

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Drawbridge Operator	OFFICE/BRANCH/SECTION Drawbridge Operator	
WORKING TITLE Drawbridge Operator	POSITION NUMBER 904-640-6358	REVISION DATE 06/01/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under direction of a Caltrans Supervisor or Caltrans Leadworker, the incumbent performs duties associated with opening and closing of movable 24/7 hour operations bridge spans for Solano County Bridges and Ferries. Applicants for positions in this classification are subject to drug test requirements. Testing of current employees applying for an examination, or transferring, is permitted only if the person does not have a current appointment to a classification for which drug testing is a requirement.

CORE COMPETENCIES:

As a Drawbridge Operator, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Operates and maintains the controls used in opening and closing a movable span bridge; operates and monitors marine band radio, mobile radio and telephone.
40% E	Opening of bridge span for vessel traffic and make notifications via radio control or land line as required and maintain bridge logs and all other forms of required documentation.

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10%	E	Apply the rules and safety practices of the United States Department of Transportation (Coast Guard) governing the operation of movable bridges over navigable waters in the State of California.
5%	M	Performs routine cleaning and general maintenance of Bridge control room and other duties as required within this classification.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

N/A

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Drawbridge operator should have the ability to learn the process and procedures of opening and closing of the bridge. The laws and regulations of U.S. Department of Transportation governing the operation of movable structures. The U.S. Coast Guard and Caltrans safety practices and procedures. The incumbent must have the ability to; read, write, and orally communicate in English at a level required for successful job performance . Follow all oral and written directions commonly used in movable span operations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in judgment may result in; exposure of State employees, vendors and/or the public to possible safety issues resulting in injury or loss of life, an inefficient use of time and resources resulting in unnecessary expenses, damage to State equipment and facilities, tort liability for damages to public property or for personal injury. Any of the above may result in employee receiving progressive discipline ranging from a letter of warning to dismissal.

PUBLIC AND INTERNAL CONTACTS

Drawbridge operator has; daily interaction with the public via radio or telephone, regular interaction with Bridge crew supervisor or crew members and other representative of the State, Federal or local agencies and state contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Drawbridge operators corrected hearing and sight must be enable them to see and hear signals from vessels and see vessels approaching the bridge. The incumbent will be required to climb stairs and work in heights greater than 7 feet. They may have to be required to, bend, stoop, kneel, reach, push, pull and stand in the course of their work shift.

WORK ENVIRONMENT

Drawbridge operator work in a climate controlled bridge control room, generally alone, in some remote ares and shifts that include day,evenings, nights, weekends and holidays.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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