

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highways
4. Civil Service Position Code Description BRIDGE OPERATOR-E	10. Division Superior Region
5. Working Title (What the agency calls the position) Bridge Operator (Seasonal)	11. Section Ishpeming Transportation Service Center
6. Name and Position Code Description of Direct Supervisor DESCHAIINE, THOMAS A; TRANSPORTATION MAINT SPV-2	12. Unit Operations / Portage Lake Lift Bridge
7. Name and Position Code Description of Second Level Supervisor FILPUS, KENNETH P; ENGINEER MANAGER LICENSED-3	13. Work Location (City and Address)/Hours of Work 200 Bridge St, Houghton MI / 10 hr. shifts inc. nights & weekends (hrs. may vary)
14. General Summary of Function/Purpose of Position	
<p>This position performs all duties required in the daily operation, inspection, and maintenance of a movable bridge including all emergency procedures necessary to operate the bridge in a safe and efficient manner for vehicular, pedestrian, and waterway traffic. This position will work at the Portage Lake Lift Bridge in Houghton, MI from early-April until mid-December.</p> <p>DART – This position is considered safety sensitive due to the operation of the lift bridge and will be DART (Drug and Alcohol Random Tested) Designated.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 70

Operates movable span bridges on an assigned shift in an efficient, safe manner using judgement to hold inconvenience to the motoring public to a minimum. This operation is performed with no on-site supervision.

Individual tasks related to the duty:

- Keep a constant watch for boat traffic, closing traffic gates, and raising barriers at proper time, ensuring that pedestrians and vehicles are clear of lift span before raising. .
- Ensure that all vessels have cleared the bridge before lowering the span.
- Coordinate problems and emergencies with local law enforcement, local agencies, and the Coast Guard. 911 emergency services must be notified if bridge will have an extended timespan in the raised position.
- Work within a team environment to operate and maintain the structure and work with the group to make decisions, set schedules, and complete required assigned tasks.
- Ensure structure security by locking all doors and passageways and reporting any suspicious activity to local law enforcement.

Duty 2

General Summary:

Percentage: 15

General housekeeping, inspection, and maintenance of bridge and bridge house.

Individual tasks related to the duty:

- Greasing of large motor and shafts in machinery room at scheduled times.
- Activate and operate auxiliary power source if conventional source fails, locate minor electrical problems and correct them. Failure of a bridge to raise or lower is usually because of an electrical control problem; the electricians that service movable bridges are based in Lansing and travel statewide. When an electrical problem occurs which prevents normal operation of the bridge, the operator and the electrician can sometimes conduct the repair by talking through the repair over the telephone.
- Spot painting bridge as required.
- Provide information to statewide maintenance crews when mechanical or electrical problems occur.
- Assist contractor's and statewide crews in the performance of maintenance, repair, and inspection of facility, prepare structures for operation at start of season by washing the structure, making repairs, and testing equipment.

Duty 3

General Summary:

Percentage: 10

Keep bridge sidewalks free of snow in winter and mow lawn, where necessary, in summer. General housekeeping of bridge and bridge house.

Individual tasks related to the duty:

- Shovel snow on sidewalks.
- Clean debris away from operating machinery.
- Clean off excess grease and oil.
- Grounds keeping duties.

Duty 4

General Summary:

Percentage: 5

Computer applications, reporting, policies and procedures.

Individual tasks related to the duty:

- Complete time reports.
- Complete bridge operations and maintenance reports.
- Ensure compliance by adhering to department, Michigan Occupational Safety and Health Administration (MIOSHA), and Coast Guard regulations and policies.
- Operate and maintain the structure according to department procedures, instruction, and policies.
- Complete necessary paperwork such as bridge opening reports, contracts for electric power and fuel.
- Notify supervisor of any problem or mechanical failure which may occur during the shift.
- Learn Coast Guard regulations and ship to bridge signals.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Wherever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position. Operation and maintenance of structure within standard policies and procedures.

17. Describe the types of decisions that require the supervisor's review.

When bridge malfunctions and all standard operating procedures fail to rectify the problem. Emergency situations shall be reported to supervisor. Decisions involving contacts from local agencies, Coast Guard, and law enforcement which cannot be resolved using standard procedures or policies.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

75% of the time is either at a desk or at the operator's console in the bridge house. 15% of time involves all activities normally required to maintain a small building. Remaining 10% of time is on ladders, stairways, bending, reaching, stooping, and crouching while doing inspection and maintenance work. Conditions are sometimes cold and wet. Position may require availability outside normal working hours based on operational needs.

DART - This position is considered safety sensitive due to the operation of a bascule bridge and will be DART (Drug and Alcohol Random Tested) designated.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position performs all duties required in the daily operation, inspection, and maintenance of a movable bridge including all emergency procedures necessary to operate the bridge in a safe and efficient manner for vehicular, pedestrian, and waterway traffic. This position will work at the Portage Lake Lift Bridge in Houghton, MI from early-April until mid-December.

DART – This position is considered safety sensitive due to the operation of the lift bridge and will be DART (Drug and Alcohol Random Tested) Designated.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The unit operates the Portage Lake Lift Bridge and performs routine and special maintenance of the structure. This position requires the ability to interpret rules and policies, operate the lift span, and perform maintenance without full-time, onsite supervision. The responsibility and consequence of error involve catastrophic property damage, injury, and loss of life.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Bridge Operator 6

No specific type or amount is required.

Bridge Operator 7

One year of experience in the operation and maintenance of electrically controlled bridges equivalent to a Bridge Operator 6.

Bridge Operator E8

Two years of experience in the operation and maintenance of electrically controlled bridges equivalent to a Bridge Operator, including one year equivalent to a Bridge Operator 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Stand for long periods of time.
- Climb ladders.
- Bend for extended periods.
- Work a 16-hour shift if necessary.

Knowledge of:

- Mechanical equipment operation and maintenance.
- Electrical control systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

DART - This position is considered safety sensitive due to the operation of a lift bridge and will be DART (Drug and Alcohol Random Tested) designated.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Ashley Parsons

09/04/2024

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date