

A. Assistant Secretary for Environmental and Engineering Service Center with further assignment/ delegation as follows:

1. Bridge and Structures Engineer
 - a. Exercises staff responsibility for the technical engineering aspects of inspection, maintenance, and repair of the department's transportation structures except for geotechnical aspects of tunnels, and major culvert inspection, maintenance and repair.
 - b. Maintains an inventory of all transportation structures on the department's and local agency public roads in Washington.
 - c. Publishes a listing of all the department's bridges and ferry terminals every two years in M 23-09 "Bridge List."
 - d. Maintains a historical file of all the department's bridges and ferry terminals.
 - e. Performs structural inspections of all bridges and ferry terminals on the department's transportation system, as required by the National Bridge Inspection Standards. These inspections are intended to verify structural integrity, identify the need for corrective maintenance, and identify the need for reconstruction or replacement; see AASHTO Manual for Maintenance Inspection of Bridges, FHWA Bridge Inspector's Training Manual/90.
 - f. Provides routine nondestructive testing services on mechanical components of movable bridges for the region and assists the region in arranging for any outside nondestructive testing required by age and operating conditions.
 - g. Performs in-depth mechanical and electrical inspections on a maximum six-year interval or as age and operating conditions require.
 - h. Provides recommended repair lists based on structural, mechanical, and electrical inspections.
 - i. Develops and maintains operations, inspection and maintenance manuals for movable bridges.
 - j. Monitors preventive maintenance activities to ensure compliance with established procedures and schedules.
 - k. Provides technical assistance to the region during abnormal conditions or operations.
 - l. Assists the region in preparing contract PS&E for bridge repairs and renovations.
 - m. Performs random inspections on floating bridges to verify water tightness of the bridge pontoons and the reliability of mechanical and electrical systems.

Responsibilities

- n. Develops and maintains a rating of the load-carrying capacity of all the department's highway bridges; see AASHTO Manual for Maintenance Inspection of Bridges, AASHTO Guide Specifications for Strength Evaluation of Existing Steel and Concrete Bridges; M 23-50, *Bridge Design Manual*.
 - o. Develops and maintains an overall preventive and corrective maintenance program for all the department's bridges except major culverts and tunnels.
 - p. Provides the Regional Administrators, the Chief Maintenance Engineer, and the Director of the Washington State Ferries Division with maintenance recommendations and priorities based on needs identified during structural inspections; furnishes drawings showing recommended repair or strengthening details if needed.
 - q. Provides technical assistance as requested by the Motor Carrier Services Administrator for the issuance of overlegal weight permits, see M 56-01 "Desk Guide for Overlegal Permits."
 - r. Performs, or provides technical assistance to Regional Administrators for heat straightening of damaged steel components of bridges.
 - s. Provides assistance and services related to structural problems as requested by the Director of the Washington State Ferries Division.
 - t. Provides assistance and services as requested by the Assistant Secretary for TransAid in the structural inspections and load rating of local agency bridges and in the training of local agency bridge inspection personnel.
 - u. Administers agreements with local agencies for the structural inspection(s) of local agency bridges by the state.
 - v. Coordinates interdisciplinary evaluation of scour potential at bridges (geotechnical [Materials], hydraulic [Design], and structural [Bridge and Structures]) and performs flood inspections.
2. State Design Engineer
- a. Exercises staff responsibility for the technical engineering aspects of major culvert inspection, maintenance, and repair.
 - b. Develops and maintains an overall preventive and corrective maintenance program for all major culverts.
- B. **Assistant Secretary for Field Operations** with further assignment/delegation as follows:
1. State Maintenance Engineer
- a. Exercises staff responsibility for implementation of a preventive and corrective maintenance program for the department's transportation structures except ferry terminals.
 - b. Exercises staff responsibility for the issuance of permits to operate vehicles of a size or weight greater than the legal maximum on the department's highway bridges.
 - c. Provides guidance and assistance to the regions in preparation of the program and budget for bridge preventive and corrective maintenance.

2. Materials Engineer
 - a. Exercises staff responsibility for the geotechnical aspects of tunnel inspection, maintenance, and damage repair.
 - b. Develops and maintains an overall preventive and corrective maintenance program for all tunnels.
 - c. Provides assistance to the Bridge and Structures Office in the routine inspection of tunnels.
3. Motor Carrier Services Administrator
 - a. Exercises staff responsibility for the issuance of permits to operate vehicles of a size or weight greater than the legal maximum on the department's highway bridges.

C. Director of the Washington State Ferries Division

1. Develops and implements a preventive and corrective maintenance program and budget for ferry terminals.
2. Develops and maintains a rating of the load carrying capacity of all vehicle transfer spans and holding areas.
3. Performs routine inspections of all electrical, mechanical, and hoist systems for ferry terminals.
4. Performs maintenance inspections on ferry terminals.
5. Performs preventative and corrective maintenance on ferry terminals.
6. Provides assistance to the Bridge and Structures Office as requested for the structural inspection of ferry terminals.

D. Regional Administrators

1. Performs maintenance inspections of bridges on the department's transportation system.
2. Performs preventive and corrective maintenance on the department's bridges.
3. Implements a preventive maintenance program for all movable bridges in accordance with the operations, inspection and maintenance manuals or preventive and maintenance manuals.
4. Establishes a schedule to perform inspection, testing, and maintenance as prescribed in the operations, inspection, and maintenance manuals or preventive maintenance manuals for movable bridges.
5. Schedules and performs additional maintenance as required to maintain the operational status of movable spans in compliance with Code of Federal Regulations, Chapter 33, Section 117.
6. Performs monthly trial openings of all movable spans (except those noted in Appendix 4 as "no longer opened for marine traffic") to ensure proper operation. Any traffic opening will satisfy the trial opening requirement.

Responsibilities

7. Informs the Bridge and Structures Office promptly of mechanical and/or electrical failure or misoperation, bridge damage, or of any inadequacies or errors in the operation, inspection and maintenance manuals or preventive maintenance manuals.
 8. Programs and budgets for preventive and corrective maintenance and rehabilitation or replacement for the department's bridges.
 9. Erects and maintains signing for traffic restrictions (loads, vertical clearance, etc.) in accordance with federal "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) and "Washington State Modifications to MUTCD, M 24-01."
 10. Provides traffic control needed during structural inspections performed by the Bridge and Structures Office.
 11. Advises the Bridge and Structures Engineer and the State Maintenance Engineer of any transportation structure damaged by vehicles, by ship collisions, or by natural phenomenon.
 12. Advises the Bridge and Structures Engineer and the State Maintenance Engineer of significant floods which occur at department highway bridges.
 13. Prepares, processes, and administers agreements with other states and local agencies for the cooperative maintenance and operation of bridges and structures of mutual concern and use by the department and such agencies.
- E. **Assistant Secretary for TransAid**
1. Exercises the administrative responsibility for local agency compliance with the National Bridge Inspection Standards.
 2. Prepares and processes agreements with local agencies for the structural inspection(s) of local agency bridges by the state.
 3. Coordinates all local agency use of the Washington State Bridge Inventory System (WSBIS).
 4. Provides training to local agency bridge inspection personnel in bridge inspection, load rating, and inventory updates.

6:F:DP/TSPM