



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government’s Bridge Tender is responsible the safe and efficient operation of assigned movable bridges.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Swing Schedule
Considerable number of extra hours and odd shifts required.

SHIFT

12 hours

LOCATION

Public Works – South Campus

REPORTS TO

Operations Supervisor – Bridges & Lights

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)
Routine bending
Climb to excesses of 100 ft

WORK ENVIRONMENT

Primarily a small, enclosed bridge house with exposure to outdoor weather conditions and occasional physical activity during maintenance or inspections.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

In this role, the incumbent will be expected to open and close assigned bridge for marine traffic, maintaining a safe flow of roadway and waterway traffic, and performing routine inspections and minor maintenance of bridge systems and facilities.

JOB DUTIES

- Operate the bridge by opening and closing upon receiving a signal from marine vessels, as required by the assigned schedule.
- Ensure safe and orderly movement of vehicular and marine traffic while the bridge is in operation.
- Record each bridge opening and closing in the official bridge log accurately and legibly.
- Perform pre-shift safety checks and complete the required inspection checklist.
- Inspect bridge components and perform minor maintenance tasks, such as greasing parts and replacing light bulbs on gates and in the bridge house.
- Clean and maintain the cleanliness of the bridge house, including sweeping and mopping after each shift.
- Attend required monthly bridge safety meetings to remain current on procedures and safety protocols.
- Add enzymes to the septic tank monthly as part of regular bridge maintenance.
- Report all major and minor accidents to the Operations Supervisor or Bridge Superintendent promptly.
- Notify the Terrebonne Parish Sheriff’s Office (TPSO) immediately in the event of a collision at the bridge.
- Complete all required documentation, including accident forms and safety records, in a timely and accurate manner.
- Train new bridge tenders when assigned, ensuring they understand all operational and safety procedures.
- Assist the bridge maintenance crew with repairs and larger maintenance projects as needed.
- Communicate with supervisors regarding equipment malfunctions or structural concerns.
- Participate in annual refresher training on Bridge Tender rules and procedures.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates personal responsibility and sound judgment in independently managing bridge operations and responding to unexpected situations.
- **Time Management:** Manages assigned shift duties efficiently, ensuring timely bridge openings, safety checks, and maintenance tasks within strict operational windows.
- **Analytical Skills:** Ability to quickly assess traffic and mechanical conditions to make safe, informed decisions during bridge operations or emergencies.
- **Communication Skills:** Effectively communicates with supervisors, boaters, motorists, law enforcement, and coworkers to relay important information and ensure operational safety.
- **Organizational Skills:** Maintains accurate records, checklists, and logs while keeping the bridge house orderly and operations structured.
- **Technical Skills:** Ability to operate bridge controls and safety equipment with precision and perform basic mechanical tasks such as light bulb replacement and system greasing.
- **Qualifications:**
 - High School Diploma or GED certificate preferred.

