

**CITY OF MENASHA**  
Position Description

**Position Title:** Bridge Tender  
**Department:** Public Works  
**Status:** Non-Exempt  
**Position Reports To:** Public Works Superintendent  
**Date of Description:** February 2012

**SUMMARY**

This is a full time seasonal entry level position with the Department of Public Works. The bridge tender under the supervision of the Public Works Superintendent or designee, will be responsible for the opening and closing of a bridge, and do related work as required.

**ESSENTIAL FUNCTIONS to include the following:**

- Must have the ability to understand and communicate clearly in the English language, both written and orally.
- Must have the ability to react quickly to, and report traffic situations involving vehicular, pedestrian and vessel traffic.
- Must be able to determine and react to, and report security issues regarding bridge operations.
- Ability to perform minor maintenance duties.
- Ability to keep clear and accurate records concerning vessel movements, maintenance activities, equipment malfunctions and accident information occurring on the bridge.
- Possess a working knowledge of, and have experience with, heavy-duty mechanical/electrical equipment.
- Ability to continuously monitor for up to 16-hours at a time, video monitors and audio equipment, and ensure safe gate operation and safe passage of vessels, vehicles and pedestrians on locally and/or remotely operated bridges.
- Report for work as scheduled.

**POSITION QUALIFICATIONS**

- Full compliance with the latest revisions of 49 CFR (Alcohol & Controlled Substance testing), the Drug Free Work Place Act of 1988, City of Menasha policies and procedures and other Federal and State laws.
- Must be able to lift a minimum of 50 pounds.
- Annual confined space awareness training.
- Visual acuity and hearing meeting the requirements as prescribed in the latest revision of 49 CFR Part 391. Bridge tenders shall be required to have annual vision and hearing tests completed prior to the start of the navigational season.
- Must have a good understanding of the regulations governing bridge opening protocol including the U.S. Coast Guard regulations governing waterways and bridges.
- Be physically able to perform all functions necessary to open and close designated lift bridges when required.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to lift 50 pounds on a regular basis.
- Overtime may be required.

### **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.