

<p style="text-align: center;"><b>NIAGARA FALLS BRIDGE COMMISSION JOB DESCRIPTION AND RESPONSIBILITIES</b></p>
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**TITLE: Niagara Falls Bridge Commission Seasonal Employee**

**IMMEDIATE SUPERVISOR: PLAZA SUPERINTENDENT / TOLL CAPTAIN**

**DATE 2/1/2010**

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**SUMMARY**

Work under the direction of a Plaza Superintendent or Toll Captain, with both verbal and written instructions. Perform maintenance functions at the Rainbow, Whirlpool and Lewiston bridges and their associated buildings. Occasionally the individual will be asked to collect toll and direct traffic. Perform the above, in a courteous and helpful manner.

**SKILL LEVEL:**

Requires a general academic or vocational education with some basic maintenance experience.

**EFFORT and RESPONSIBILITY:**

Varies from minimal discretion, where the employee will be given a list of duties to work from, to a more responsible level of discretion where the employee will be given duties and must perform them on their own based upon operating guidelines and policies.

**WORKING CONDITIONS:**

Required to work both indoors and outdoors in the elements.

**DUTIES:**

1. Perform work that may include electrical, plumbing, carpentry, dry wall, painting, and mechanical. Minor repairs to vehicles and small engines helpful, but not necessary.
2. Operate snow removal equipment such as snow blowers, tractors, and plow vehicles; lawn mowers; and weed whackers.
3. Must be willing to work from heights that range from a step ladder to working on roof tops, and possibly under the bridge span.
4. Perform general housekeeping duties, such as sweeping, mopping, and waxing of floors, emptying of trash, cleaning of toilets and urinals, vacuuming, washing of walls, tiles, windows, and venetian blinds.
5. Collect tolls.
6. Direct vehicles into toll and /or government inspection lanes.
7. Stop, hold, or redirect traffic in case of accident or other obstacle hindering normal pattern.
8. Assist bridge patrons and answer questions politely.

9. Wear safety clothes and shoes and personal protective equipment as required.

**WORK EXPERIENCE:**

Previous experience in the operation of small machinery, power tools, and other equipment. Knowledge of small engine and minor vehicle repairs helpful but not necessary. Experience operating snow plow equipment a plus.

**REQUIRMENTS:**

1. Must possess a clean, valid, NY State Drivers license and willing to be trained to acquire a NY State class “B” license within 120 days of hire.
2. Must be able to pass a physical examination, along with drug and alcohol testing on a random and periodic basis.

**HOURS OF WORK (maximum allowed)**

November 1 – April 30	24 hrs/wk
May 1 – October 31	40 hr/ wk
Flexible Hours	We will work with your availability

**To apply for this position use the online application form.**