

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**BRIDGE OPERATOR SUPERVISOR**

**JOB DESCRIPTION**

Employees in this position are to function as a supervisory-level bridge operator.

There is one classification in this job.

**Position Code Title – Bridge Operator Supervisor-1**

**Bridge Operator Supervisor 10**

The employee functions as the chief bridge operator, serving as a first-line shift supervisor, with responsibility for all shift operators, scheduling work assignments and coordinating the workflow to facilitate the work of the unit with that of other maintenance areas. The employee is required to work from the Great Lakes Pilot Laws, highway maintenance manual, and other specific guidelines. The employee performs such functions as approving leaves, evaluating performance, counseling employees, participating in employee grievance procedures, and the hiring and training of personnel.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Evaluates and verifies employee performance through the review of completed work assignments and/or the reviewing of work techniques.

Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinates.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

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Oversees and assures the bridge operation by directing and monitoring employees' strict adherence to prescribed laws, regulations, and policies.

Inspects structure and equipment, determines the need for repair, painting and/or lubricating.

Identifies the quantities of needed supplies and necessary materials and tools to facilitate timely and accurate maintenance.

Takes and keeps records of soundings of bridge area to determine silt buildup.

Provides assistance to state maintenance crew doing major maintenance work on the structure.

Keep informed and evaluate weather and atmospheric conditions, and vessel and vehicle traffic flow.

Perform related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of the operational procedures and maintenance of electrical and hydraulic controlled machinery used in opening and closing bridges.

Thorough knowledge of inland waterway regulations applicable to the work as prescribed by the U.S. Coast Guard.

Thorough knowledge of appropriate lubricants, paints, and cleaning mixtures used in the maintenance and repair of bridges.

Thorough knowledge of occupational hazards and safety rules and regulations.

Considerable knowledge of the techniques of sounding.

Some knowledge of FCC rules and regulations governing restricted radio-telephone operations.

Some knowledge of equal employment opportunity and affirmative action practices.

Some knowledge of employee policies and procedures.

Some knowledge of labor relations.

Ability to train and evaluate new bridge operators.

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Ability to operate and use tools and equipment for service of bridge.

Ability to operate and make minor repairs to bridge machinery and equipment.

Ability to perform such general maintenance as lubricating, cleaning, and painting.

Ability to coordinate several activities while operating a bridge structure.

Ability to prepare reports and maintain records.

Ability to organize and delegate work to subordinates.

Ability to communicate effectively.

### **Working Conditions**

Some jobs require an employee to work on high structures.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to work outdoors as well as in an office or laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

### **Physical Requirements**

The job duties require an employee to climb ladders.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

Four years of experience in the operation and maintenance of electrically controlled bridges, including two years of experience equivalent to a Bridge Operator E8.

### **Special Requirements, Licenses, and Certifications**

Some positions in this class may be required to possess or obtain a Federal Marine Radio Operator Permit.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
BRIDOPSPV	Bridge Operator Supervisor

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Bridge Operator Supervisor-1	BROPSPV1	NERE-064

ECP Group 3  
Revised 12/11/00  
MB/MLWT/CV/TH