

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

BRIDGE SAFETY OFFICER

JOB DESCRIPTION

Employees in this job perform a variety of toll collection and bridge safety activities at state-owned and operated bridges.

There are three classifications in this job.

Position Code Title - Bridge Safety Officer-E

Bridge Safety Officer 6

This is the intermediate level. The employee works in a trainee capacity and learns the laws, rules, regulations, methods, and practices needed to perform toll collection and bridge safety tasks.

Bridge Safety Officer E7

This is the experienced level. The employee performs the full range of toll collection and bridge safety assignments. Employees use judgment in making decisions when alternatives are determined by established laws, rules, regulations, methods, and practices. Supervision is generally available if needed.

Position Code Title - Bridge Safety Officer-A

Bridge Safety Officer 8

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Bridge Safety Officers, or others, and performs experienced-level bridge safety officer assignments.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

Classifies vehicles and as they approach the tollbooth and enters information into the computer.

Collects tolls from motorists according to vehicle classification.

Makes correct change using appropriate exchange rate, if necessary, and issues receipts as requested.

Sells script, commuter books, or debit cards to frequent bridge users such as truck drivers, bus operators, and commuters.

Checks weight slips and bridge permits for all heavy vehicles to ensure they have the proper credentials to cross the bridge.

Answers inquires from motorists regarding road and weather conditions, travel directions, and various tourist related questions.

Accounts for cash issued at the beginning of the shift and makes reports to supervisor on tickets sold, non-standard vehicles, or unusual incidents.

Counts all monies collected to document unusual transactions and deposits cash with proper bridge offic

Observes and reports emergencies and unsafe conditions on the bridge, including accidents, fires, unfavorable road or weather conditions, power or equipment failures, etc.

Ensures rapid passage for emergency vehicles.

Patrols the bridge, monitors traffic, and maintains a log of unusual occurrences.

Sets up cones to direct traffic into lanes and keeps lanes free from obstacles.

May provide assistance to disabled vehicles.

In cases of fire or accident, takes immediate steps to remedy the situation.

Escorts vehicles carrying over-width, overweight, or dangerous cargoes; or returns persons or vehicles rejected for entry to the United States/Canada to country of origin.

Turns on and off bridge lights and navigational aids.

Conducts safety and security checks of the bridge and the administration building.

May assist in training entry-level Bridge Safety Officers.

May instruct other Bridge Safety Officers in vehicle classification and render decisions in classifying vehicles.

Maintains a log of unusual occurrences and notifies supervisor as required.

Performs related work as assigned.

Additional Job Duties

Bridge Safety Officer 8 (Crew Leader)

Determines work priorities and assigns work to lower-level Bridge Safety Officers and/or others.

Reviews job performance and completed assignments.

Provides instructions and training in the proper methods and processes necessary to carry out bridge safety officer assignments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of locale in order to provide tourist information.

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

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

Knowledge of handling and accounting for cash, script, commuter books, etc.

Knowledge of dealing with emergencies and unusual occurrences on the bridge.

Ability to learn and apply rules and regulations relative to the work.

Ability to follow instructions.

Ability to make simple arithmetic computations rapidly.

Ability to make change quickly and accurately.

Ability to balance cash and maintain cash balances.

Ability to recognize hazardous conditions.
Ability to operate a motor vehicle.
Ability to train lower-level Bridge Safety Officers.
Ability to meet and deal effectively with the public.

Additional Knowledge, Skills, and Abilities

Bridge Safety Officer 8 (Crew Leader)

Ability to determine work priorities and allocate work assignments.
Ability to explain instructions and guidelines to others effectively.
Ability to coordinate and oversee the work of other Bridge Safety Officers.

Working Conditions

Employees perform the majority of their duties in a tollbooth or outdoors and are exposed to weather conditions, dust, dirt, noise, and fumes.

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

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

An employee may be assigned to work any day of the week or on any shift.

Physical Requirements

None

Education

Educational level typically acquired through completion of high school.

Experience

Bridge Safety Officer 6

No specific type or amount is required.

Bridge Safety Officer E7

One year of experience equivalent to a Bridge Safety Officer 6.

Bridge Safety Officer 8

Two years of experience equivalent to a Bridge Safety Officer, including one year equivalent to a Bridge Safety Officer 7.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

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

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

BRIDSFOFR

BRIDGE SAFETY OFFICER

Position Title

Position Code

Pay Schedule

Bridge Safety Officer-E

BRSFOFRE

A02-002

Bridge Safety Officer-A

BRSFOFRA

A02-015

RH

12/10/2013