

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: BRIDGE CREW SUPERVISOR	CLASS CODE: 3001
DEPARTMENT: TRANSPORTATION	FLSA STATUS: N
REPORTS TO: DEPUTY DIRECTOR TRANSPORTATION – MAINTENANCE SERVICES	DATE: 01/00 Rev. 1/07; 4/13
CIVIL SERVICE: YES	BARGAINING UNIT: SEIU

JOB SUMMARY:

Under limited supervision, supervises and assists the bridge crews in the construction and maintenance of bridges and related structures including box culverts, cattle guards, guard rails, retaining walls and various structures and concrete slabs. Incumbents within this classification work with limited supervision within a broad framework of policies, procedures and guidelines and are responsible for ensuring the quality and safety of bridge construction and maintenance; operates a variety of hand and power tools, and heavy equipment associated with the construction and maintenance of bridges and related structures.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Bridge Crew Worker by the performance of more complex work associated with bridge construction/maintenance, planning and scheduling of projects and by the performance of supervisory duties by the Bridge Crew Supervisor.

SUPERVISION EXERCISED:

Bridge Crew Supervisor is a first line supervisor.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Supervises and participates in the technical aspects of construction, maintenance and repair of bridges within the county.
- Estimates time and materials for construction and maintenance projects.
- Purchases bridge crew material from local suppliers for construction and maintenance projects.
- Prepares and processes daily reports and materials used from inventory during bridge crew operations.
- Maintains files and records pertaining to equipment used, maintenance, accidents and other issues.
- Contacts property owners or agents regarding bridge crew construction and maintenance projects adjacent to property.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools	Chain Saw	Skill Saws	Drills
Backhoe/Loader	Dump Truck	Generator	Acetylene Torch
Power Winch	Compressor	Flatbed Truck	Concrete Mixer
Sandblaster	Boom Truck	Roller	Chipper
Arc Welder	Forklift	Jackhammer	Patch Pots
Water Truck	Tilt Bed Trailer	Skid Steer & attachments	Water Pumps

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One year certificate from an accredited college or technical school; and six or more years of progressively responsible experience performing duties related to bridge construction and maintenance, or at least three years experience as a Bridge Crew Worker with Mendocino County that includes some lead or supervisory experience; or an equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Class C Driver's License

Valid Class B Driver's License (within 6 months of appointment)

General Contractor's License (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of effective supervision and training.
- Methods, materials, equipment and supplies utilized in the construction and maintenance of bridges and other related structures.
- Basic bridge construction and maintenance equipment, including the operation, servicing, and minor repair of equipment.
- Safe practices and procedures for completion of the work.
- Record keeping, report preparation, filing methods and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

- Selecting and motivating staff, planning, organizing, assigning, directing, reviewing, evaluating the work of staff and providing for their training and professional development.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals.
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- While performing the essential functions of this job the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

- While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, extreme cold, fumes or airborne particles, risk of electrical shock, work in high precarious places, and toxic or caustic chemicals.
- The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.