Missouri Department of Transportation Job Description

Job Title: Assistant Bridge Maintenance Supervisor

Title Code: R01108

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices - Maintenance

Effective Date: 10-01-25

Replaces (Effective Date): 12-16-2024

General Summary

The assistant bridge maintenance supervisor performs and supervises the activities of bridge maintenance crews in the repair and painting of bridges in the state highway system. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET
- Valid Class A Commercial Driver's License with tanker endorsement, no air brake restriction, and interstate status (either Excepted Interstate [EI] or Non-Excepted Interstate [NI]).
- Employee will be required to pass a cardiopulmonary function test yearly, attend training on the use of respirators, and pass a respirator fit test every six months.
- May require certification as a welder in the overhead position and appropriate methods.
- Six years of experience in roadway or bridge maintenance.
- Successful completion of a work simulation examination and a medical-physical examination.

Special Working Conditions/Job Characteristics

- Job requires heavy physical exertion and effort.
- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Supervises crews in routine maintenance/repair and emergency repairs of bridges, including setting falsework to support bridge to carry traffic while repairs are performed.
2. Supervises crews in the painting and surface cleaning of structural steel bridges, the hanging of scaffolds and safety lines, and the handling and transporting of hazardous waste.
3. Assigns tasks and equipment for daily activities; coordinates, schedules and assigns bridge maintenance operations.
4. Provides training to employees on work zone set up, proper flagging techniques, traffic control procedures, personal safety, and equipment operation.
5. Assists supervisor in maintaining purchase, supply, inventory, usage and materials records; maintains personnel records and reports.
6. Supervises crew in conducting safety checks of equipment and performing preventative maintenance to vehicles and equipment including monitoring fluids, greasing and oiling parts, cleaning, and making minor repairs as needed.
7. Evaluates employee performance and may make recommendations on employment, promotion, transfer, disciplinary action and discharge.
8. Investigates and responds to public inquiries and complaints regarding bridge conditions; inspects bridges to determine maintenance needs, work progress and results of completed work.
9. Performs supervisory responsibilities.
10. Performs other responsibilities as required or assigned.