



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Mechanic is responsible for performing routine and preventive maintenance, minor repairs, and operational support for all Parish bridges.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Thursday

*Required to work overtime including nights, weekends, and holidays.*

#### SHIFT

7 a.m. to 5:30 p.m.

#### LOCATION

Public Works – South Campus

#### REPORTS TO

Operations Supervisor – Bridges & Lights

#### PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

#### WORK ENVIRONMENT

Primarily outdoor fieldwork in varying weather conditions, including exposure to traffic, water, heights, confined spaces, and emergency situations, with occasional indoor administrative tasks.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to ensure the safety, functionality, and reliability of bridge systems through regular inspections, mechanical upkeep, and assistance with electrical and hydraulic components.

The Mechanic also supports bridge operations during emergencies and participates in a rotational on-call schedule.

### JOB DUTIES

- Perform routine and preventive maintenance, inspections, and minor repairs on all Parish bridges to ensure safe and efficient operations.
- Conduct detailed inspections to identify structural issues or needed repairs and promptly report required parts, materials, and equipment to the Operations Supervisor and Superintendent.
- Provide operational support by relieving bridge tenders as needed to maintain uninterrupted bridge services.
- Assist with electrical troubleshooting, repairs, and maintenance related to bridge systems and components.
- Accurately complete maintenance reports, work orders, and documentation in accordance with departmental procedures.
- Participate in the rotational on-call schedule to support bridge operations during after-hours needs and operational emergencies.
- Respond to emergency situations—including hurricanes, ice events, and other incidents—as directed by Administration.
- Conduct daily, weekly, monthly, quarterly, and annual maintenance activities as scheduled, including vehicle inspections, delivery of bridge supplies, and adjustments to flashing-light timers.
- Support annual hurricane preparations and assist with the installation of No Wake signs in Parish waterways.
- Perform as-needed tasks such as changing traffic lights and lenses, repairing caution lights, and operating unmanned bridges.
- Attend LTAP training sessions as required and provide assistance to the Roads Division when operational needs arise.
- Carry out additional duties assigned by the Supervisor or Superintendent to meet divisional objectives.
- 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 the ability to work independently, take initiative, and support team operations by following direction and assisting others as needed to maintain safe and efficient bridge functions.
- **Time Management:** Effectively prioritizes maintenance tasks, inspections, and repairs to meet operational deadlines and respond promptly to emergency situations.
- **Analytical Skills:** Must be able use sound judgment to assess bridge conditions, identify mechanical or structural issues, and determine appropriate corrective actions.
- **Communication Skills:** Communicates clearly and respectfully with supervisors, coworkers, and bridge personnel to report issues, relay updates, and document maintenance activities.
- **Organizational Skills:** Maintains accurate maintenance records, manages tools and equipment efficiently, and ensures all tasks are completed in accordance with established procedures.
- **Technical Skills:** Applies mechanical, electrical, and hydraulic knowledge to troubleshoot and repair bridge systems, using tools, equipment, and safety practices essential to bridge maintenance operations.
- **Qualifications:**
  - High School Diploma or GED certificate required.
  - Minimum of two (2) years of mechanical experience or one (1) year of bridge maintenance experience.

