouring concrete for the deck.
4. Ensure that all new bridge construction, all bridge repair or replacements are efficiently conducted in accordance with specifications to protect the safety of motorists.
5. Repair and modify existing county bridges to include repairing decks, walls, or footings, fixing guard rails, removing and/or replacing tiles, and repair or replace low water bridges.
6. Perform other functions as assigned by the Road Superintendent.
7. Must be able to obtain CDL license. County will provide training and equipment. Fees for license are the responsibility of the individual.
8. Perform routine and preventative maintenance on all equipment. This equipment is very diversified and requires extensive expertise and knowledge of mechanics, hydraulics,

transmissions, crushers, and overall workings of a wide variety of machinery from many companies or sources.

9. Ensure that all workers are properly supervised and are given proper direction in the performance of their duties. Assign employees to specific tasks in the best interest of the road department and the County.
10. Ensure that all work is performed in an efficient manner for the construction, improvement, or maintenance of County roads and bridges.
11. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
12. Handle all emergency situations and repairs in a safe and efficient manner.
13. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
14. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
15. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
16. Regular attendance is required.
17. Ensure that all inspection deficiencies from AHTD bridge inspections are addressed in a timely manner.
18. Attendance may be required during inclement weather and emergency situations.

SUPERVISORY RESPONSIBILITIES:

Each Supervisor directly supervises a moderate size group (8-15) of full-time employees. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Supervisor will be on call after normal business hours for emergency situations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); eight (8) years previous experience in construction, operation and maintenance of heavy machinery; Commercial Drivers License is also required; five years experience in bridge building and maintenance preferred.

OTHER SKILLS and ABILITIES:

The incumbents must possess considerable knowledge and/or experience in the repair of all types of machinery used by the Road Department. The incumbents must possess knowledge of machine operations used on the projects, general road maintenance knowledge, and accurate record keeping ability for project tracking. The incumbent must possess knowledge of survey work, bridge design, and general layout of bridges; welding knowledge; parts identification and installation. The incumbent must have the ability to read and understand drawings and plans drafted by an engineer. The incumbent must be able to operate cranes, dozers, backhoes, graders, brush hogs, and dump trucks in order to fulfill the requirements for this position. The incumbents must possess effective supervisory ability. Must be able to communicate effectively with coworkers and supervisors, the public and utility companies for certain projects. The incumbents are required to use a calculator, two-way radio, and occasionally a computer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, use hands to finger, handle, or feel objects, or controls; and talk or hear. The employee may frequently be required to stoop, kneel, or crouch, climb, balance, and reach with hands and arms. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads and perform manual labor.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes. The employee is subjected to a danger factor as work may be performed above and below ground. The noise level in the work environment is usually loud.