



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Operations Supervisor (Bridge Operations)
DEPARTMENT.....:	Public Works
DIVISION.....:	Road & Bridge
CLASSIFICATION/GRADE.....:	Operations Supervisor/109
REVISED.....:	02/2021
REPORTS TO.....:	Road & Bridge Superintendent
REVIEWED.....:	02/2021
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Under the direct supervision of the Road & Bridge Superintendent. Supervises the maintenance and repairs of all bridges, both moveable and fixed, and all traffic control signals. Responsible for the proper supervision and training of all Bridge Tenders, Maintenance Crews and Bridge Construction Crews. Coordinates, with the Bridge Inspector and Road & Bridge Superintendent, for all major bridge repairs.

BASIC FUNCTIONS:

1. Plans and schedules all Preventive Maintenance and Repairs to all Parish bridges and Traffic Control Signals.
2. Supervises Maintenance Crews and Construction Crews in all daily activities.
3. Inspects all bridges and traffic control signals for proper operation and general condition on a regular basis.
4. Hire, trains and disciplines Bridge Tenders, Maintenance Crew Members and Construction Crew Members under his supervision.
5. Maintains schedule and payroll for all Bridge Tenders.
6. Stocks routine and emergency repair parts for all bridges and traffic control signals.
7. Reviews State Inspection Reports of all bridges and notes any deficiencies in coordination with the Parish Bridge Inspector.
8. Inspects all work done by the Bridge Department for quality and consistency.
9. Calls out crews for emergency repairs when necessary.
10. On call 24 hours a day for emergencies.
11. Turns in all overtime for Bridge Department.
12. Oversees proper maintenance of all Bridge Department tools & equipment. (Major vehicle work is referred to the Road & Bridge Superintendent)
13. Recommends the requisition of equipment, tools, and materials necessary for the department to maintain all assigned tasks.
14. Assists in the implementation of the Safety Programs initiated by the Safety Coordinator and/or the Superintendent.
15. Must maintain work orders and other records such as technical specifications on bridges including load postings, clearances, etc.
16. Regularly informs Road & Bridge Superintendent of all job-related matters.
17. Must perform other duties as assigned by the Superintendent.

OTHER REQUIREMENTS:

1. Must be able to interact well with subordinates & effectively direct their activity.
2. Must be able to work closely with Director of Public Works, Superintendent, Parish Bridge Inspector and Contract Engineers and on occasion consult with State & Federal Highway Departments.

3. Must maintain a valid LA Driver's License.
4. Must be capable of dealing with any and all Parish Departments or Divisions and public.
5. Must have good working knowledge of Terrebonne Parish.
6. Occasional heavy lifting & climbing required.
7. Routine bending and climbing in excess of one hundred feet.
8. Works indoors & outdoors
9. Frequent exposure to heat, cold, noise and other conditions.

EDUCATION / EXPERIENCE:

1. Must have a high school diploma or GED.
2. Must be able read & write sufficiently to understand and carry out basic instructions.
3. Must have at least three (3) years' supervisory experience in field operations.
4. Must possess basic technical knowledge of Electrical, Mechanical, Hydraulic and Pneumatic industrial equipment.
5. Experience in Bridge Maintenance and/or Bridge Operations preferred.