

OPERATIONS SUPERVISOR

Public Works | Road and Bridges | Bridges



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government Operations Supervisor – Bridges is responsible for overseeing the maintenance, repair, and operation of all movable and fixed bridges as well as all traffic control signals within the Parish.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

Required to work overtime including nights, weekends, and holidays

On call 24 hours a day for emergencies

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – South Campus

REPORTS TO

Bridge Superintendent

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

Requires sustained physical activity, including walking, standing, bending, lifting, and climbing to perform inspections and maintenance, with routine work at elevated heights exceeding 100 feet.

WORK ENVIRONMENT

Both indoor office settings and outdoor field locations, with regular exposure to varying weather conditions, noise, traffic, heights, and physically demanding maintenance and emergency repair activities.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to schedule preventive maintenance and emergency repairs, conduct inspections, maintain accurate records and payroll, manage equipment, materials, and inventory, and coordinate major bridge repair projects, including those under the Federal Off-System Bridge Program.

The Operations Supervisor – Bridges serves as a key technical and administrative resource, supporting regulatory compliance, safety program implementation, employee training, and continuity of operations in the absence of the Bridge Superintendent.

JOB DUTIES

- Plan, schedule, and oversee all preventive maintenance, routine maintenance, and emergency repair activities for Parish-owned movable and fixed bridges and all traffic control signal systems.
- Supervise, direct, and evaluate the daily work of Bridge Tenders, Maintenance Crews, and Bridge Construction Crews to ensure efficient operations and adherence to established standards, policies, and safety procedures.
- Conduct regular inspections of bridges and traffic control signals to verify proper operation, structural condition, and regulatory compliance, and review State inspection reports to identify and address deficiencies.
- Coordinate major bridge repair projects in collaboration with the Bridge Superintendent, including projects funded through the Federal Off-System Bridge Program.
- Manage staffing and work schedules, including bridge operating shifts, emergency response coverage, attendance monitoring, overtime review, and payroll administration for assigned personnel.
- Recruit, train, mentor, and discipline employees under supervisory authority, including conducting performance evaluations and ensuring required training is completed.
- Troubleshoot and oversee the repair of electrical, mechanical, hydraulic, pneumatic, and structural systems associated with bridges and traffic control devices.
- Ensure adequate inventory of routine and emergency repair parts, tools, and materials, and recommend or submit requisitions for equipment, supplies, and services as needed.
- Maintain accurate and complete operational, maintenance, payroll, expense, and compliance records, including work orders, daily activity reports, accident documentation, and regulatory filings.
- Review load postings and associated documentation to confirm compliance with State and Federal requirements.

JOB DUTIES CONTINUED

- Coordinate and communicate with contractors, engineers, and State and Federal agencies regarding inspections, repairs, and construction activities.
- Monitor and ensure proper care, maintenance, and safe use of all Bridge Division tools, equipment, and vehicles, referring major vehicle repairs to the Road & Bridge Superintendent.
- Assist in the implementation and enforcement of departmental safety programs and participate in accident reporting, investigation, and corrective actions as required.
- Respond to public inquiries, complaints, and service requests and report relevant matters to the Bridge Superintendent or Road & Bridge Superintendent.
- Assume the duties and responsibilities of the Bridge Superintendent in their absence and perform additional related duties as assigned.
- Conduct regular reviews of Samsara vehicle footage to monitor employee driving behavior, identify and document unsafe practices, provide coaching or corrective action as needed, and collaborate with Risk Management to address recurring issues and promote a culture of safe driving.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to lead, supervise, train, and evaluate diverse maintenance and operations staff while enforcing safety standards, work quality, and accountability across all bridge and traffic control operations.
- **Time Management:** Ability to prioritize, schedule, and coordinate multiple maintenance activities, inspections, emergencies, and personnel assignments to meet operational and compliance deadlines. ...
- **Analytical Skills:** Ability to assess bridge conditions, inspection reports, and operational data to identify deficiencies, determine corrective actions, and support informed decision-making.
- **Communication Skills:** Strong oral and written communication skills to effectively convey instructions, prepare reports, coordinate with engineers and contractors, and respond to public inquiries professionally.
- **Organizational Skills:** Ability to maintain accurate records, work orders, payroll documentation, inventories, and regulatory files while managing competing operational demands.
- **Technical Skills:** Proficiency in bridge and traffic control system maintenance, including electrical, mechanical, hydraulic, pneumatic, and structural systems, combined with the effective use of computers and software applications such as Microsoft Office Suite (Word, Excel, Outlook), SharePoint, and Microsoft Planner to manage work orders, schedules, documentation, and departmental communication
- **Qualifications:**
 - High school diploma or equivalent required
 - Minimum of two (2) years of experience as a Crew Leader or supervisory experience in field operations.

