
BRIDGE/CULVERT SUPERVISOR

Rev6-16

Department: Road & Bridge
Reports To: Road & Bridge Superintendent & Road Supervisor

Position Summary

Under the supervision of the Road & Bridge Superintendent and/or Road Supervisor, the Bridge/Culvert Supervisor is a non-exempt position under the FLSA. The position supervises unskilled, semi-skilled and skilled laborers, as well as performing maintenance and construction activities on bridges within Marion County. The employee in this position is responsible for training and supervising crewmembers in the safe operation of equipment, servicing of equipment, and executing assigned jobs. The Bridge/Culvert Supervisor also acts as an equipment operator in conjunction with subordinate personnel and may relieve or substitute for the Road Supervisor during their absence or in emergency conditions.

Essential Functions

- * Organizes, assigns, supervises, and inspects the work of specialized crews of skilled, semi-skilled, and unskilled employees engaged in bridge/culvert installation and construction;
- * Receives and answers citizen requests, concerns and complaints;
- * Plans projects;
- * Prioritizes work;
- * Orders materials and tracks inventory;
- * Trains crews in equipment safety;
- * Prepares reports and paperwork on work performed;
- * Removes and resets culverts as needed;
- * Installs and maintains culverts;
- * Removes old bridges for replacement;
- * Builds, repairs and maintains bridges, including guard rails, wing walls and bridge decks;
- * Builds low water slabs;
- * Removes trees and debris from ditches and culverts;
- * Performs cutting and welding operations;
- * Removes snow in the winter;
- * Uses welding equipment;
- * Calls Dig Safe;
- * Maintains flexibility to be on call 24 hours a day.

Marginal Functions

- * Operates a motor grader, snow plow, tractor, crane, dump truck, power broom, mower, and other types of heavy and light equipment used in construction and maintenance of bridges;
- * Assists with preparation of time sheets;
- * Other related duties as deemed necessary or as assigned.

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Minimum Position Requirements

Experience: More than three years of road and bridge maintenance and equipment operator experience is required. At least one year of supervisory experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: High school diploma or GED or equivalent combination of experience and/or training. Crane school is required. A CDL Class A driver's license is required.

Skills: Knowledge of road and bridge materials and equipment, equipment maintenance, use of chemicals, and welding techniques. Mathematical abilities for determining quantities needed in construction. The ability to receive, interpret and follow instructions, as well as convey detailed or important instructions to other workers. The ability to accumulate and analyze information. The ability to interpret technical data, maps, construction plans, charts and diagrams. The ability to effectively manage a crew of workers. The ability to operate a crane, dozer, motor grader, loader, and other heavy and light construction and road maintenance equipment.

Problem Solving: Independent problem solving is a factor in this position. This employee encounters problems with equipment malfunctions, adverse weather and citizen concerns.

Decision Making: Decision-making exists in this position including assigning personnel and setting priorities on work. Makes independent decisions for necessary repairs in the safest and most efficient manner.

Accountability: Employee is responsible for county resources and equipment but is not responsible for budgetary control of the department and does not participate in the annual departmental budget process.

Supervision: Limited supervision is provided and job related decisions are reviewed. This is highly skilled work involving the use of various types of equipment used in building and maintaining county bridges. A person in this class also provides supervision of a small crew of unskilled, semi-skilled and skilled workers. Standard procedures are followed and work is inspected periodically for safety and economy in operation. Coordinates work with other departments. Has considerable latitude for independent judgment and initiative within the areas of established policy.

Personal Relations: Frequent contact with other county departments and continual contact with the general public.

Working Conditions: Physical effort and manual labor is required. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock and explosion. The employee is occasionally exposed to wet and/or humid conditions and high, precarious places. The noise level in the work environment is usually loud and work is occasionally performed in work and traffic zones.

Physical Requirements: Physical activity is required most of the time, such as lifting, bending, climbing, pushing and sitting while working with equipment at construction sites. Must have the ability to operate controls on heavy equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.