

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Bridge Tender  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 12-hour Shift As Assigned  
**JOB CATEGORY:** U (Unclassified)

**DATE WRITTEN:** March 2009  
**DATE REVISED:** January 2022

**STATUS:** Seasonal/Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Bridge Tender for the LaPorte County Highway Department, responsible for the operation of movable bridges.

**DUTIES:**

Operate the drawbridge properly and safely in accordance to regulations of the United States Coast Guard and with the State of Indiana statutes.

Make sure the bridge is clear of automobiles and pedestrians prior to opening the bridge. Gates must be closed and signals, sirens or horns must be activated prior to opening the bridge to protect traffic and pedestrians from entering the open channel.

The bridge tender must know that the bridge can be opened on demand of a vessel's call or signal for an opening. He/she must observe the vessel as they navigate through the channel, making sure they are clear of the structure before closing the bridge.

The bridge tender must be trained in the operation of the drawbridge of which he/she is in charge and must be capable of working long hours alone in a safety sensitive position.

Complete bridge logs and reports – accurately, clearly and neatly. This log must be kept of all bridge openings and will include the date and time the bridge was opened and the time the bridge was closed. The log must identify the type, name and number of the vessel passing through the draw.

Maintain radio, signal and telephone communication with watercraft and the Coast Guard. Communication on the radio must be done in a “polite, courteous and responsive” manner.

Keep the bridge tender house and restroom in a state of order and cleanliness at all times.

On bridges that are manned around the clock, the bridge tenders must coordinate between shifts to assure that a tender is always on-duty. A typical procedure would require the relief bridge tender to notify the on-duty shift if he/she is unable to relieve the on-duty bridge tender. If no relief is on hand or forthcoming, the on-duty bridge tender will protect the shift.

Adhere to all company policies and procedures.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including passage of a drug test.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Must have basic computer skills.

Must be able to climb bridge stairs and ladders.

Must be able to read and comprehend the US Coast Guard manuals, rules, regulations, and procedures.

Must be able to keep accurate logs and records in correct, legible English.

Must be able to effectively communicate in English on the marine radio.

Ability to work alone with minimum supervision

Must have reliable transportation.

Must be able to follow instructions.

**II. RESPONSIBILITY:**

Incumbent must be able to identify unsafe conditions and react appropriately. He/she must be aware and alert at all times and must be able to stay calm under pressure. Independent judgment is required in selecting the best practices and methods to achieve desired results.

**III. PHYSICAL EFFORT/WORK ENVIRONMENT:**

Incumbent performs various duties in the bridge tender house, including pushing/pulling objects, bending, reaching, speaking clearly, close vision, color perception, hearing sounds/communication, and handling/grasping objects. He/she must be able to sit for long periods. He/she must be able to stay past shift if relief does not show up and must get to work on time.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Bridge Tender for the LaPorte County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all jobs duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name