

# Job Description

## Human Resource Use Only

**Position Number:**  
**Step/Grade - C**  
**Effective Date: 01/2018**

### POSITION IDENTIFICATION

---

**Position Title:** Bridgetender  
**Division:** Department of Public Infrastructure – Buildings & Grounds Division  
**Status:** Full-time / Non-Exempt  
**Normal Workweek:** Monday – Sunday, 9 hour shifts from April 1<sup>st</sup> – October 31<sup>st</sup>

### SUPERVISORY RELATIONSHIPS

---

**Reports to:** Buildings and Grounds Division Manager  
**Directly Supervises:** No supervisory responsibilities

### POSITION PURPOSE

---

Operates lift bridges in a safe and responsible manner using diligence to avoid accidents to vessels, vehicles, and pedestrians.

### ESSENTIAL DUTIES

---

- Responsible for operating lift bridges and performing sequence of operation of bridges as required by appropriate City and Federal regulations concerning navigation
- May operate both bridges at the same time
- Responds alertly and quickly to emergency situations during the opening and closing of both bridges.
- Communicates effectively by radio or public address system with river vessels, pedestrians or drivers of cars/trucks approaching either bridge
- Monitor unusual or unsafe conditions that appear on the TV monitors
- Perform daily requirements as stated on “Bridge Check List” forms
- Perform the requirements as outlined in the Bridgetender’s Handbook
- Writes accurate reports to describe all problems and failures
- Maintain a clean bridgehouse, perform preventative maintenance on machinery room and walkways
- Assist maintenance personnel with repair and updates for bridge operation

### OTHER DUTIES

---

- May be required to assist with DPW snow removal operations when necessary
- Performs other related duties as required

### MINIMUM POSITION QUALIFICATIONS

---

**Education:** High school degree or equivalent or any equivalent combination of significant experience and training which provides the required knowledge, skills, and abilities as determined by the employer.

**Experience:**

Prior experience preferred. Must have a good understanding of the regulations governing bridge opening protocol including the U.S. Coast Guard regulations governing waterways and bridges. Working knowledge and understanding of the operating function of each control switch and light on all operating consoles, thoroughly understand and be able to perform each different mode of operation (There are three (3) modes), and thoroughly understand all the warning lights on each control console and have an understanding of all warning messages and/or system failures which appear on the computer monitor and advise the Operations Team Leader in an appropriate manner of each and every unusual incident. Monitor and comprehend the complete operation as to the status of each bridge during the operating sequence.

**Certifications/Licenses:** Must possess a valid Wisconsin State driver's license.

**Other Requirements:** Required to attend annual confined space awareness testing. Visual acuity shall meet the requirements as prescribed in the latest revision of 49 CFR Part 391. Bridgetenders shall be required to have annual vision tests completed prior to the start of the navigational season. The test results will be made available to the DOT upon request. Hearing, when tested with an audiometric device, shall meet the requirements as prescribed in the latest revision of 49 CFR Part 391. Bridgetenders shall be required to have annual hearing tests completed prior to the start of the navigational season. The test results will be made available to the DOT upon request.

**KNOWLEDGE, SKILLS, & ABILITIES**

---

This position must have ability to understand and communicate clearly in the English language, both written and orally, have the ability to read and interpret communication documents (hard copy and electronic), safety rules, and operating and maintenance instructions; complete routine paperwork and, the ability to effectively present information to other employees and supervisors orally and in written form; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. This position must be fluent in the use of word processing and email; have the ability to learn and become fluent in other software as needed to improve the efficiency of the department; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; apply situational reasoning ability by exercising good judgment in the operation of lift bridges, particularly under emergency conditions; have ability to react quickly to, and report traffic situations involving vehicular, pedestrian and vessel traffic; and be able to determine and react to, and report security issues regarding bridge operations. This position must possess a working knowledge of, and have experience with mechanical/electrical equipment; have the ability to establish and maintain effective working relationships with supervisors and other employees; operate either bridge individually in the local

control mode or combined in remote control from the 8<sup>th</sup> Street Bridge location, operate manual and automatic bridge control equipment; perform minor maintenance duties correctly; keep clear and accurate records concerning vessel movements, maintenance activities, equipment malfunctions, or accident information occurring on the bridge; and possess specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position must be able to determine and react to, and report security issues regarding bridge operations. This position must also have the ability to continuously monitor for up to 16-hours at a time, video monitors and audio equipment. Ensure safe gate operation and safe passage of vessels, vehicles and pedestrians on locally and/or remotely operated bridges.

---

**BACKGROUND CHECKS- Condition of Employment**

**PHYSICAL DEMANDS**

---

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, use hands to handle or feel; reach with hands and arms; stoop, kneel, bend, carry, twist; talk and hear. The employee is routinely required to climb and balance.

**Physical Effort:** The employee must be able to work at heights and over water. Be physically able to perform all functions necessary to open and close designated lift bridges when required. Bridgetenders must be able to lift a minimum of 50 pounds.

**Working Conditions:** The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. In the performance of this position, the noise level is generally moderate but may be quite loud, depending on equipment used or work being done in the area. The employee may be exposed to fumes and/or airborne particles. The employee may be exposed to a variety of weather conditions and temperatures.

---

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.