

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

BRIDGE SAFETY SUPERVISOR

JOB DESCRIPTION

Employees in this job serve as supervisors of subordinate personnel involved in bridge safety activities at state-owned and operated bridges. Work is performed under limited supervision and within established methods and procedures. The employee is required to plan and assign the work of lower-level Bridge Safety Officers, to review work performances and products, and to ensure conformance with established methods, policies, and procedures.

There are two classifications in this job.

Position Code Title – Bridge Safety Supervisor-1

Bridge Safety Supervisor 9

The employee serves as a first-line supervisor with responsibility for coordinating and directing the work of subordinate personnel.

Position Code Title – Bridge Safety Supervisor-2

Bridge Safety Supervisor 10

The employee serves as a second-line supervisor with responsibility for coordinating and directing the work of subordinate personnel through first-line supervisors.

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.

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

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

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

Ensures proper labor relations and conditions of employment are maintained.

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

Supervises and directs the activities of a shift of Bridge Safety Officers at a state-owned and operated bridge.

Controls and accounts for funds, daily receipts, tickets, etc.

Schedules the toll collection activities of all shifts of Bridge Safety Officers.

Regulates use of traffic lanes and traffic controls.

Assigns and supervises patrol duties of all shifts of Bridge Safety Officers.

Renders final decisions in classifying vehicles.

Directs the activities of operations and maintenance personnel in case of accident, emergencies, adverse weather, or other unsafe conditions.

Performs public relations activities relating to bridge patrons.

Directs efforts to locate persons or vehicles as requested by police and other agencies.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 9 level and thorough knowledge is required at the 10 level.

Knowledge of the methods and procedures of patrolling and maintaining order on the bridge and in interacting with motorists.

Knowledge of the rules and procedures applying to collecting and accounting for tolls.

Knowledge of handling and accounting for cash, tickets, supplies, etc.

Knowledge in dealing with emergencies, hazards, and unusual occurrences on the bridge.

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of labor relations and applicable union contract.

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Ability to supervise bridge patrol and toll collection activities for all shifts of Bridge Safety Officers at a state-owned and operated bridge.

Ability to monitor and evaluate program and organizational performance in order to assess efficiency and effectiveness.

Ability to conduct training and informational sessions.

Ability to communicate effectively with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

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 a laboratory.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Bridge Safety Supervisor 9

Four years of experience equivalent to a Bridge Safety Officer, including three years equivalent to a Bridge Safety Officer E7 or two years equivalent to a Bridge Safety Officer 8.

Bridge Safety Supervisor 10

Five years of experience equivalent to a Bridge Safety Officer, including one year equivalent to a Bridge Safety Supervisor 9.

Special Requirements, Licenses, and Certifications

None.

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

Job Code

BRISFYSPV

Job Code Description

Bridge Safety Supervisor

Position Title

Bridge Safety Supervisor-1

Bridge Safety Supervisor-2

Position Code

BRSFSPV1

BRSFSPV2

Pay Schedule

NERE-051

NERE-052

ECP Group 3
Revised 2/9/07
TeamLeaders