

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Bridge Inspection Technician**

**Position Number: 50022**

**Location: Various**

**Department: Transportation**

**Division and Bureau: Engineering / Bridge Bureau**

**Section and Unit: Bridge Management Section / Bridge Inspection Unit**

**Job Overview:** A Bridge Inspection Technician is a member of a Bridge Inspection Team and acquires knowledge of in-service bridge inspection techniques, condition documentation, safety evaluation, and Federal reporting requirements. The Bridge Inspection Technician assists with the inspection of most types of in-service structures including bridges and culverts in order to protect critical infrastructure, maintain public safety and fulfill the Department's legal responsibilities. Duties include assisting structure inspection, research, measurements, calculations, and condition documentation and reporting. This position works under the guidance of a Bridge Inspection Team Leader. This position is supervised by the Area Bridge Inspection Manager.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Structure Inspection – 80%**

- Assists with inspections of most types of structures to identify conditions, defects, and operational safety.
- Develops accurate, high quality bridge inspection reports that document structural condition and meet inspection program requirements and Federal regulations.
- Recognizes and reports bridge components that need repair in order to maintain bridge safety and avoid the need for costly replacement.
- Ensures adherence to safety standards and procedures to protect staff, materials, and the public from hazards associated with bridge inspection.
- Responds to emergency assistance and other requests from local/county officials, Department staff, FHWA personnel, and members of the public.

## **Structure Inspection Operations – 15%**

- Complies with established operational policies and procedures and progress toward inspection program goals.
- Works toward achieving program goals, meeting Federal requirements, and ensuring public safety.
- Uses bridge inspection software for data collection and management.
- Builds and maintains relationships with Bridge Management Section personnel and District Personnel to facilitate communication, safe, and positive work environment, and effective response in emergent situations.

## **Other Duties – 5%**

This position performs a variety of other duties as assigned by the Area Bridge Inspection Manager.

## **Supervision**

The number of employees supervised is: 0

The position number for each supervised employee is:

## **Physical and Environmental Demands:**

- Lifting objects weighing up to 50 lb
- Walk over uneven terrain or in water, climb structures spanning significant heights (i.e., 100+ feet), and use safety equipment (e.g., ropes, hardhats, etc.)
- Travel extensively within the state to project locations (1,500 miles or more per month).
- Ride in the bucket of an Under Bridge Inspection Vehicle (UBIV) over water and at significant heights.
- Ability to see small bridge defects within arm's reach and at a distance.
- Work in the office and in the field
- Endure exposure to heavy vehicles and equipment, extreme heights, high speed traffic, dynamic weather conditions, and enclosed spaces

## **Knowledge, Skills and Abilities (Behaviors):**

### **Knowledge:**

- Mathematics and physical sciences.
- Methods and techniques of highway construction.
- Safety practices and OSHA regulations.

**Skills:**

- Coordinating multiple inspection assignments.
- Operating inspection tools and equipment.
- Adapting to changes in plans and site conditions.
- Effective written and verbal communication.
- Operating computer software, including standard Microsoft Office software and bridge inspection applications.
- Managing, comparing and compiling large amounts of data.
- Communicating tactfully with other agency officials and with the public.
- Solving problems for multiple types of structural and logistical issues.

**Abilities:**

- Apply mathematical principles to bridge inspection problems.
- Read and learn complex manuals, guides and reports.
- Effectively communicates in a high stress and multi-task environment.
- Establishes and maintains effective working relationships with others.
- Creates a positive work environment through cooperation and communication.
- Motivated to take action to achieve results without being told.
- Supports team decisions and outcomes through actions and communication.
- Highly observant and pays attention to detail.
- Adjusts to meet inflexible deadlines.
- Makes sound decisions that affect public health and safety.
- Committed to workplace safety for self and others.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to an Associates Degree in Construction Technology, or a related field.

Any combination of education and related work experience equivalent to the minimum qualifications that include emphasis in mathematics, physical science, or construction.

**Special Requirements:**

*List any other special required information for this position*

☐ Fingerprint check ☒ Valid driver's license

☐ Background check ☐ Other; Describe

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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|                             |              |             |
|-----------------------------|--------------|-------------|
| <b>Immediate Supervisor</b> | <b>Title</b> | <b>Date</b> |
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| <b>Administrative Review</b> | <b>Title</b> | <b>Date</b> |
|------------------------------|--------------|-------------|

My signature below indicates that I have read this job description.

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|                 |              |             |
|-----------------|--------------|-------------|
| <b>Employee</b> | <b>Title</b> | <b>Date</b> |
|-----------------|--------------|-------------|

**Human Resources Review**

**Job Code Title: Construction Trades All Other**

**Job Code Number: S49J01**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

**Human Resources:**

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**Signature**

**Title**

**Date**