

Port of Cascade Locks  
Position Job Description  
Approved by Port Commission  
October 20, 2016  
Revised February 27, 2017

## Position Job Description

### Manager of Bridge Operations

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**Full Time Employee**  
**Management Team**  
**Exempt Position-Group 1**  
**Salary range: \$47,475 to \$70,000 annually**

**General Description of Duties:** This position works under the direction of the General Manager and oversees the operation of the Bridge of the Gods including Toll Booth operations, technology, bridge safety as well as the implementation of the 15 Year Maintenance and Preservation Plan for the BOG. On all maintenance issues, the BOG Manager works in collaboration with the Manager of Maintenance and Construction. This position is one of a working manager that ensures a high level of effectiveness and efficiency is achieved within the bridge department. Works in close collaboration with the General Manager and other department heads and coordinates with the City and other jurisdictions to carry out the direction and focus of the Port. The Manager of Bridge Operations is expected to become fully knowledgeable of Toll Booth operations and is expected to have duty hours periodically in the Toll Booth to be able to understand and analyze Toll Booth operations.

Responsible for ensuring that the 15 Year Plan is fully implemented and works with the consulting engineer and others to apply for grants and seeks additional funding sources for BOG. Coordinates all contracts for maintenance services regarding the BOG. Conducts regular safety inspections to ensure that the BOG and all related facilities are safe for employees and the general public.

Organizes schedules, sets priorities and provides supervision for all employees of the department. This position requires good communication skills and the ability to interact effectively with both customers and staff. The Manager is responsible for record keeping as required by the General Manager. Responsible for seeking outside quotes for contract services and the purchasing of materials and equipment for all work.

The Manager is responsible for building and maintaining a positive team attitude, improving the workings of the BOG Toll Booth and enhancing communication with Port staff and the community. The Manager prepares and implements the annual budget for the BOG and conducts annual evaluations of all department employees.

Examples of major work tasks:

**Bridge Structure:** Working with the BOG consulting engineer and the 15 Year Plan, carry out the following:

1. Maintenance of bridge decking, railing, lighting, structural steel supports and other

- elements of the 10 Year Plan necessary for the safe and efficient operation of the Bridge.
2. Works with the consulting engineer and the Manager of M&C to design, request and oversee the repair of damage to the Bridge grating or other bridge components.
  3. Coordinate the removal of snow and ice as appropriate and necessary through the M&C Department.
  4. Annually, working with the consulting engineer, Manager of M&C and the General Manager review and update the 15 Year Plan working collaboratively with the Engineer. The annual review culminates in Commission action in December of each year.

### **Toll Booth Operations:**

1. Evaluate, analyze and make improvements in the operation of the Toll Booth.
2. Develop and implement the monthly schedule based on the requirements of the BOG and Port.
3. Work with staff to make the transition to the new technology.
4. Coordinate with Administration for the safe and convenient transfer of BOG revenue.
5. Ensure that staff operates within Port and Toll Booth policy and procedures.
6. Create and implement training for Toll Takers.
7. Conduct annual evaluations of Toll Takers.
8. Ensures a high degree of customer service and courtesy.
9. Develop new updated Toll Booth Operations Manual.

### **Essential Job Elements:**

1. Ability to work as a part of the staff and Commission management team of the Port.
2. Ability to prepare written reports and documents. Update annually the Toll Booth Manual, 15 Year Plan and other documents such as Commission Reports.
3. Ability to work with staff to create monthly staffing plan for the Toll Booth.
4. Develop and manage the department's annual budget for the Bridge.
5. The skills to prepare and submit grants for financial support for the BOG.
6. Able to manage and implement construction, repair and technology projects.
7. Ability to coordinate and collaborate with others. Develop and maintain excellent working relationships with ODOT, WSDOT and RTC.
8. Experience in making changes and retaining a positive attitude.
9. Other duties and assignments as may be necessary and as assigned by the General Manager.
10. Make verbal and written reports to the Port Commission.

### **EDUCATION/EXPERIENCE REQUIRED**

1. A Bachelor's Degree or equivalent related work experience of 5 to 7 years.
2. Valid Oregon or Washington Driver's License.
3. Five to seven year's management experience.

4. 3-5 years' experience supervising subordinate employees.
5. 3-5 years working with and collaborating with engineers and contractors.