



Employee Job Description

Department: Mercer County Bridge Department

Position Title: Bridge Inspection Team Leader

Pay Classification: PA08 (\$55,034 entry)

Benefits: Full Medical Package
13 Paid Holidays per year
Paid Vacation and Sick time
County Pension Plan

Reports To: Bridge Dept. Head / Engineer

Date of Job Description Creation/Update: 6/11/2025

Position Summary:

These individual conducts the federally required National Bridge Inspection Standard (NBIS) safety inspections of locally owned bridges across Mercer County. This position is responsible for completing the required scope of work for each bridge safety inspection. On-site inspections are performed according to a monthly schedule of inspection cycles. Data is updated via PennDOT's Bridge Management System (BMS3) and uploaded to their web-based database, including a complete bridge inspection report. Oversight is provided by the department head / engineer and completed work is reviewed in accordance with FHWA and/or PennDOT standards and requirements. This position is responsible for completing the required scope of work for each bridge safety inspection and provides supervision to the bridge inspection team; also coordinates tasks with the administrative assistant and others as needed. Additionally, this individual inspects materials and the construction of bridges.

Qualifications and Skills:

- ◆ Knowledge of the principles and methods applied in safety inspections of existing bridge and culvert type structures including the techniques and procedures involved in the collection and evaluation of technical data.
- ◆ Understanding of the various bridge components, their functions and the effects of deterioration to safely inspect and evaluate the structure.
- ◆ Familiar with PennDOT standards, the properties of construction materials and their placement characteristics.

- ◆ Able to read and interpret mapping, construction plans, standards and specifications. Use these to determine cost estimates and prepare progress reports or make any sketches necessary for records.
- ◆ Knowledge of the principals and methods applied in inspecting and testing materials used in transportation construction inspection.
- ◆ Familiar with measuring and testing devices used to check construction in the field.
- ◆ Adept to climb structural steel with sufficient physical stamina and to work in adverse weather conditions and on hazardous terrain.
- ◆ Capable of establishing and maintaining effective working relationships with coworkers, public and agencies such as PennDOT.
- ◆ Advanced mathematical skills (geometry and trigonometry) and computer literacy (spreadsheets and databases).
- ◆ Interpret state and federal regulation, policy and guidance
- ◆ Detail oriented and organized

Required Certifications and Licensures:

- ◆ Hold PennDOT's FHWA approved comprehensive bridge safety inspection (CBSI) training certificate via the 13-day PennDOT course or via the NHI 10-day course plus the 5-day PennDOT course
- ◆ Qualify as a team leader in accordance with 23 CFR Part 650.309:
 1. have six months bridge inspection experience and be a registered professional engineer; or
 2. have two years bridge inspection experience, hold a bachelor's degree in engineering and passed the Fundamentals of Engineering exam; or
 3. have four years bridge inspection experience and hold an associate's degree in engineering or engineering technology; or
 4. have five years bridge inspection experience; and
 5. demonstrate competency as a bridge inspection team leader (i.e., see the bridge inspection from an engineering perspective; be able to explain condition ratings and justify priority determinations to engineers: sealing the report, at the PennDOT District, Central Office, QA, FHWA, etc.)
- ◆ Possess a valid driver's license

- ◆ Pass a physical examination

Responsibilities and Duties:

- ◆ Responsible to perform bridge safety inspections to document the condition of in-service bridges. Supervises bridge data compilation and measurement recording. Inspect bridge structural members, foundation supports, and components in accordance with the National Bridge Inspection Standards and PennDOT requirements. Prepare documentation for submission to PennDOT and maintain all records required by the standards.
- ◆ Schedules bridge safety inspections within federal and state timelines.
- ◆ Travels to field sites to perform inspections.
- ◆ Identifies critical changes to the condition of bridges such as accident damage, scouring and undermining, corrosion, and disintegration of concrete, to determine hazards to the public.
- ◆ Supervises the bridge inspection team and oversees the preparation of bridge inspection reports to document findings regarding the current conditions and deficiencies, including information such as measurements, photographs, sketches, and descriptions.
- ◆ Recommends repairs for deficiencies found during bridge safety inspections and assigns priority of repairs to bridges. Prepares the schedule of needed repairs and supervises the work of Bridge Inspectors/Foremen and/or the Bridge Maintenance Leaders and their laborers. Collects and maintains records of such repairs.
- ◆ Assist in the determination of the most appropriate rehabilitation or reconstruction project at specific bridge locations.
- ◆ Ensures that construction is in conformance with approved construction codes, plans and specifications.
- ◆ Serves as an independent inspector on road and bridge construction projects, including a wide variety of tasks such as submittal tracking, plan checks, permit adherence, labor compliance, material documentation and testing, quantity measurements, maintaining punch lists, taking photos, conducting general and activity specific progress meetings, etc.
- ◆ Maintains all construction records and computes all quantities to verify materials placed and estimates due.
- ◆ Interprets contracts and drawings and explains accepted terminology and procedures.
- ◆ Checks stakeouts, elevations, grades, slopes, excavations, compaction of soil, and placement of materials.

- ◆ Performs other related tasks and duties as required or assigned.

Physical Requirements:

- ◆ Able to climb steep embankments carrying equipment
- ◆ Able to climb structural steel with sufficient physical stamina
- ◆ Able to work outside in adverse weather conditions and to traverse hazardous terrain
- ◆ Able to lift 50 lbs. on a regular basis.
- ◆ Able to lift up to 100lbs. on an infrequent basis.
- ◆ Able to walk, climb, kneel, stoop, and squat as needed to perform bridge structure inspections

To Apply:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:

Mercer County HR Dept.
125 S Diamond Street, Suite 17
Mercer, PA 16137

County of Mercer Standard Applications can be printed from the county website or can be obtained by stopping in the Human Resource office located on the basement level of the Courthouse.

Deadline to Apply: June 30, 2025