

Class Code: 4042
Revised: 11/25/15
Reviewed: 3/27/17

BRIDGE MAINTENANCE FOREMAN

PURPOSE AND NATURE OF WORK

This position is responsible for scheduling, assigning and supervising the work of foremen and crews engaged in repairing bridges and related structures. Duties include inspecting work in progress, ensuring proper procedures are followed, keeping attendance records and preparing operational reports. Incumbent supervises foremen and crews, and performs work under the general supervision of the Street Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Schedules, plans and assigns work to crews. Ensures that crews have the necessary personnel, materials and equipment to perform assigned tasks. Supervises, inspects and coordinates the work of crews performing bridge repair work. Conducts inspections to determine work to be performed, and inspects work in progress and upon completion. Contacts and meets with public officials, employees from other departments and utility companies, and the general public to resolve questions and problems related to bridges.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of methods, materials and equipment employed in the maintenance and repair of bridges.

Knowledge of the hazards involved in the work and the necessary safety precautions to be taken.

Some knowledge of administrative practices and procedures related to public works administration.

Ability to schedule, assign, supervise and coordinate the work of foremen and crews.

Ability to establish and maintain effective working relationships with public officials, employees, and the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and considerable experience in the maintenance and repair of bridges, including supervisory experience; or any equivalent combination of training and experience.