

**ADMINISTRATIVE SUPERINTENDENT OF BRIDGE OPERATIONS**  
**(NY HELPS PROGRAM)**

**General Statement of Duties and Responsibilities**

This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions. All personnel perform related work.

Under general direction with wide latitude for the exercise of independent judgment and unreviewed action , directs all activities pertaining to the operations of moveable bridges (basculer and swing) in and between two or more operations; assures adequate staffing for bridges manned on a twenty-four hour basis; schedules personnel for bridges opened upon four to six hour advance notice; directs the coordination of activities with maintenance personnel; directs the maintenance of adequate safety standards; performs other assignments equivalent to those described.

Under administrative direction, with very wide latitude for the exercise of independent judgement and unreviewed action, oversees, activities pertaining to the operations of moveable bridges (basculer and swing) city-wide; directs the maintenance of efficient and cost-effective staff schedules and resource emergencies and other unforeseen circumstances; directs the development, implementation, and evaluation of contingency plans; oversees programs to ensure that personnel are adequately trained in Safety procedures; performs other assignments equivalent to those described.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory experience in the administration of a maintenance, mechanical, or electrical operation for performing administrative duties, all related to bridge maintenance and operations, at least eighteen months of which must have been in an administrative, managerial, or executive capacity or supervising staff engaged in performing above type of work; or

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**Qualification Requirements** (continued)

2. A four year high school diploma or its educational equivalent and six years of full-time satisfactory experience as described in “1” above, at least eighteen months of which must have been in a supervisory, administrative, managerial or executive capacity as described in “1” above; or
3. Education and /or experience equivalent to “1” or “2” above. However, all candidates must possess the eighteen months of supervisory, administrative, managerial or executive experience as described in “1” above. A satisfactory equivalent combination of education and experience.

**Note**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Administrative Superintendent of Bridge Operations (82998)” as competitive class employees.

**Probationary Period**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.