

# BRIDGE TENDER

Public Works | Road and Bridge | Bridges



## 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.

