



Code: 7238

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: River, Harbor, and Transportation

Series: Bridge Operation

CLASS TITLE: COORDINATOR OF BRIDGE OPERATIONS

CHARACTERISTICS OF THE CLASS

Under supervision, assists in managing and coordinating the day-to-day work activities of the Bridge Operations unit responsible for the operations, security, and control of the City of Chicago's stationary and drawbridges located on the Calumet River and the Chicago River, and performs related duties as required

ESSENTIAL DUTIES

- Serves as second-in-charge coordinating activities to ensure the City's bridge passageways are cleared and operable for pedestrians, cyclists, motorists, including boat traffic on the waterways
- Coordinates the units staffing and operational work schedules to ensure proper manning of bridge houses (e.g., 5 bridges on Calumet River and 32 bridges on Chicago River)
- Interacts with U.S. Coast Guard, Metropolitan Water Reclamation District and verifies safe and efficient use of the Chicago River to coordinate scheduled boat runs and their routes on the Chicago River and assigns roving Bridge Operators to bridge locations for coordinated lifting and closing of bridges
- Troubleshoots problems with bridge inspections to ensure adequate safety conditions of bridges and housing, gates, lights, center bridge locks, and other moveable bridge parts are operating properly and that bridge houses are secured
- Initiates and monitors work orders for the repair and maintenance of bridges with other CDOT units
- Resolves 311 and other complaints concerning the condition and operation of the City's bridges, coordinates removal of debris, and stalled and abandoned vehicles to ensure the adequate flow of vehicular and pedestrian traffic and follows emergency shutdown protocols of bridges, when required
- Manages CDOT's snow programs that focus on snow removal and salting of bridge deck sidewalks, city bike lanes, and sidewalks on bridge structures and expressway overpasses
- Prepares activity and status reports and coordinates the processing of all accidents occurring on or to drawbridges
- Orders, requisitions and coordinates the delivery of supplies required for the upkeep of bridge houses and delivers needed supplies
- Reviews the accuracy and completeness of activity reports prepared by Bridge Operators on the number of drawbridge lifts and number of boats coming through during assigned shift to ensure compliance with CDOT bridge operation protocols

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five years of work experience operating electrically operated bascule drawbridge machinery and equipment.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Must be able to work rotating shifts

EQUIPMENT

- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communications equipment (e.g., two-way radio, hand-held radios, Nextel cell phones)
- Operating console and related equipment to lift and lower bascule drawbridges

PHYSICAL REQUIREMENTS

- Ability to walk or stand for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases and ladders to access bridge houses

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *geographical locations within the City
- *navigational rules and regulations
- *equipment specific to the operation of drawbridges
- *safety procedures and standards specific to the operation of drawbridges
- *applicable emergency operations relating to drawbridge operations

Some knowledge of:

- supervisory methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Bridge Operator class

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- INSTRUCTING - Teach others how to do something

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- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Other skills as required for successful performance in the Bridge Operator class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other abilities as required for successful performance in the Bridge Operator class

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Bridge Operator class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2014