

STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: CB28

ORDINANCE NUMBER: 2022-28

**TITLE: AN ORDINANCE ADOPTING THE CITY OF BLACK HAWK 2023 PAY PLAN AND REVISED JOB DESCRIPTIONS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, GILPIN COUNTY:

Section 1. The City of Black Hawk 2023 Pay Plan and revised job descriptions, attached hereto and incorporated herein by this reference is hereby adopted, to be effective upon the effective date of this Ordinance.

Section 2. Safety Clause. The City Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 7<sup>th</sup> day of December, 2022.

  
David D. Spellman, Mayor

ATTEST:

  
Melissa A. Greiner, CMC, City Clerk



## 2023 Draft Salary Ranges

City of Black Hawk FT Job Titles	2023 Draft Salary Range		
Administrative Services	Minimum	Mid-Point	Maximum
City Clerk/Administrative Services Director	\$151,080	\$181,296	\$211,512
Human Resources Generalist	\$67,737	\$81,285	\$94,832
Deputy City Clerk	\$64,691	\$77,629	\$90,567
Information Specialist	\$64,875	\$77,850	\$90,825
Community Planning & Development			
Community Planning & Development Director	\$148,434	\$178,120	\$207,807
Development Services Coordinator	\$85,046	\$102,055	\$119,064
Executive Administrative Assistant - Part Time	\$64,875	\$77,850	\$90,825
Finance Department			
Finance Director	\$150,585	\$180,702	\$210,819
Senior Accountant	\$85,046	\$102,055	\$119,064
IT Manager	\$115,356	\$138,427	\$161,498
IT Systems Analyst	\$91,800	\$110,160	\$128,520
Fire Department			
Fire Chief	\$157,853	\$189,423	\$220,994
Fire Marshall	\$117,690	\$141,228	\$164,766
Fire Captain	\$113,025	\$135,630	\$158,235
Fire Lieutenant	\$107,643	\$129,172	\$150,700
Fire Engineer	\$79,855	\$95,826	\$111,797
Senior Firefighter	\$69,138	\$82,966	\$96,794
Firefighter	\$65,846	\$79,015	\$92,184
Executive Administrative Assistant FD	\$64,875	\$77,850	\$90,825
Police Department			
PD Admin			
Police Chief	\$153,534	\$184,240	\$214,947
Police Commander	\$127,397	\$152,876	\$178,355
Police Sergeant	\$109,248	\$131,097	\$152,947
Police Detective	\$90,016	\$108,019	\$126,023
Police Officer IV	\$85,730	\$102,876	\$120,021
Police Officer III	\$81,647	\$97,977	\$114,306
Police Officer II	\$77,759	\$93,311	\$108,863
Police Officer I	\$74,056	\$88,868	\$103,679
Police Recruit	\$67,636	\$81,164	\$94,691
Police Property Evidence/Digital Media Technician	\$58,161	\$69,794	\$81,426
Executive Administrative Assistant/Municipal Court Clerk	\$64,875	\$77,850	\$90,825
Police Records Supervisor	\$71,153	\$85,384	\$99,614
Police Records Specialist	\$48,219	\$57,863	\$67,507
Communications			
Communications Supervisor	\$83,272	\$99,927	\$116,581
Communications Officer II	\$59,735	\$71,682	\$83,629
Communications Officer I	\$56,891	\$68,269	\$79,647
Public Works Department			
Administration			
Public Works Director	\$148,466	\$178,159	\$207,852
Maintenance Services Manager	\$113,497	\$136,196	\$158,895
Executive Administrative Assistant PW	\$64,875	\$77,850	\$90,825
Engineering			
City Engineer	\$120,145	\$144,174	\$168,203
Civil Engineer	\$88,661	\$106,393	\$124,125
GIS Analyst/Engineer Associate	\$75,892	\$91,070	\$106,248
Facilities			
Facilities Maintenance Supervisor	\$82,865	\$99,438	\$116,011
Facilities Maintenance Technician II	\$57,675	\$69,210	\$80,745
Facilities Maintenance Technician I	\$54,929	\$65,914	\$76,900
Fleet			
Fleet Supervisor	\$74,140	\$88,967	\$103,795
Fleet Purchasing & Inventory Assistant	\$64,875	\$77,850	\$90,825
Lead Fleet Technician	\$62,688	\$75,226	\$87,763
Fleet Technician II	\$59,703	\$71,644	\$83,584
Fleet Technician I	\$56,860	\$68,232	\$79,604
Fleet Support Technician	\$37,108	\$44,530	\$51,952
Maintenance			
Maintenance Supervisor	\$79,683	\$95,620	\$111,557
Lead Maintenance Worker	\$54,688	\$65,626	\$76,563
Maintenance Worker II	\$52,084	\$62,501	\$72,917
Maintenance Worker I	\$49,604	\$59,524	\$69,445
Water			
Water Resource Engineer	\$127,238	\$152,686	\$178,133
Water System Superintendent	\$105,747	\$126,896	\$148,046
Lead Water Utility Operator	\$63,275	\$75,930	\$88,585
Water Utility Operator IV	\$60,262	\$72,314	\$84,366
Water Utility Operator III	\$57,392	\$68,870	\$80,349
Water Utility Operator II	\$54,659	\$65,591	\$76,523
Water Utility Operator I	\$52,056	\$62,467	\$72,879

**PROPOSED  
2023  
DEVELOPMENT  
SERVICES  
COORDINATOR  
JOB DESCRIPTION**

**CITY OF BLACK HAWK**  
**2023 Job Description**

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<b>JOB TITLE:</b>	<b>Development Services Coordinator</b>	<b>DEPARTMENT:</b>	<b>Community Planning &amp; Development</b>
<b>REPORTS TO:</b>	<b>CP&amp;D Director</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$40.8875 - \$57.2423 / HR</b>		

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**SUMMARY**

The position is an integral part of the administrative team representing the Community Planning and Development Department. The Individual will work closely with the Community Planning and Development Director and may assume an acting role in their absence. The Individual trains to perform a wide range of complex, responsible, and confidential duties associated with the divisions of administration, building, conveyance, historic preservation, and planning/zoning. The Individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Building:**

- Assist in the overall administration and daily operations of the Community Planning and Development department.
- Acts as the system administrator and is responsible for the upkeep, configuration, and reliable operation of the CommunityCore electronic permitting software.
- Perform administrative functions in support of building permit process; oversee the timely application approval process; application submittal, plan review, permit issuance, fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Create and run reports from the electronic permitting system; ensure functional integration with other City departments.
- Answer code-related questions from builders and the general public. Respond to inquiries and complaints.
- Independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.
- Recommend, develop, and implement the department's goals, objectives, policies, and procedures. Create, update, and maintain information and pamphlets provided to the public at the front counter and online.
- Act as Development Review Committee Chair and all duties assigned.
- Monitor and update the address system for both new and existing buildings and properties.
- Assist in preparing and administering the Exterior Paint, Residential Rehabilitation, and Residential Recreational Storage programs. Become familiar with the governing documents and guidelines; understand the individual components of the program, and ensure program parameters and objectives are consistently applied and achieved.
- Recommend and prepare changes in codes and regulations.

- Provide enforcement, interpretation, and administration within the scope of the International Codes.
- Consult with the Contracted Building Official and Inspectors to provide enforcement, interpretation, and administration within the scope of the International Codes to improve customer service.
- Participate in periodic on-site inspections (commercial and residential) to independently perform commercial/residential inspections; as required.

### **Conveyance:**

- Overall administration and daily operations of the conveyance program.
- Perform administrative functions supporting the conveyance permit process; oversee the timely application approval process; application submittal, plan review, permit issuance, fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Coordinate the work and services of the Conveyance program as outlined by the Colorado Department of Labor and Employment Division of Oil and Public Safety; maintain compliance within Federal, State, and local standards, principles, law, legislation, and as adopted by City Council; become familiar with the governing documents.
- Manage standard paperwork for Annual CO, Temporary CO, Construction CO, Removed from Service, or Dormant.
- Maintain accurate hard and electronic files and the spreadsheet required by the State of Colorado.
- Update the Standard Operating Procedure as needed and distribute it to Conveyance owners as appropriate.

### **Historic Preservation:**

- Serve as the Secretary supporting the Historic Preservation Commission.
- Interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant and assist in administrating the Certified Local Government program.
- Attend all regular or special meetings, hearings, and study sessions.
- Prepare the agenda and packet for all meetings.
- Distribute the agenda with attachments, staff reports, meeting minutes to each Commission member and additional recipients no later than the Friday preceding each regular meeting.
- Take and prepare meeting minutes, showing each vote's outcome upon every question, and administer oaths to people who testify during public hearings.
- Post all agendas and fully executed meeting minutes on the Historic Preservation Commission webpage.
- Coordinate and oversee the Certified Local Government annual report, landmark designation applications, Commission member training sessions, terms of office, compensation, and other duties as the Historic Preservation Commission assigned.
- Oversee the annual election of the Chairperson and Vice-Chairperson at the first meeting of any calendar year or at a date determined by the Commission.
- Custodian of the Commission's records, and official correspondence, send out all notices, compile documents and maintain the electronic files.
- Maintain and update the Historic Preservation Commission webpage.

### **Planning/Zoning:**

- Monitor the application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.
- Coordinate with outside agencies to complete council action form and staff report; request resolution from City Attorney, confirm public notice publication and posting, ensure outside agencies notify the applicant of Council actions.

- Meet regularly with the Planning Consultants to review the progress and status of projects.
- Attend all Development progress meetings.
- Act as the City's Floodplain reviewer under the direction of the City's Floodplain Administrator for compliance with Federal, State legislation and the administrative practices adopted by the City Council.
- Liaison for Commercial Code Enforcement with City's Code Consultant.

### **Administrative Services:**

- Be available, responsive, knowledgeable, and cordial to customer and client requests for information.
- Attend City Council meetings, historic preservation commission meetings, development review committee meetings, planning sessions, or pre-construction meetings as required or requested.
- Attend educational training to obtain required academic credits to maintain current certifications.
- Suggest and recommend procedures and processes to improve operations.
- Possess advanced computer aptitude skills with the ability to help others with system usage. Proficient in spreadsheets, word processing, and database programs.
- Custodian of all departmental hard and electronic records as described under the adopted Retention Schedule.
- Compose various correspondence independently from verbal or written instruction; review, proofread, and edit departmental documents; possess strong proofreading skills.
- Maintain office supply inventory and order department supplies as well as City-wide inventory reporting, as needed.
- Maintain calendars and arrange meetings and conferences, as needed.
- Update department standard operating procedures in document management software.
- Maintain and update the database for gaming establishment statistics.
- Maintain and update the website page for Community Planning and Development within established guidelines.
- Recommend organizational, procedural, and cost-saving measures.
- Assist with event planning.
- Provide Notary services for the public and City staff.
- Assist other departmental staff and provide support to other departments as necessary.
- Perform other duties as assigned.

### **QUALIFICATIONS**

- **Knowledge of:**
  - The CommunityCore web-based and mobile tools permit software system.
  - Theory, principles, practices of land use development, and zoning code administration as enforced by the City.
  - Theory, principles, practices, and methods of building construction disciplines, codes, and standards; building-related regulations and ordinances enforced by the City, including the International Code Council (ICC) codes; methods and practices of all phases of commercial and residential construction.
  - Theory, principles, practices, and methods of historic preservation standards.
  - Applicable Federal, State, and local laws, codes, and regulations of the City.
  - Technical research methods and techniques.
  - The English language; uses accurate grammar, spelling, vocabulary, punctuation, and proofreading.
  - General finance and accounting.
  - Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal governmental administration



- Record keeping principals and procedures.
- **Ability to:**
  - To provide a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
  - Maintain and handle confidential data and information related to the department; discern the difference between original and duplicate documents.
  - Organize and establish work priorities; work in a cooperative team environment or independently with limited supervision; maximize efficiency. Meet department and project schedules, milestones, and deadlines.
  - Adapt to frequent interruptions, unusual workload demands, changing priorities, and deadlines.
  - Tackle repetitive and tedious tasks with eagerness and enthusiasm.
  - Establish and maintain effective working relationships with supervisors, coworkers, elected officials, outside agencies, and the public; work well with varied and demanding people.
  - Possess a professional, friendly demeanor; comfortable interfacing with the public to serve their department's related needs; maintain a high degree of integrity and discretion; diplomatic with a positive can-do attitude, reflecting well on the department and the City.
  - Be punctual and prompt for work and meetings.
  - Promote an organizational work environment where business practices, decisions, and work assignments align with the City's vision, mission, core values, and competencies.
  - Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
    - o Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.

## **EDUCATION, EXPERIENCE, AND TRAINING**

- Four-year college or university program certification; or two to four years of related experience and/or training; or an equivalent combination of education and experience.
- Three years of progressive experience as a Certified Permit Technician or Permit Technician Specialist.
- Three years of progressive administrative experience preferred.
- Experience with customer service, building permit services, and planning/zoning services.
- Possess an International Code Council Permit Technician or Permit Technician Specialist certification.
- Possess a Colorado Notary Public Commission.
- International Code Council certification as a Building Inspector, Plans Examiner, or Building Official is desirable, with the ability to maintain all certifications with continuing education units.
- Historic Preservation experience is desirable.
- Relevant knowledge of office computer systems, proficiency with Microsoft Office Suite and Bluebeam Revu. Experience with or knowledge of CommunityCore software permitting software.
- FEMA – Certification through the Association of State Floodplain Managers, Inc as a Certified Floodplain Manager is desirable.
- A valid Colorado Driver's License and safe driving record.

## **EQUIPMENT USED**

Constant daily use of telephones, cell phones, computers, calculators, copy machines, and scanners.

## **REASONING ABILITY**

Identify problems, collect data, establish facts, and draw valid conclusions.

## PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment. Still, the employee must occasionally lift and/or move up to 25 pounds and climb stairs, ladders, and/or step stools, mobile enough to conduct fieldwork and visit construction sites, sometimes crossing over rough, uneven, or rocky and mountainous surfaces and terrain. The employee is also regularly required to talk, hear, and use hands and fingers. This position's specific vision abilities include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

An employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must be willing to work a varied schedule of hours, including evenings and/or weekends.

## COMMENTS

The job description intends to describe the types of job tasks and levels of responsibility, and difficulty required of persons assigned to this job title. This document is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the Immigration Reform and Control Act, the City intends to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF BLACK HAWK**  
**202~~23~~ Job Description**

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<b>JOB TITLE:</b>	<b>Development Services Coordinator</b>	<b>DEPARTMENT:</b>	<b>Community Planning &amp; Development</b>
<b>REPORTS TO:</b>	<b>CP&amp;D Director</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<del>\$29.4911 – \$38.3385 / HR</del> <u>\$40.8875 - \$57.2423 / HR</u>		

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**SUMMARY**

~~The position is an integral part of the administrative team representing the Community Planning and Development Department. The Individual trains to perform a wide range of complex, responsible, and confidential duties associated with the divisions of administration, building, conveyance, historic preservation, and planning/zoning. The individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.~~

The position is an integral part of the administrative team representing the Community Planning and Development Department. The Individual will work closely with the Community Planning and Development Director and may assume [an acting their](#) role in their absence. The Individual trains to perform a wide range of complex, responsible, and confidential duties associated with the divisions of administration, building, conveyance, historic preservation, and planning/zoning. The Individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Building:**

- ~~• Oversee the timely application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.~~
- ~~• Create and run reports from the system; ensure functional integration with other City software and systems.~~
- ~~• Respond to inquiries and complaints.~~
- ~~• Independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.~~
- ~~• Recommend, develop, and implement goals, objectives, policies, and procedures for the department. As well as create, update, and maintain information and pamphlets provided to the public at the front counter and online.~~
- ~~• Act as Development Review Committee Chair and all duties assigned.~~
- ~~• Monitor and update the address system for both new and existing buildings and properties.~~
- ~~• Assist in the preparation and administration of the Exterior Paint program and all other duties as assigned.~~
  
- Assist in the overall administration and daily operations of the [Community Planning and Development building](#) department.
- Acts as the system administrator and is responsible for the upkeep, configuration, and reliable operation of the [CommunityCore](#) electronic permitting software.
- Perform administrative functions in support of building permit process; oversee the timely application approval process; application submittal, plan review, permit issuance,

- fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Create and run reports from the electronic permitting system; ensure functional integration with other City departments.
- Answer code-related questions from builders and the general public. Respond to inquiries and complaints.
- Independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.
- Recommend, develop, and implement the department's goals, objectives, policies, and procedures. Create, update, and maintain information and pamphlets provided to the public at the front counter and online.
- Act as Development Review Committee Chair and all duties assigned.
- Monitor and update the address system for both new and existing buildings and properties.
- Assist in preparing and administering the Exterior Paint, Residential Rehabilitation, and Residential Recreational Storage programs. Become familiar with the governing documents and guidelines; understand the individual components of the program, and ensure program parameters and objectives are consistently applied and achieved.
- Recommend and prepare changes in codes and regulations.
  - Provide enforcement, interpretation, and administration within the scope of the International Codes.
- Consult with the Contracted Building Official and Inspectors to provide enforcement, interpretation, and administration within the scope of the International Codes to improve customer service.
- Participate in periodic on-site inspections (commercial and residential) to independently perform commercial/residential inspections; as required.

### **Conveyance:**

- ~~Coordinate the work and services of the Conveyance program as outlined by the Colorado Department of Labor and Employment Division of Oil and Public Safety; maintain compliance within Federal, State, and local standards, principles, law, legislation, and as adopted by City Council; become familiar with the governing documents.~~
- ~~Prepare standard paperwork for Annual CO, Temporary CO, Construction CO, Removed from Service or Dormant. Maintain accurate hard and electronic files and the spreadsheet required by the State of Colorado.~~
- Administer the eOverall administration and daily operations of the conveyance program.
- Perform administrative functions supporting the conveyance permit process; oversee the timely application approval process; application submittal, plan review, permit issuance, fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Coordinate the work and services of the Conveyance program as outlined by the Colorado Department of Labor and Employment Division of Oil and Public Safety; maintain compliance within Federal, State, and local standards, principles, law, legislation, and as adopted by City Council; become familiar with the governing documents.
- Manage standard paperwork for Annual CO, Temporary CO, Construction CO, Removed from Service, or Dormant.
- Maintain accurate hard and electronic files and the spreadsheet required by the State of Colorado.
- Update the Standard Operating Procedure as needed and distribute it to Conveyance owners as appropriate.



### **Historic Preservation:**

- ~~Serve as the Secretary supporting the Historic Preservation Commission and all other duties as assigned.~~
  - ~~Interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant.~~
  - ~~Assist in the Landmark Designation nomination and application process.~~
  - ~~Assist in administering the Residential Preservation Easement and Rehabilitation program; become familiar with the governing documents and guidelines; understand the individual components of the program and ensure program parameters and objectives are consistently applied and achieved.~~
  - ~~Coordinate any reports, documentation, and certificates concerning the Historic Preservation Commission.~~
- 
- Serve as the Secretary supporting the Historic Preservation Commission.
  - Interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant and assist in administering the Certified Local Government program.
  - Attend all regular or special meetings, hearings, and study sessions.
  - Prepare the agenda and packet for all meetings.
  - Distribute the agenda with attachments, staff reports, meeting minutes to each Commission member and additional recipients no later than the Friday preceding each regular meeting.
  - Take and prepare meeting minutes, showing each vote's outcome upon every question, and administer oaths to people who testify during public hearings.
  - Post all agendas and fully executed meeting minutes on the Historic Preservation Commission webpage.
  - Coordinate and oversee the Certified Local Government annual report, landmark designation applications, Commission member training sessions, terms of office, compensation, and other duties as the Historic Preservation Commission assigned.
  - Oversee the annual election of the Chairperson and Vice-Chairperson at the first meeting of any calendar year or at a date determined by the Commission.
  - Custodian of the Commission's records, and official correspondence, send out all notices, compile documents and maintain the electronic files.
  - Maintain and update the Historic Preservation Commission webpage.

### **Planning/Zoning:**

- ~~Monitor the application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.~~
  - ~~Coordinate with outside agencies to complete council action form and staff report; request resolution from City Attorney, outside agencies notify the applicant of Council actions.~~
- 
- Monitor the application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.
  - Coordinate with outside agencies to complete council action form and staff report; request resolution from City Attorney, confirm public notice publication and posting, ensure outside agencies notify the applicant of Council actions.
  - Meet regularly with the Planning Consultants to review the progress and status of projects.
  - Attend all Development progress meetings.
  - Act as the City's Floodplain reviewer under the direction of the City's Floodplain Administrator for compliance with Federal, State legislation and the administrative practices adopted by the City Council.
  - Liaison for Commercial Code Enforcement with City's Code Consultant.

### **Administrative Services:**

- ~~Possess advanced computer aptitude skills with the ability to help others with system~~

- usage. Proficient in spreadsheets, word processing, and database programs.
  - ~~Custodian of all departmental hard and electronic records as described under the adopted Retention Schedule.~~
  - ~~Compose independently various correspondence from verbal or written instruction; review, proofread, and edit departmental documents; possess strong proofreading skills.~~
  - ~~Maintain office supply inventory and order department supplies as well as City-wide inventory reporting, as needed.~~
  - ~~Maintain calendars and arrange meetings and conferences, as needed.~~
  - ~~Update department standard operating procedures in document management software.~~
  - ~~Maintain and update the database for gaming establishment statistics.~~
  - ~~Maintain and update the website page for the department within established guidelines.~~
  - ~~Recommend organizational, procedural, and cost-saving measures.~~
  - ~~Assist with event planning.~~
  - ~~Provide Notary services for the public and City staff.~~
  - ~~Assist other departmental staff and provide support to other departments as necessary.~~
  - ~~Perform other duties as assigned.~~
- 
- • ~~Be available, responsive, knowledgeable, and cordial to customer and client requests for information.~~
  - • ~~Attend City Council meetings, historic preservation commission meetings, development review committee meetings, planning sessions, or pre-construction meetings as required or requested.~~
  - • ~~Attend educational training to obtain required academic credits to maintain current certifications.~~
  - • ~~Suggest and recommend procedures and processes to improve operations.~~
  - • ~~Possess advanced computer aptitude skills with the ability to help others with system usage. Proficient in spreadsheets, word processing, and database programs.~~
  - • ~~Custodian of all departmental hard and electronic records as described under the adopted Retention Schedule.~~
  - • ~~Compose various correspondence independently from verbal or written instruction; review, proofread, and edit departmental documents; possess strong proofreading skills.~~
  - • ~~Maintain office supply inventory and order department supplies as well as City-wide inventory reporting, as needed.~~
  - • ~~Maintain calendars and arrange meetings and conferences, as needed.~~
  - • ~~Update department standard operating procedures in document management software.~~
  - • ~~Maintain and update the database for gaming establishment statistics.~~
  - • ~~Maintain and update the website page for Community Planning and Development within established guidelines.~~
  - • ~~Recommend organizational, procedural, and cost-saving measures.~~
  - • ~~Assist with event planning.~~
  - • ~~Provide Notary services for the public and City staff.~~
  - • ~~Assist other departmental staff and provide support to other departments as necessary.~~
  - • ~~Perform other duties as assigned.~~

## QUALIFICATIONS

- **Knowledge of:**
  - ~~Theory, principles, practices of land use development, and zoning code administration as enforced by the City.~~
  - ~~Theory, principles, practices, and methods of building construction disciplines, codes, and standards; building-related regulations and ordinances enforced by the City, including the International Code Council (ICC) building, electrical, plumbing, mechanical, and fire codes; methods and practices of all phases of commercial and residential construction.~~
  - ~~Theory, principles, practices, and methods of historic preservation standards.~~
  - ~~Applicable Federal, State, and local laws, codes, and regulations.~~
  - ~~Technical research methods and techniques.~~



- ~~○ English usage with accurate grammar, spelling, vocabulary, punctuation, and proofreading.~~
- ~~○ General understanding of finance and accounting.~~

- ~~○ The CommunityCore web-based and mobile tools permit software system.~~
- ~~○ Theory, principles, practices of land use development, and zoning code administration as enforced by the City.~~
- ~~○ Theory, principles, practices, and methods of building construction disciplines, codes, and standards; building-related regulations and ordinances enforced by the City, including the International Code Council (ICC) codes; methods and practices of all phases of commercial and residential construction.~~
- ~~○ Theory, principles, practices, and methods of historic preservation standards.~~
- ~~○ Applicable Federal, State, and local laws, codes, and regulations of the City.~~
- ~~○ Technical research methods and techniques.~~
- ~~○ The English language; uses accurate grammar, spelling, vocabulary, punctuation, and proofreading.~~
- ~~○ General finance and accounting.~~
- ~~○ Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal governmental administration~~
- ~~○ Record keeping principals and procedures.~~

- **Ability to:**

- ~~○ Maintain and handle confidential data and information related to the department; discern the difference between original and duplicate documents.~~
- ~~○ Organize and establish work priorities; work in a cooperative team environment or independently with limited supervision; maximize efficiency. Meet department and project schedules, milestones, and deadlines.~~
- ~~○ Adapt to frequent interruptions, unusual workload demands, changing priorities, and deadlines.~~
- ~~○ Tackle repetitive and tedious tasks with eagerness and enthusiasm.~~
- ~~○ Establish and maintain effective working relationships with supervisors, coworkers, elected officials, outside agencies, and the public; work well with varied and demanding people.~~
- ~~○ Possess a professional, friendly demeanor; comfortable interfacing with the public to serve their Department's related needs; maintain a high degree of integrity and discretion; diplomatic with a positive can-do attitude, reflecting well on the department and the City. Be punctual and prompt for work and meetings.~~
- ~~○ To provide a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.~~
- ~~○ Maintain and handle confidential data and information related to the department; discern the difference between original and duplicate documents.~~
- ~~○ Organize and establish work priorities; work in a cooperative team environment or independently with limited supervision; maximize efficiency. Meet department and project schedules, milestones, and deadlines.~~
- ~~○ Adapt to frequent interruptions, unusual workload demands, changing priorities, and deadlines.~~
- ~~○ Tackle repetitive and tedious tasks with eagerness and enthusiasm.~~
- ~~○ Establish and maintain effective working relationships with supervisors, coworkers,~~

elected officials, outside agencies, and the public; work well with varied and demanding people.

- • Possess a professional, friendly demeanor; comfortable interfacing with the public to serve their department's related needs; maintain a high degree of integrity and discretion; diplomatic with a positive can-do attitude, reflecting well on the department and the City.
- • Be punctual and prompt for work and meetings.
- • Promote an organizational work environment where business practices, decisions, and work assignments align with the City's vision, mission, core values, and competencies.
- • Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- • Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.

## **EDUCATION, EXPERIENCE, AND TRAINING**

- High School Diploma or GED.
  - Three years progressive related experience and training as a Certified Permit Technician.
  - Experience with customer service, building permit services, and planning/zoning services.
  - Possess an International Code Council Permit Technician certification.
  - Possess a Colorado Notary Public Commission.
  - International Code Council certification as a Building Inspector or Plans Examiner desirable.
  - Historic Preservation experience desirable.
  - Working knowledge of relevant office computer systems and proficiency with Microsoft Office Suite and Bluebeam Revu. Experience with or knowledge of Innoprise software or another applicable permitting software.
  - Valid Colorado Driver's License with a safe driving record.
- 
- Four-year college or university program certification; or two to four years of related experience and/or training; or an equivalent combination of education and experience.
  - Three years of progressive experience as a Certified Permit Technician or Permit Technician Specialist.
  - Three years of progressive administrative experience preferred.
  - Experience with customer service, building permit services, and planning/zoning services.
  - Possess an International Code Council Permit Technician or Permit Technician Specialist certification.
  - Possess a Colorado Notary Public Commission.
  - International Code Council certification as a Building Inspector, Plans Examiner, or Building Official is desirable, with the ability to maintain all certifications with continuing education units.
  - Historic Preservation experience is desirable.
  - Relevant knowledge of office computer systems, proficiency with Microsoft Office Suite and Bluebeam Revu. Experience with or knowledge of CommunityCore software permitting software.
  - FEMA – Certification through the Association of State Floodplain Managers, Inc as a Certified Floodplain Manager is desirable.
- 
- A valid Colorado Driver's License and safe driving record.

## **EQUIPMENT USED**

Constant daily use of telephones, cell phones, computers, calculators, copy machines, and scanners.

## **REASONING ABILITY**

Identify problems, collect data, establish facts, and draw valid conclusions.

## PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment. Still, the employee must occasionally lift and/or move up to 25 pounds and climb stairs, ladders, and/or step stools, mobile enough to conduct fieldwork and visit construction sites, sometimes crossing over rough, uneven, or rocky and mountainous surfaces and terrain. The employee is also regularly required to talk, hear, and use hands and fingers. This position's specific vision abilities include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

An employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must be willing to work a varied schedule of hours, including evenings and/or weekends.

## COMMENTS

The job description intends to describe the types of job tasks and levels of responsibility, and difficulty required of persons assigned to this job title. This document is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the Immigration Reform and Control Act, the City intends to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**PROPOSED**  
**2023**  
**FIRE DEPARTEMENT**  
**JOB DESCRIPTIONS**

**CITY OF BLACK HAWK**  
**2023 Job Description**

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<b>JOB TITLE:</b>	<b>Firefighter</b>	<b>DEPARTMENT:</b> Fire Department
<b>REPORTS TO:</b>	<b>Fire Lieutenant</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<b>\$65,846 – \$92,184 / Annual</b>	

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**SUMMARY**

The Firefighter performs general firefighting duties and is required to remain prepared and ready to respond to all calls for assistance. Studies City street maps, pre-fire plans, and other material preparatory to being called on an alarm. Requires a high degree of independent judgment, initiative, and understanding of Fire Department policies, rules and regulations, and the organization's overall goals. Must have an in-depth understanding of fire behavior and response protocols. Must have the ability to understand complex orders and concepts and communicate the same. Must have a good understanding of machinery, preventative vehicle maintenance, and minor vehicle repair.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Firefighter is assigned to a 48/96 shift schedule. When not on an alarm, is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Firefighter spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- The Firefighter must be familiar with the buildings in the City, including the location of the annunciator panel, FDC, standpipe connections, read the panel, and locate the activated alarm device.
- Must maintain a high level of expertise in using all firefighting tools and equipment.
- Read and understand the Policies of the City of Black Hawk, the rules and regulations, and the Standard Operating Guidelines of the Department.
- Conducts studies and recommends to their Fire Lieutenant new or different equipment, methods, and supplies that will most effectively and efficiently accomplish the goals of the Department.
- Responds to alarms of fire or other emergencies and determines the resources needed.
- Attend department meetings and briefings relative to Fire Department operations and activities.
- Teach classes on a variety of subjects to other fire personnel and the community's citizens.
- Answer general questions about the functions of the Fire Department.
- Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- None.

## **MINIMUM QUALIFICATIONS**

The Firefighter must perform each essential duty satisfactorily to be successful. The requirements listed below represent the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods, and techniques of modern firefighting.
- Knowledge of City and the Fire Department organization policies and procedures.
- Knowledge of the principles and practices of the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and establish and maintain an effective and responsive working relationship with superiors and peers.
- Ability to research and prepare a report.
- Ability to analyze emergency situations and adapt quickly, effectively, and professionally.
- Must pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and a detailed background investigation.

## **OTHER SKILLS AND ABILITIES**

The Firefighter must be self-motivated and work well with very little supervision. Must have the ability to establish and maintain effective working relationships with superiors, peers, and the general public.

## **EQUIPMENT USED**

The Firefighter shall be capable of using a multitude of equipment, from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic-powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas, and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances, including their associated equipment.

## **EDUCATION AND EXPERIENCE**

The Firefighter shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science/firefighting fields are highly desirable.

- The Firefighter must have a high school diploma or equivalency certificate.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a Colorado Driver's License with a good driving record
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain a Colorado Division of Fire Prevention and Control Firefighter I certification at a minimum.
- Must have and maintain a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification at a minimum.
- Within 90 days of employment, must complete NIMS IS-100 and IS-700.

- Within 90 days of employment, must successfully pass the NWCG Pack Test at the Arduous Level.
- Within 12 months of employment, must successfully complete Wildland Firefighter II (S-130/190) certification.
- ~~Within 12 months of employment, must successfully complete Swift Water Awareness.~~

## **COMMUNICATION SKILLS**

The Firefighter must have the ability to read, write, and understand written rules, regulations, policies, and standard operating guidelines. Must be able to read and interpret technical data from trade journals and textbooks. Must be able to respond to common inquiries from the general public and have the ability to present information to superiors and the public effectively.

## **REASONING ABILITY**

The Firefighter must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and simultaneously deal with several abstract and concrete variables.

## **PHYSICAL DEMANDS**

The physical demands described here represent those that a Firefighter must meet to perform this job's essential functions successfully.

- The Firefighter is subject to high-stress situations with little or no warning and may be involved for long periods.
- Could come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Firefighter is regularly required to walk, run, and sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Firefighter is frequently required to detect odors and distinguish colors.
- The Firefighter must regularly lift and/or move more than 100 pounds.
- This job's specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical before employment.
- The Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

## **WORK ENVIRONMENT**

The work environment characteristics described here represent those a Firefighter encounters while performing the essential functions of their job.

- While performing the duties of this job, the Firefighter regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in highly precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Firefighter frequently drives or is a passenger in large apparatus operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Firefighter may be required to be seated for long periods.

## COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2023 Job Description**

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<b>JOB TITLE:</b> Senior Firefighter	<b>DEPARTMENT:</b> Fire Department
<b>REPORTS TO:</b> Fire Lieutenant	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b> \$69,138 – \$96,794 / Annual	

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**SUMMARY**

The Senior Firefighter performs general firefighting duties and is required to remain prepared and ready to respond to all calls for assistance. Studies City street maps, pre-fire plans, and other material preparatory to being called on an alarm. Requires a high degree of independent judgment, initiative, and understanding of Fire Department policies, rules and regulations, and the overall goals of the organization. Must have an in-depth understanding of fire behavior and response protocols. Must have the ability to understand complex orders and concepts, and be able to communicate the same. Must have a good understanding of machinery, preventative vehicle maintenance, and minor vehicle repair.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Senior Firefighter is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Senior Firefighter spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- The Senior Firefighter must be familiar with the buildings in the City, to include the location of the annunciator panel, FDC, standpipe connections, how to read the panel, and locate the activated alarm device.
- Must maintain a high level of expertise in the use of all firefighting tools and equipment.
- Read and understand the Policies of the City of Black Hawk, the rules and regulations, and the Standard Operating Guidelines of the Department.
- Conducts studies and recommends, to their Fire Lieutenant new or different equipment, methods, and supplies that will most effectively and efficiently accomplish the goals of the Department.
- Responds to alarms of fire or other emergencies and determines the resources needed.
- Attend department meetings and briefings relative to Fire Department operations and activities.
- Teach classes on a variety of subjects to other fire personnel and the citizens of the community.
- Answer general questions about the functions of the Fire Department.
- If approved by the Fire Chief, may assume the duties of Acting Driver Operator or Acting Company Officer.
- Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

May supervise a junior member on calls, during station activities, and training.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, the Senior Firefighter must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods and techniques of modern firefighting.
- Knowledge of City and the Fire Department organization, policies, and procedures.
- Knowledge of the principles and practices of the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with superiors and peers.
- Ability to research and prepare a report.
- Ability to analyze emergency situations and to adapt quickly, effectively, and professionally.
- Must be able to pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and a detailed background investigation.

**OTHER SKILLS AND ABILITIES**

The Senior Firefighter must be self-motivated and able to work well with very little supervision. Must have the ability to establish and maintain effective working relationships with superiors, peers, and the general public.

**EQUIPMENT USED**

The Senior Firefighter shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances including their associated equipment.

**EDUCATION AND EXPERIENCE**

The Fire Engineer shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science/firefighting fields is highly desirable. Must have a general knowledge of rules, regulations, policies, and procedures of the Department.

- The Senior Firefighter must have a high school diploma or equivalency certificate.
- Must meet time in rank requirement of a minimum of two years as a firefighter with the City of Black Hawk Fire Department a comparable career fire department.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Firefighter II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Driver Operator certification.
- Must have and maintain at a minimum NWCG Firefighter II Red Card Qualification
- Must have NIMS IS-200 certification.

### **COMMUNICATION SKILLS**

The Senior Firefighter must have the ability to read, write, and understand written rules, regulations, policies, and standard operating guidelines. Must be able to read and interpret technical data from trade journals and textbooks. Must be able to respond to common inquiries or complaints from the general public. Must be able to convey important points of a size up by radio, and write necessary reports. Must have the ability to effectively present information to superiors, subordinates and the public.

### **REASONING ABILITY**

The Senior Firefighter must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and deal with several abstract and concrete variables simultaneously.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Senior Firefighter to successfully perform the essential functions of this job.

- The Senior Firefighter is subject to high stress situations with little or no warning and may be involved for long periods of time.
- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Senior Firefighter is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Senior Firefighter is frequently required to detect odors and distinguish colors.
- The Senior Firefighter must regularly lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Senior Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical prior to employment.
- The Senior Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Senior Firefighter encounters while performing the essential functions of their job.

- While performing the duties of this job, the Senior Firefighter regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in highly precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Senior Firefighter frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Senior Firefighter may be required to be seated for long periods of time.

## COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

**I have read and fully understand the job duties of the job description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2023 Job Description**

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<b>JOB TITLE:</b>	<b>Fire Lieutenant .....</b>	<b>DEPARTMENT:</b>	<b>Fire Department</b>
<b>REPORTS TO:</b>	<b>Fire Captain .....</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$107,643 – \$150,700 / Annual</b>		

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**SUMMARY**

The Fire Lieutenant performs managerial duties for the Department. Manages and supervises Firefighters on their shift by developing and coordinating activities. Reviews alarm and activity reports to assist the Fire Chief and Fire Captain in determining causes and identifying preventative strategies. Identifies training needs and educational activities to maintain and improve the professional skills of members assigned to their shift. Reads and studies trade journals and other related data to keep abreast of the latest in firefighting methods and trends. Assist the Captain in coordinating, training, and educating all members of their shift. Requires a high degree of independent judgment, initiative, and understanding that must be exercised in interpreting and formulating orders, rules, regulations, and standard operating guidelines for the orderly operation of the Fire Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Fire Lieutenant is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job- related training as assigned. The Fire Lieutenant spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- Schedules and assigns subordinate personnel and equipment resources so the Department performs in an efficient and effective manner.
- Enforces Department rules, regulations, and policies.
- Assists the Captain in conducting training sessions with fire personnel relating to firefighting, EMS techniques, new and revised policies and procedures, work methods, recent advances in technology, statutes, laws, City ordinances, and recognized national standards.
- Reviews and performs evaluations, both formal and informal, of subordinate personnel.
- Assists in the development of goals and objectives for subordinate personnel and the Department and promotes the goals of the Department.
- Works with the Captain on disciplinary actions and recommends appropriate actions.
- Participates in the development of the Fire Department budget. May be required to attend staff meetings and briefings relative to Departmental operations and activities. Prepares statistical and narrative reports relative to Department activities and operations and special assignments.
- Supervises and participates in fire and medical incidents. Analyzes incident activities and helps develop training to improvement in process and procedures.
- Maintains harmony among Firefighters on their shift and resolves grievances, adjusts errors, and complaints.
- Attends public meetings as a representative of the Fire Department, delivers speeches to civic, school and other organizations.

- Performs other related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

The Fire Lieutenant supervises subordinate employees within the Fire Department. The Fire Lieutenant carries out supervisory responsibilities in accordance with the department's policies, rules, and regulations to accomplish the organization's goals and objectives. Responsibilities may include: planning, assigning and directing work; appraising performance; recommending commendation and disciplinary measures regarding subordinates; developing remedial training to address problem areas; addressing complaints and resolving problems.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, the Fire Lieutenant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods, and techniques of modern firefighting.
- Knowledge of City and Fire Department organization, policies, and procedures.
- Knowledge of the principles and practices of organizational dynamics and administration.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with peers, Federal, State, County, and City officials, civic leaders, and the community in general.
- Ability to plan, manage, supervise and evaluate the activities of personnel.
- Ability to analyze complex problems and to adopt quick, effective, and reasonable courses of action.
- Ability to observe situations analytically and objectively and to record and report them clearly and completely.
- Must be able to pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and to a detailed background investigation.
- Must be available on 24-hour callback, as well as handle supervisory, administrative, and Fire Department business and problems by telephone during off-duty hours.

### **OTHER SKILLS AND ABILITIES**

Must have the ability to maintain discipline of subordinates. Must have the ability to establish and maintain effective working relationships with superiors, subordinates, fellow employees, and the general public.

### **EQUIPMENT USED**

The Fire Lieutenant shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances including their associated equipment.

## EDUCATION and/or EXPERIENCE

The Fire Lieutenant shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science and firefighting fields is highly desirable.

- Must have a general knowledge of rules, regulations, policies, and procedures of the Department.
- At time of application. Must meet time in rank requirement of ~~six-four~~ years-in with ~~four-two~~ years of a combined time as a Senior Firefighter and/or Engineer with the City of Black Hawk Fire Department or a comparable career fire department..
- Must be approved to function as an Acting Company Officer at time of promotion.

## CERTIFICATES, LICENSES, REGISTRATIONS

### Required at time of application:

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Officer I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Instructor I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Inspector I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- ~~• Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Driver Operator Pumper certification.~~
- Must have and maintain at a minimum NWCG Firefighter II Red Card Qualification.
- ~~• Must have attended a NWCG S-200 training class.~~
- Must have ICS-300 certification.

## COMMUNICATION SKILLS

The Fire Lieutenant must have the ability to read, analyze, and interpret fire service text, journals, incident reports, financial reports, and legal documents. Create written communication using correct grammar. Respond appropriately to common inquiries or complaints from the general public, citizens, fire agencies, and regulatory agencies. Must have ability to effectively present information to the Fire Chief, Fire Captain, Fire Department employees, and public groups.

## REASONING ABILITY

The Fire Lieutenant must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions and deal with several abstract and concrete variables simultaneously.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Fire Lieutenant to successfully perform the essential functions of this job.

- The Fire Lieutenant is subject to high stress situations with little or no warning and may be involved for long periods of time.

- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Fire Lieutenant is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Fire Lieutenant is frequently required to detect odors and distinguish colors.
- The Fire Lieutenant must regularly lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Fire Lieutenant must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a Fire Lieutenant encounters while performing the essential functions of their job.

- While performing the duties of this job, the Fire Lieutenant regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in high precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Fire Lieutenant frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Fire Lieutenant may be required to be seated for long periods of time.

## **COMMENTS**

The intent of this job description is to describe the types of job tasks and levels of responsibility and difficulty required of positions assigned to this classification title. This is not to be considered a detailed description of every duty or responsibility of the job.

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**I have read and fully understand the duties of the job description.**

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2023 Job Description**

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<b>JOB TITLE:</b>	<b>Fire Engineer</b>	<b>DEPARTMENT:</b>	<b>Fire Department</b>
<b>REPORTS TO:</b>	<b>Fire Lieutenant</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$79,855 – \$111,797/ Annual</b>		

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**SUMMARY**

The Fire Engineer under limited supervision drives and operates fire apparatus in addition to performing general firefighting duties. The Fire Engineer is required to remain prepared and ready to respond to all calls for assistance. The Fire Engineer inspects and performs routine maintenance of firefighting apparatus to ensure proper working condition. Studies City street maps, pre-fire plans, and other material preparatory to being called on an alarm. Requires a high degree of independent judgment, initiative and understanding of Fire Department policies, rules and regulations, and the overall goals of the organization. Must have an in-depth understanding of fire behavior, and response protocols. Must have the ability to understand complex orders and concepts, and be able to communicate the same. Must have a good understanding of machinery, preventative vehicle maintenance, and minor vehicle repair.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Fire Engineer is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Fire Engineer spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- The Fire Engineer must be familiar with the buildings in the City, to include the location of the annunciator panel, FDC, standpipe connections, how to read the panel, and locate the activated alarm device.
- Must maintain a high level of expertise in the use of all firefighting tools and equipment.
- Read and understand the Policies of the City of Black Hawk, the rules and regulations, and the standard operating guidelines of the Department.
- Conducts studies and recommends to their Fire Lieutenant new or different equipment, methods, and supplies to most effectively and efficiently accomplish the goals of the Department.
- Responds to alarms of fire or other emergencies and determine the resources needed.
- Attend department meetings and briefings relative to Fire Department operations and activities.
- Teach classes on a variety of subjects to other fire personnel and the citizens of the community.
- Answer general questions about the functions of the Fire Department.
- If approved by the Fire Chief, may assume the duties of Acting Company Officer.



- Performs other related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

May supervise a junior member on calls, during station activities, and training.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, the Fire Engineer must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods and techniques of modern firefighting.
- Knowledge of City and the Fire Department organization policies and procedures.
- Knowledge of the principles and practices of the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player, and to establish and maintain an effective and responsive working relationship with superiors and peers.
- Ability to research and prepare a report.
- Ability to analyze emergency situations and to adapt quickly, effectively, and professionally.
- Must be able to pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and a detailed background investigation.

### **OTHER SKILLS AND ABILITIES**

The Fire Engineer must be self-motivated and able to work well with very little supervision. Must have the ability to establish and maintain effective working relationships with superiors, peers, and the general public.

### **EQUIPMENT USED**

The Fire Engineer shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances, including their associated equipment.

### **EDUCATION AND EXPERIENCE**

The Fire Engineer shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science/firefighting fields is highly desirable. Must have a general knowledge of rules, regulations, policies, and procedures of the Department.

- Must have a high school diploma or equivalency certificate.

- At time of application, Must have ~~two years~~one year of experience as a Senior Firefighter with the City of Black Hawk Fire Department or a comparable career fire department.
- Must be approved to function as an Acting Driver Operator at time of promotion.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain a American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Firefighter II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Driver Operator Pumper certification.
- Must have and maintain at a minimum NWCG ~~Fire Engineer~~Firefighter II Red Card Qualification.
- ~~Must have attended a NWCG S-211 training class.~~
- Must have NIMS IS-800 certification.
- Within six months of promotion, must obtain and maintain Colorado Division of Fire Prevention and Control Driver Operator Aerial certification.

## **COMMUNICATION SKILLS**

The Fire Engineer must have the ability to read, write, and understand written rules, regulations, policies, and standard operating guidelines. Must be able to read and interpret technical data from trade journals and textbooks. Must be able to respond to common inquiries from the general public, and have the ability to effectively present information to superiors, subordinates, and the public.

## **REASONING ABILITY**

The Fire Engineer must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and deal with several abstract and concrete variables simultaneously.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Fire Engineer to successfully perform the essential functions of this job.

- The Fire Engineer is subject to high stress situations with little or no warning and may be involved for long periods of time.
- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Fire Engineer is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Fire Engineer is frequently required to detect odors and distinguish colors.
- The Fire Engineer must regularly lift and/or move more than 100 pounds.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Fire Engineer must successfully complete a National Fire Protection Association 1582 compliant physical prior to employment.
- The Fire Engineer must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a Fire Engineer encounters while performing the essential functions of their job.

- While performing the duties of this job, the Fire Engineer regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in highly precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Fire Engineer frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Fire Engineer may be required to be seated for long periods of time.

## **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

**I have read and fully understand the duties of the job description.**

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2023 Job Description**

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**JOB TITLE: Fire Captain**

**DEPARTMENT: Fire**

**REPORTS TO: Fire Chief**

**EXEMPT: No**

**SALARY RANGE: \$113,025 – \$158,235 / Annual**

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**SUMMARY**

The Fire Captain performs administrative and managerial duties for the Fire Department. Assists the Fire Chief in the execution of their duties and may assume the role of Fire Chief in their absence. Manages and supervises Lieutenants and Firefighters on their shift by developing and coordinating their activities. Conducts annual fire inspections with their shift. Reviews alarm and activity reports to assist the Fire Chief in determining causes and identifying preventative strategies. Identifies training needs and educational activities to maintain and improve professional skills of members assigned to their shift. Reads and studies trade journals and other related data to keep abreast of the latest in firefighting methods and trends. Coordinates training and education, and assists the Lieutenant in training all members of their shift. Requires a high degree of independent judgment, initiative, and understanding that must be exercised in interpreting and formulating orders, rules and regulations, and standard operating guidelines for the orderly operation of the Fire Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Fire Captain is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Fire Captain spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- Plans, organizes, coordinates, and manages the operations of uniformed personnel.
- Schedule and assign subordinate personnel and equipment resources so the Department performs in an efficient and effective manner.
- Enforces Department rules and regulations and policies.
- Conducts training sessions with personnel relating to firefighting, EMS techniques, new and revised policies and procedures, work methods, recent advances in technology, statutes, laws, City ordinances, and recognized national standards.
- Review requests for training and education outside the Department and make recommendations to the Chief.
- Perform evaluations, both formal and informal, of subordinate personnel.
- Assists in the development of goals and objectives for subordinate personnel and the Department and promotes the Mission and Vision Statements of the Department.
- Works with the Chief on disciplinary actions and recommends appropriate actions.
- Participates in the development of the Fire Department budget.
- Attends staff meetings and briefings relative to departmental operations and activities.
- Prepares statistical and narrative reports relative to department activities, operations, and special assignments.
- Supervises and participates in fire and medical incidents.
- Analyzes incident activities and helps develop training to improve process and procedures.

- Attends public meetings as a representative of the Fire Department, delivers speeches to civic, school, and other organizations.
- Maintains harmony among Firefighters on their shift and resolves grievances, adjusts errors, and complaints.
- Assist subordinates in performing duties, developing career track, and advises subordinates on training and educational opportunities available to attain their goals.
- Functions as the designated Safety Officer for assigned shift.
- Performs other related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

The Fire Captain supervises subordinate employees within the Fire Department and is responsible for coordination, evaluation, and training of personnel. The Fire Captain carries out supervisory responsibilities in accordance with Department policies, rules, and regulations to accomplish the organization's goals and objectives. Responsibilities may include: planning, assigning, and directing work; appraising performance; recommending commendation and disciplinary measures regarding subordinates; developing remedial training to address problem areas; addressing complaints and resolving problems.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, the Fire Captain must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods, and techniques of modern firefighting.
- Knowledge of City and Fire Department organization, policies, and procedures.
- Knowledge of the principles and practices of organizational dynamics and administration.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with peers, Federal, State, County, and City officials, civic leaders, and the community in general.
- Ability to plan, manage, supervise, and evaluate the activities of personnel.
- Ability to analyze complex problems and to adopt quick, effective, and reasonable courses of action.
- Ability to observe situations analytically and objectively and to record and report them clearly and completely.
- Must be able to pass established written, oral, physical, medical and psychological examinations.
- Must submit to fingerprinting and to a detailed background investigation.
- Must be available on 24-hour callback, as well as handle supervisory, administrative and Fire Department business and problems by telephone during off-duty hours.

### **OTHER SKILLS AND ABILITIES**

Must have the ability to maintain discipline of subordinates. Must have the ability to establish and maintain effective working relationships with superiors, subordinates, fellow employees, and the general public.

### **EQUIPMENT USED**

The Fire Captain shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances including their associated equipment.

### **EDUCATION AND EXPERIENCE**

The Fire Captain shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science and management science fields is highly desirable.

- ~~Effective January 1, 2022,~~Must have at time of application an Associate's Degree in fire science or closely related field, or 60 documented credit hours is required at time of promotion.
- Must have a general knowledge of rules, regulations, policies, and procedures of the Department.
- At time of application, Must meet time in rank requirement of a minimum of two years as a Fire Lieutenant with the City of Black Hawk Fire Department or a comparable career fire department.
- Must be approved to function as an Acting Shift Commander at time of promotion.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

#### **Required at time of application:**

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain a American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Officer II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Instructor I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Inspector II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum NWCG Firefighter II Red Card Qualification.
- Must have ICS-400 certification.

### **COMMUNICATION SKILLS**

The Fire Captain must have the ability to read, analyze, and interpret fire service text, journals, incident reports, financial reports, and legal documents. Create written communication using correct grammar. Respond appropriately to common inquiries or complaints from the general

public, citizens, fire agencies, and regulatory agencies. Must have ability to effectively present information to the Fire Chief, Fire Department employees, and public groups.

### **REASONING ABILITY:**

The Fire Captain must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and deal with several abstract and concrete variables simultaneously.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a Fire Captain to successfully perform the essential functions of this job.

- The Fire Captain is subject to high stress situations with little or no warning and may be involved for long periods of time.
- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Fire Captain is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Fire Captain is frequently required to detect odors and distinguish colors.
- The Fire Captain must regularly lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Fire Captain must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a Fire Captain encounters while performing the essential functions of their job.

- While performing the duties of this job, the Fire Captain regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in high precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Fire Captain frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Fire Captain may be required to be seated for long periods of time.

### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

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I have read and fully understand the duties of the job description.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT



**CITY OF BLACK HAWK**  
**2023 Job Description**

<b>JOB TITLE:</b>	<b>Part Time Executive Administrative Assistant</b>	<b>DEPARTMENT:</b>	<b>As Assigned</b>
<b>REPORTS TO:</b>	<b>Department Director</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$31.1900 - \$43.6659 / HR</b>		

**SUMMARY**

Provides part-time clerical and administrative support to the City departments for special projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs a wide variety of complex, responsible and confidential duties for special projects such as creating Standard Operating Procedures.
- May answers telephone, takes messages, greets visitors ascertains nature of visitor business, gives information and routes call or visitor to appropriate Department.
- Proficient use of spreadsheet, word processing, and database computer programs for efficient processing of Department information.

**SUPERVISORY RESPONSIBILITIES**

- None.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Ability to present a professional, courteous, competent image that will reflect well on the Department and the City.
- Ability to communicate effectively, both orally and written, with a wide variety of people.
- Ability to understand and carry out oral and written instructions.
- Ability to be a "team player", and to establish and maintain an effective and responsive working relationship with peers, and the community in general.
- Ability to work independently in the absence of supervision.
- Knowledge of the principles and practices of the organization and administration.
- Knowledge of correct use of English language including spelling, grammar, and punctuation and able to use it in preparation of business letter writing and basic reports.
- Knowledge of modern office procedures, including use of computer equipment, print, and electronic media, calculators, telephones, fax and copy machines.

**EQUIPMENT USED**

Constant Daily Use: telephones, cell phones, computers, calculators, copy machines, fax machines.

**EDUCATION and/or EXPERIENCE**

- High School Diploma or GED.
- Two years' experience in clerical, administrative, and/or secretarial work.
- Must have a working knowledge of the network computer systems, and proficiency with word processing and spreadsheet applications.

**LICENSE OR CERTIFICATE**

Must have a valid Colorado Driver's License with a good driving record.

**WORKING RELATIONSHIPS**

Maintain effective and friendly working relationships with all City employees, vendors and others.

**COMMUNICATION SKILLS**

Ability to respond to common inquiries and/or complaints from City employees, officials, general public or outside agencies. Ability to effectively present, both in verbal and written form, information to the Department Director, city employees, the public, and outside agencies.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS**

The employee is regularly required to sit; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

**COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

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**I have read and fully understand the duties of the job description.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_