



JOB TITLE:	<b>IRONWORKER &amp; OPERATING ENGINEER SUPERINTENDENT</b>	DIVISION:	<b>BRIDGE</b>
REPORTS TO:	<b>DEPUTY GENERAL MANAGER, BRIDGE DIVISION</b>	EEO CATEGORY:	<b>01 - EXEC</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES (Public Safety)</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under general direction from the Deputy General Manager, Bridge Division (Bridge Manager), plans, organizes and directs the activities of the District’s Ironworkers and Operating Engineers. Prepares instructions, develops and coordinates methods and procedures, sets priorities, assigns work, supervises workers and inspects completed work. Responsible for structural maintenance and repair of the Bridge and other facilities. Prepares and/or reviews plans, specifications and cost estimates for the fabrication, installation, maintenance, modification, repair and construction of components, equipment or facilities under his or her responsibility. Responsibilities include planning and direction of department staff, contact with management, engineering and other District personnel to coordinate activities. Prepares and administers budgets, administers human resources policies and MOU’s and performs other departmental administrative duties as required.

### Essential Responsibilities

- Plans, coordinates, supervises, directs, trains, and inspects Ironworkers and Operating Engineers work of both routine and non-routine nature for all District divisions.
- Performs maintenance, repair and replacement of steel components and fasteners on the Bridge and other District facilities.
- Reviews work requests, determines cost and staffing requirements, sets priorities and assigns work to be performed.
- Inspects work in progress to assure compliance with prescribed codes, methods and procedures, inspects completed work to ensure that applicable standards have been met.
- Performs administrative duties such as keeping records of work performed, enforcing District rules and regulations, developing and overseeing work safety rules, reviewing and approving employee time reports, scheduling of vacations and holidays, overseeing departmental purchasing and inventory control.
- Tracks expenditures and administers departmental activities to ensure that all operations of department are within budget.
- Develops capital budget recommendations for replacement of large capital items and equipment.
- Conduct first step grievance hearings.
- Oversees toll all Departmental activities, including oversight of contractors where applicable.
- Coordinates department activities with other departments and divisions as required.
- Prepares and implements maintenance schedules for structures, facilities and equipment.
- Works with Engineering Department in design, inspection and approval of construction projects.
- Works with Engineering Department as necessary to design and implement structural modifications, repairs or maintenance.
- Prepare annual departmental operating budget.



- Monitor expenditures and administers departmental activities to ensure that all operations of department are within budget.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Applicable Memorandum of Understanding (MOU)
- Occupational health and safety rules and working practices applicable to this position
- Specific functional knowledge of methods, tools, equipment and procedures used in steel and metal fabrication, erection, rigging, maintenance and repair of steel structures.
- Specific functional knowledge of methods, tools, equipment and procedures used in maintaining specialized equipment associated with Bridge Maintenance such as compressed air systems, rolling scaffolds, and air hoists, etc.
- Knowledge of principles of personnel supervision and general administration.

### Skill in or Ability to:

- Make decisions that hold up to critical scrutiny.
- Work independently with only general direction and supervision.
- Establish and maintain cooperative and effective working relationships with all contacted in the course of work.
- Plan, organize, schedule, direct and supervise subordinate personnel and department activities.
- Maintain appropriate quality control.
- Prepare written reports.
- Use a personal computer, read engineering drawings and specifications and prepare detailed instructions and estimates.

## Minimum Qualifications

### Education and/or Experience:

Bachelor Degree in related field or completion of a four-year apprenticeship program in a related field. Additional or alternate qualifying experience may be substituted and will be evaluated on a case-by-case basis. Five years of position related experience including at least four years' supervisory experience.

### Required License:

Must possess and maintain a current, valid California driver's license and satisfactory driving record. No reckless driving and DUI infractions within the last 7 years. No more than 2 moving violations within the last 3 years. May operate District vehicles.



**Physical Requirements:**

Work outside in all weather conditions. Must be able to go out on Bridge structure and access other remote work locations. Ability to work at considerable heights.