



Winnebago County

*The Wave of the Future*

## JOB POSTING

<b><u>POSITION TITLE:</u></b>	<b>Bridgetender</b>
<b><u>LOCATION:</u></b>	Varies
<b><u>SALARY:</u></b>	\$17.98 - \$20.01/Hr.
<b><u>STATUS:</u></b>	Full time
<b><u>HOURS PER WEEK:</u></b>	40
<b><u>WORK HOURS:</u></b>	8:00 am – 4:00 pm or 4:00 pm - midnight

### **APPLICATION DEADLINE: Recruitment will be ongoing**

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*September 2017*

**POSITION TITLE: Bridgetender**

**DEPARTMENT: Highway**

**PAY BASIS: Hourly**

### **PURPOSE AND SUMMARY:**

Operates lift bridges in an efficient manner that ensures safe passage for vessels, vehicles, and pedestrians in accordance with Coast Guard, WisDOT, and Winnebago County rules and regulations.

### **ESSENTIAL FUNCTIONS:**

1. Follows detailed instructions and procedures to safely operate lift bridges in both automatic and manual modes. Monitors audio/video equipment, and keeps clear and accurate records of daily bridge operations.
2. Reacts quickly to and reports bridge, vehicular, and vessel issues to supervisor, contractors, or local officials.
3. Performs general housekeeping duties in bridge house and surrounding area.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Ensures that bridge gates, navigation lights, and roadway signals are operating in a safe manner during and after any bridge operations.
2. Reports any observed electrical, mechanical, structural or roadway problems promptly to supervisor or follow proper protocol.
3. Trains employees on bridge operations as assigned.
4. Coordinates a relief bridgetender if regularly scheduled bridgetender becomes ill.
5. Secures bridge house after hours and reports any vandalism or suspicious activity.
6. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to Bridge and Engineering Manager.
2. Works regularly with Winnebago County employees, department supervisors, contractors/vendors, local police, WisDOT officials, and STOC officials.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School Diploma or equivalent.
2. Must possess a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow detailed instructions and procedures to open and close various movable bridges in automatic and manual modes.
2. Basic working knowledge of basic electrical and mechanical principles.
3. Ability to make judgment decisions in operation of lift bridges, particularly under emergency conditions.
4. Strong written and verbal communication skills including listening skills.
5. Computer skills including familiarity with Microsoft Office applications and ability to enter vessel movements and other bridge related details into a computer using a keyboard.
6. Ability to interact with public in a courteous manner at all times.

### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to monitor video and audio equipment for extended periods of time including shifts that may consist of a 16 hour long work day.
3. Must be able to lift a minimum of 50 pounds.
4. Hearing, when tested with an audiometric device, shall meet the requirements as described in the latest revision of 49 CFR Part 391 per WisDOT.
5. Visual acuity shall meet the requirements as described in the latest revision of 49 CFR Part 391.
6. Ability to pass drug and alcohol test per requirements as described in the latest revision of 49 CFR Part 391.
7. Ability to work alone in a small area for extended periods of time.
8. Ability to perform physical activities in the work environment that require walking and standing, climbing stairs/ladders, crouching, stooping, kneeling, reaching, pushing and/or pulling.
9. Ability to use standard office equipment including telephone, laptop computer, and PC.
10. Be physically able to perform all functions necessary to open and close designated lift bridges when required.