



JOB TITLE:	CHIEF OF ROADWAY SERVICES	DIVISION:	BRIDGE
REPORTS TO:	BRIDGE CAPTAIN	EEO CATEGORY:	08 - SERVICE
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN FRANCISCO

*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 supervision of the Bridge Captain (or duty Lieutenant in the Captain's absence), is responsible for supervising, scheduling and training of the Bridge Service Department and performing additional related duties as assigned.

## Essential Responsibilities

- Supervises and trains subordinates in towing techniques, fire suppression, hazardous material practices, commercial licensing, tower elevator operation and body recovery
- Oversees scheduling of Roadway Services Technician and Laneworkers
- Keeps all records pertaining to the Bridge Service Department
- Orders and maintains needed supplies and equipment
- Maintains certification of fire extinguishers
- Oversees the security of the Bridge Service Department's property
- Checks gas currency and deposits with Vault Officer
- Ensures a response to accidents, suicides, fires, bomb threats, roadway debris and hazardous materials cleanup and responds to same
- Ensures that lane diversions are done on time and accurately
- Coordinates with Sergeants Office on any matter vital to the proper function of any and all Bridge and Highway activities
- 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:

- District Policies and applicable Memorandum of Understanding (MOU)
- Occupational health and safety rules and working practices applicable to this position.
- First aid practices and procedures
- Basic firefighting equipment and techniques
- Towing techniques or equipment
- Record keeping and supervisory practices

### Ability to:

- Supervise and train subordinates
- Meet the public with a courteous manner
- Drive vehicles in emergency situations
- Coordinate activities with other agencies
- Communicate orally and in writing with District employees and the public
- Use a computer (i.e. Word, Excel and Outlook Programs) and basic office equipment

## Minimum Qualifications

### Education and/or Experience:

- Four years' full-time position related experience in the Golden Gate Bridge, Bridge Service Department or equivalent experience, with at least two years of recent supervisory experience.

### Required Licenses:

- Must possess and maintain a current, a valid Class A California driver's license and satisfactory driving record. No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.
- Acquire and maintain Red Cross First Aid and CPR Certifications.

### Physical Requirement:

Work outside in all weather conditions. Requires maintaining physical condition necessary for standing/walking; sitting; lifting/carrying up to 50 pounds; pushing/pulling; climbing ladders; bending/twisting; and kneeling/crouching. Ability to work at considerable heights. Must be able to meet the mental requirement of maintaining alertness; remaining calm and acting appropriately in stressful and emergency situations such as accidents, suicides, etc.