

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: CB56

ORDINANCE NUMBER: 2021-56

TITLE: AN ORDINANCE ADOPTING THE CITY OF BLACK HAWK 2022 PAY PLAN

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

Section 1. The City of Black Hawk 2022 Pay Plan, 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.

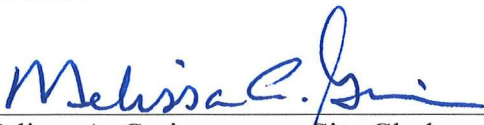
Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

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 8th day of December, 2021.


David D. Spellman, Mayor

ATTEST:

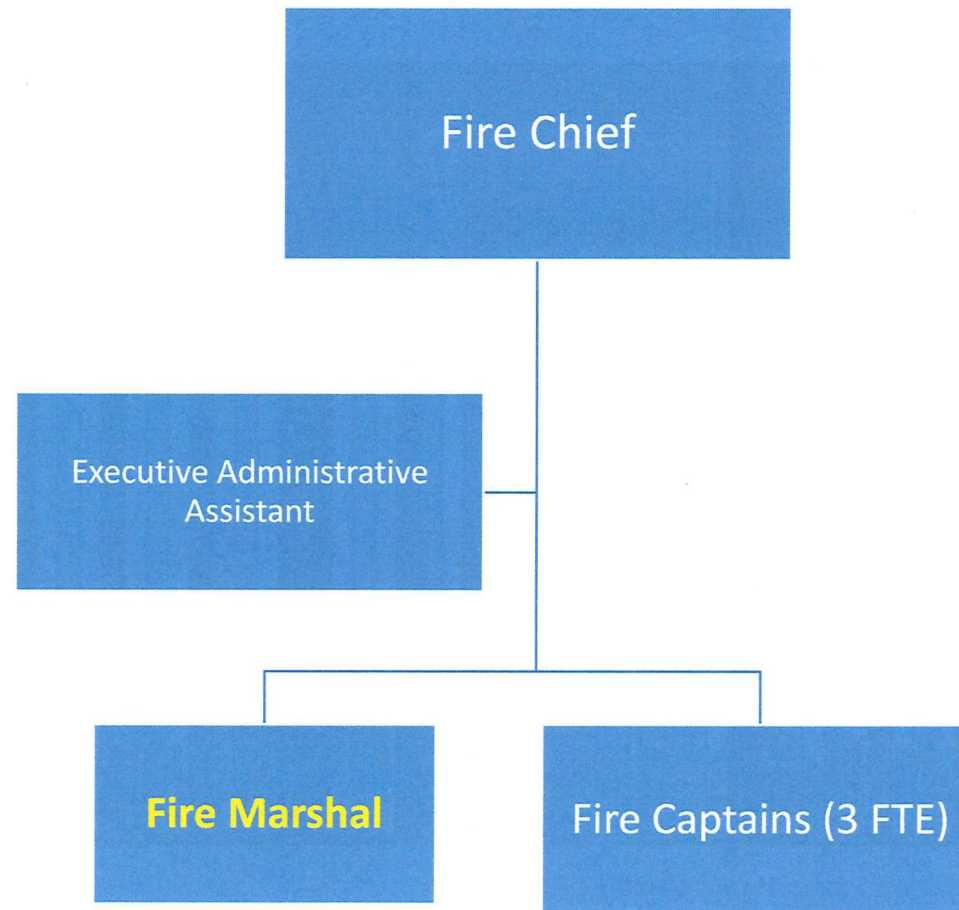

Melissa A. Greiner, CMC, City Clerk



Draft 2022 Salary Ranges

City of Black Hawk FT Job Titles	Draft 2022 Salary Range		
Administrative Services	Minimum	Mid-Point	Maximum
City Clerk/Administrative Services Director	\$142,852	\$164,279	\$185,707
Senior Human Resources Analyst	\$81,989	\$94,287	\$106,585
Deputy City Clerk	\$61,167	\$70,342	\$79,518
Information Specialist	\$61,342	\$70,543	\$79,744
Community Planning & Development			
CP&D Director	\$140,350	\$161,402	\$182,454
Development Services Coordinator	\$61,342	\$70,543	\$79,744
Finance Department			
Finance Director	\$142,383	\$163,741	\$185,098
Senior Accountant	\$80,414	\$92,476	\$104,538
IT Manager	\$109,073	\$125,434	\$141,795
IT Systems Analyst	\$86,800	\$99,820	\$112,840
Fire Department			
Fire Chief	\$149,255	\$171,644	\$194,032
Fire Marshall	\$111,280	\$127,972	\$144,663
Fire Captain	\$106,869	\$122,900	\$138,930
Fire Lieutenant	\$101,780	\$117,047	\$132,315
Fire Engineer	\$68,641	\$78,938	\$89,234
Senior Firefighter	\$65,373	\$75,179	\$84,985
Firefighter	\$62,260	\$71,599	\$80,938
Executive Administrative Assistant FD	\$61,342	\$70,543	\$79,744
Police Department			
PD Admin			
Police Chief	\$145,172	\$166,947	\$188,723
Police Commander	\$120,458	\$138,527	\$156,596
Police Sergeant	\$103,298	\$118,792	\$134,287
Police Detective	\$85,114	\$97,881	\$110,648
Police Officer IV	\$81,061	\$93,220	\$105,379
Police Officer III	\$77,201	\$88,781	\$100,361
Police Officer II	\$73,524	\$84,553	\$95,582
Police Officer I	\$70,023	\$80,527	\$91,030
Police Recruit	\$63,953	\$73,546	\$83,139
Police Property Evidence Technician	\$54,994	\$63,243	\$71,492
Executive Administrative Assistant/Training Coordinator PD	\$61,342	\$70,543	\$79,744
Police Records Supervisor	\$67,278	\$77,370	\$87,461
Police Rec Specialist/Mun Ct Clerk	\$46,828	\$53,852	\$60,876
Communications			
Communications Supervisor	\$78,737	\$90,548	\$102,358
Communications Officer II	\$56,482	\$64,954	\$73,427
Communications Officer I	\$53,792	\$61,861	\$69,930
Public Works Department			
Administration			
Public Works Director	\$140,380	\$161,437	\$182,494
Maintenance Services Manager	\$107,315	\$123,413	\$139,510
Executive Administrative Assistant PW	\$61,342	\$70,543	\$79,744
Engineering			
City Engineer	\$113,601	\$130,642	\$147,682
Civil Engineer	\$83,832	\$0	\$0
GIS Analyst/Eng Assoc	\$71,758	\$82,522	\$93,286
Facilities			
Facilities Maintenance Supervisor	\$78,352	\$90,105	\$101,858
Facilities Maintenance Technician II	\$54,534	\$62,714	\$70,894
Facilities Maintenance Technician I	\$51,937	\$59,728	\$67,518
Fleet			
Fleet Supervisor	\$70,102	\$80,617	\$91,132
Fleet Pur & Inv Asst	\$61,342	\$70,543	\$79,744
Lead Fleet Technician	\$59,274	\$68,165	\$77,056
Fleet Technician II	\$56,451	\$64,919	\$73,387
Fleet Technician I	\$53,763	\$61,828	\$69,892
Fleet Support Technician	\$35,087	\$40,350	\$45,613
Maintenance			
Maintenance Supervisor	\$75,344	\$86,645	\$97,947
Lead Maintenance Worker	\$51,710	\$59,466	\$67,222
Maintenance Worker II	\$49,247	\$56,634	\$64,021
Maintenance Worker I	\$46,902	\$53,937	\$60,973
Water			
Water Manager	\$120,308	\$138,354	\$156,401
Water System Superintendent	\$99,988	\$114,986	\$129,984
Lead Water Utility Operator	\$59,829	\$68,803	\$77,777
Water Utility Operator IV	\$56,980	\$65,526	\$74,073
Water Utility Operator III	\$54,266	\$62,406	\$70,546
Water Utility Operator II	\$51,682	\$59,434	\$67,187
Water Utility Operator I	\$49,221	\$56,604	\$63,987

PROPOSED FIRE DEPARTMENT ORGANIZATIONAL CHANGE



CITY OF BLACK HAWK
2022 Job Description

JOB TITLE:	Fire Marshal	DEPARTMENT:	Fire
REPORTS TO:	Fire Chief	EXEMPT:	Yes
SALARY RANGE:	\$111,280 – 144,663 / Annual		
HIRING RANGE:	\$111,280 - \$127,972 / Annual		

SUMMARY:

Under the direction of the Fire Chief, the Fire Marshal performs fire inspections, plan review, system testing, and fire origin and cause investigation duties for the Fire Department. Assists the Fire Chief in the management and functions of the City fire inspections, plan review, and life safety programs. Schedules and performs annual fire inspections, new construction inspections and conducts plan reviews to assure compliance with the adopted fire codes. Participates in the development and maintenance of pre-incident plans. May be asked to respond to and investigate fire code compliance complaints. Prepares reports in regards to fire inspections, fire alarms, and assists with preparation for the adoption of new fire codes. Reviews alarm and activity reports to assist the Fire Chief in identifying preventative strategies to reduce false alarms. Identifies training needs and educational activities to maintain and improve professional skills of department members. Reads and studies trade journals and other related data to keep abreast of the latest information in this field of expertise. Requires a high degree of independent judgment, initiative, and understanding that must be exercised in customer service and code compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedules and performs annual fire inspections, re-inspections, and new construction fire inspections.
- Performs code compliance inspections and follow up inspections to assure compliance with adopted codes, national standards, and approved construction plans.
- Maintains detailed records of inspection activities.
- Compiles data, completes necessary reports, forms, computer input, and other documentation as needed.
- Authorizes and monitors temporary fire watch permits for compliance and record keeping.
- Performs technical reviews of site, construction, and fire protection system plans to confirm compliance with City laws, codes, and ordinances and provides detailed review reports to the Community Planning and Development Department.
- Provides consultation to local businesses and contractors in regards to projects and code compliance.
- Maintains records in regards to the City's Fee Schedule and prepares necessary documentation for the Finance Department to issue invoices.
- Responds to and resolves complaints from internal and external customers in a timely and accurate manner.
- Documents deficiencies and violations, and provides guidance for compliance.
- Represents the City to developers, the public, the business community, and other public agencies.
- May be required to prepare for and testify in civil or criminal court proceedings.

- Researches codes and standards to maintain knowledge and provide information to the City for potential code adoption.
- Assist in annual budget preparation.
- May be requested to respond to an emergency scene to evaluate life safety and suppression systems.
- Assist with community risk reduction presentations and programs as needed.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

EQUIPMENT USED

The Fire Marshal shall be capable of using a multitude of small equipment that may be required for the inspection and plan review processes.

MINIMUM QUALIFICATIONS:

To perform this job successfully, the Fire Marshal must have the ability to be a team player and establish and maintain an effective and responsive working relationship with peers, City officials, the community in general, civic leaders, and County, State, and Federal personnel. The Fire Marshal must be able to perform each essential duty satisfactorily with minimum supervision.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of modern fire prevention materials, procedures, techniques, and equipment.
- Knowledge of building, electrical, mechanical, and fire codes.
- Knowledge of inspection techniques.
- Working knowledge of fire suppression techniques and equipment.
- Knowledge of the code enforcement process.
- Knowledge of construction documents and drawings.
- Knowledge of general office equipment and record keeping.

May be subject to written, oral, physical, medical, and psychological examinations. Must submit to fingerprinting and to a detailed background investigation.

EDUCATION AND EXPERIENCE:

- Associates Degree in Fire Science or closely related field or 60 documented credit hours.
- Five years' experience in the fire inspection field required.
- Experience in inspection techniques and plan reviews.
- Experience in fire protection system testing.
- Additional education and experience in fire suppression, building construction, reading blueprints, and knowledge of building codes is preferred.
- Experience with Emergency Reporting records management system and BlueBeam preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Colorado Driver's License required with a good driving record.
- Must have and maintain certification by the Colorado Division of Fire Prevention and Control as a Fire Inspector II.

- Must obtain and maintain certification by the Colorado Division of Fire Prevention and Control as a Fire Inspector III within six (6) months of hire.
- Must have NIMS IS-100 and IS-700 certifications.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification (or equivalent).

COMMUNICATION SKILLS:

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. Ability to effectively present information to the Fire Chief, Fire Department employees, and public groups.

REASONING ABILITY:

The Fire Marshal must be logical under stressful situations and have the ability to define problems, collect data, establish fact 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 an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the Fire Marshal is regularly required to walk, and sit; use hands to finger or feel objects, tools, or controls; reach with hands and arms; climb or balance; stand, stoop, kneel, crouch, or crawl; talk and hear.

The Fire Marshal must regularly lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the Fire Marshal regularly works in a variety of environments to include inclement weather, active construction sites, and crowded businesses. The Fire Inspector may be seated for long periods of time, frequently drives a motor vehicle, and may operate the motor vehicle in adverse weather conditions.

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: _____

DRAFT

**CITY OF BLACK HAWK
2022 Job Description**

JOB TITLE:	Fire Chief/Emergency Manager	DEPARTMENT:	Fire Department
REPORTS TO:	City Manager	EXEMPT:	Yes/At-Will
SALARY RANGE: \$149,255 - \$194,032 / Annual			
HIRING RANGE: \$149,255 - \$171,644 / Annual			

SUMMARY

Reports to and receives administrative direction from the City Manager. Plans, coordinates, administers, and directs the operations of the Black Hawk Fire Department. Coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~Serve as the City's Fire Marshal.~~
- Oversee the entire Fire Department.
- Serve as the City's Emergency Manager.
 - Responsible for maintaining the City's Emergency Operations Plan
 - Responsible for managing the City's Emergency Management Funds
 - Responsible for researching, applying for, and managing emergency management grants
 - Responsible for managing the City's Emergency Operations Center
- Possess a working knowledge of the adopted International Building Code, the adopted International Fire Code, NFPA Codes, the Black Hawk Municipal Code, and the Black Hawk Employee Manual. Make recommendations for updates/modifications to codes as needed.
- Possess a level of computer proficiency necessary to operate computer software associated with fire safety and department administration.
- Respond to field emergencies and alarms.
- Develop and administer standard operating guidelines and rules and regulations for the Fire Department. Provide training and continuing education for Fire Department members.
- Direct fire prevention.
- Responsible for the continual testing of all trucks, equipment, hose, and other firefighter equipment.
- Manage the administration of the fire department, fire systems, inspection, training, suppression and prevention functions, and public education.
- Establish short- and long-range departmental priorities, goals, and objectives.
- Establish and maintain short- and long-range financial plans and strategies.
- Prepare and manage departmental budget.

- Develop capital improvement programs.
- Develop and implement fire policies and programs, establishing directives for these programs.
- Prepare and make policy recommendations to the Board of Aldermen.
- Attend various meetings and prepare communication to the Board of Aldermen.
- Act as chief negotiator regarding fire protection intergovernmental agreements and mutual aid agreements.
- Evaluate and make recommendations about new apparatus, tools, and equipment.
- Prepare and implement the Fire Department's disaster plan.
- Meet with citizens and other groups regarding fire and public safety matters.
- Oversee the selection, hiring, training, evaluation, disciplining, and supervision of departmental personnel.

SUPERVISORY RESPONSIBILITIES

Effectively exercises direct technical and functional supervision over firefighters, fire officers, and technical and clerical staff in the Fire Department. The Fire Chief is responsible for the overall direction, coordination, and evaluation of these individuals.

The Fire Chief carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraisal performance and conducting performance evaluations; rewarding and disciplining employees; and addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

Has the ability and desire to maintain a high level of continuing education and professional development.

Has the ability to maintain honest, open relationships and effectively interact with departmental staff, other departmental contacts, and business and citizen groups.

Has experience working with and effectively utilizing the talents of a skilled professional and technical staff.

Has the ability to provide objective analysis and realistic projections regarding departmental planning and work comfortably and effectively as a member of the Management Team.

Has the ability to excel in a participatory climate without abdicating decision-making responsibilities; maintain an effective organizational communications system; deal fairly, firmly and effectively with all employees and employee groups; and maintain superior performance levels.

Ability to develop and motivate command personnel, delegate effectively, and function well in a political decision-making process. Must have demonstrated leadership ability at the command level.

Must be self-confident, sensitive, and personal and possess professional integrity. The Fire Chief must have strong leadership skills, an attitude conducive to team building, and the ability to incorporate organizational and personal goals.

EDUCATION/EXPERIENCE

The Fire Chief must have a bachelor's degree in fire science or fire administration or another related degree from a regionally accredited university or college and at least 5 years' experience in progressively responsible positions in the fire service. Executive Fire Officer Certification or a master's degree in an applicable field of study from an accredited university is preferred. Equivalent combination of education and experience may be considered. Additional education and training in fire science or firefighting fields is highly desirable. The Fire Chief must have a working knowledge of the rules, regulations, policies, and procedures of the department as well as the following:

- 3 years' experience as a Fire Service Instructor and Fire Inspector.
- Possession of a valid CPR certification.
- Possession, at a minimum, of a valid Colorado EMT-B certification.
- Possession of a valid Colorado driver's license with a safe driving record.

ESSENTIAL FUNCTIONS

Work is performed in an office or emergency scene environment. While performing the duties of this position, the employee is regularly required to walk, sit, and talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or detect odors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and risk of radiation.

The noise level in the work environment is usually moderate but may be severe at times.

EQUIPMENT USED

The Fire Chief 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 used includes the following:

- Basic hand tools ranging from screw drivers to axes and 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 that may include rescue vehicles, fire apparatus, aerial ladder trucks, and ambulances as well as all of the associated equipment.

The Fire Chief is required to safely and effectively operate all equipment provided by the Black Hawk Fire Department at any time.

COMMENTS

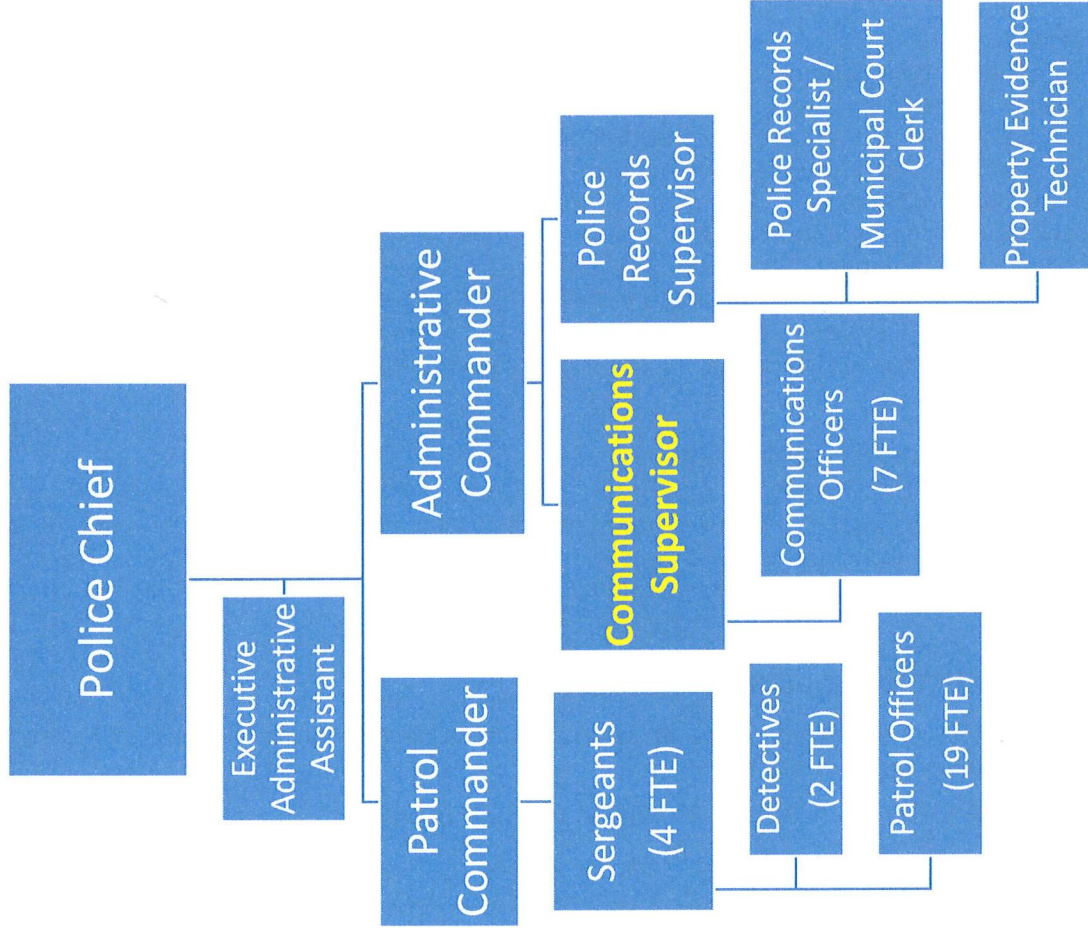
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I have read and fully understand the duties of the job description.

Sign: _____ Date: _____

PROPOSED POLICE ORGANIZATIONAL CHANGE



CITY OF BLACK HAWK
2022 Job Description

JOB TITLE:	Communications Supervisor	DEPARTMENT:	Police Department
REPORTS TO:	Administration Commander	EXEMPT:	No
SALARY RANGE:	\$37.8543 - \$49.2106 / HR		
HIRING RANGE:	\$37.8543 - \$43.5327 / HR		

SUMMARY

The Communication Supervisor is a non-sworn position classification responsible for the supervision of the 911 Emergency Communications Center for Police, Fire and Emergency Medical Services, and other City Departments. Under general supervision, manages and reviews all police, fire, and emergency medical services communication. The position performs Computer Aided Dispatch (CAD) system backup procedures and operates the system to produce reports as required. The incumbent must also function as a member of the department's management team and actively address issues of concern to the department. The communications supervisor is the primary system software administrator for the CAD system, emergency phone system, and other communications resources. The Communications Supervisor performs a variety of administrative and related responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

The Communication Supervisor supervises all Communication Officers, operations in the Communication Center. This includes management of all staff training, resources, and dispatch consoles. This is a working supervisor position that will include duties and shifts equivalent to a Communication Officer I and Communications Officer II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and participate, as needed, in activities involving the dispatch of routine and emergency calls for service.
- Provide instructions to subordinates and answer questions.
- Coordinates the scheduling and completion of work unit projects by determining operational priorities and resolving workload problems.
- Responsible for inspecting work for accuracy and completeness.
- Evaluate work techniques and methods for conformance to established work standards and alter methods or procedures as necessary.
- Respond to inquiries from the public, other departmental, or city employees; provide an explanation of work unit technical process and functions requiring an understanding of policies and procedures.
- Advise the Commander of pertinent incoming information and potential operating problems.

- Serves as the information technology contact for all systems within the Communications Center. Reports any unsolvable problems to the network administrator immediately.
- Coordinates training of citizens or business employees regarding the proper reporting of emergency and non-emergency information to the Communication Center.
- Performs basic inquiries of assigned employees' performance, manages and investigates any performance issues or complaints if received externally or internally.
- Conducts training or supervises such activity; prepare and maintain the Dispatch Training Manual; advise and otherwise provide assistance and training to other department personnel regarding communications services.
- Researches and participates in grant writing in an attempt to procure dependable, updated, communications equipment.
- Prepare and maintain operations manuals related to the communication center.
- Perform backup procedures to the CAD system; operate the system to produce reports per schedule and as requested; ensure security of computer systems as assigned; troubleshoot system malfunctions as required.
- Coordinate with the Property/Evidence Custodian with the preparation of any tape recordings as requested of radio and telephone communications for use as court evidence, in response to subpoenas, for training, or other authorized purposes.
- Enter and update emergency, caution and related files into the computer system.
- Requisition supplies and other materials as needed; maintain an inventory of supplies for the communication center.
- Participate in the selection of subordinate personnel; evaluate performance; provide counseling and initiate disciplinary action.
- Represent the department in positive relations with professional associations, other agencies and organizations.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and functions of police, fire and emergency medical services.
- Operational principles and practices of a police and fire radio telephone emergency communications and dispatching system, including 911-system operation.
- Appropriate agencies for handling of public safety complaints/problems emergencies.
- General office, records management and administrative practices and procedures, including rules and procedures involved in release and maintenance of police records and files.
- English usage, spelling, punctuation and grammar.
- Supervision, training and performance evaluation.

Skilled in:

- The operation of all automated equipment and the performance of the most difficult tasks associated with a police/fire dispatch system, including CAD system backup procedures and report writing.

Ability to:

- Supervise, train and evaluate others involved in related activity.
- Plan, schedule and coordinate the work of assigned personnel.
- Development and implementation of operational procedures effectively.
- Remain calm in emergency situations.
- Communicate effectively in written and oral form.
- Develop and maintain effective working relationships with those contacted in the course of work.

Certifications:

Must hold current certification or be able to obtain certification in the following:

- CCIC/NCIC Advanced Operations
- NIBRS Operation
- Emergency Medical Dispatching
- Notary Public – State of Colorado

EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge, skill, and ability would be:

Education:

- High School Diploma or GED.

Experience:

- Three years of increasingly responsible work experience involving the operation of an emergency law enforcement and fire dispatch system.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING

Perform the essential job functions physically. Maintain physical condition and fitness to meet the demands as follows:

- Works varied hours, shifts and adjust sleep patterns.
- Sit for extended periods of time, position oneself in front of various computer workstations, ability to function for extended periods.

- Carry out light physical work to include handling objects up to 20 pounds, occasionally and up to 10 pounds frequently.
- Reach overhead and bend down to retrieve items and documents from various locations.
- Hear within an acceptable range to carry out conversations and understand relevant facts of an urgent nature over the radio, telephone, and in person.
- Reach, stoop, hear, see, bend and touch within levels that the essential job functions can be accomplished.

NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to a polygraph examination, psychological assessment, statement from a credit-reporting bureau, and driving history check.
- Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules, such as wearing seat belts whether driving or riding passengers in any City-owned vehicle.

COMMENTS

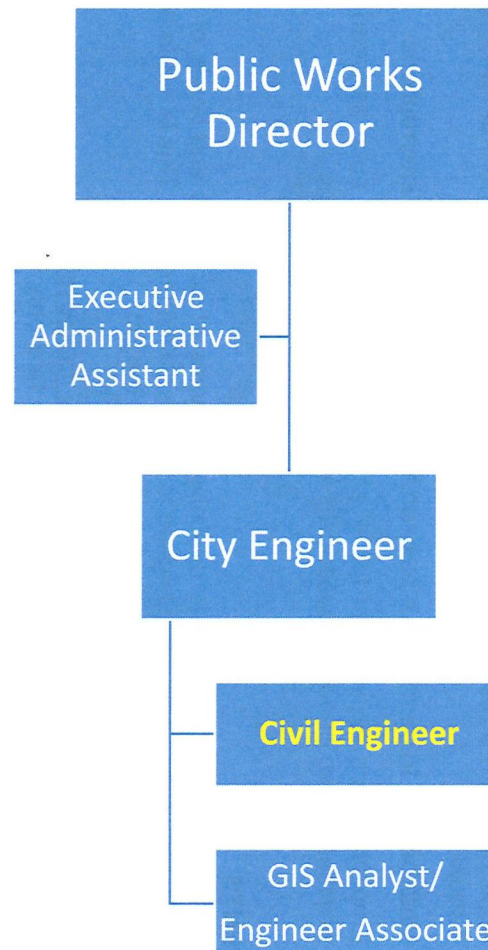
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I have read and fully understand the duties of the job description.

Sign: _____ Date: _____

PROPOSED PUBLIC WORKS ORGANIZATION CHANGE



CITY OF BLACK HAWK
2022 Job Description

JOB TITLE:	Civil Engineer	DEPARTMENT: Public Works
REPORTS TO:	City Engineer	EXEMPT: Yes
SALARY RANGE:	\$83,832 - \$108,982 / Annual	
HIRING RANGE:	\$83,832 - \$96,407 / Annual	

SUMMARY

This is highly responsible work in planning, managing, and coordinating a variety of capital improvement projects throughout the City of Black Hawk. This position includes capital improvement project contract administration and coordination and; review of utility improvement and private development projects. Work is reviewed by the City Engineer and the Director of Public Works, through observation, conferences, reports, and achievement of desired objectives.

SUPERVISORY RESPONSIBILITIES

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage design, service, and construction contracts for City infrastructure and building projects.
- Review consultant and contractor change orders, pay requests, and invoices.
- Schedule and attend regular project meetings during design and construction.
- Review project plans and specifications for conformance to City ordinances and accepted engineering practice and track all contractor and consultant invoices, pay applications, and change orders.
- Reviews plans, specifications, and contract documents for conformance to City standards, ordinances, propriety, adequacy, accuracy, and accepted engineering practice.
- Manage Consultants and assists with the management of feasibility studies and proper permitting.
- Procure and manage consultants.
- Assist with developing capital improvement project budgets. the Public Works annual and 5-year Capital Improvement Projects budget.
- Prepare and advertise requests for qualifications, requests for proposals, and bid documents for capital improvement projects.
- Respond promptly and effectively to inquiries from contractors, engineers, architects, residents, and property owners regarding project design and construction issues.
- Design small capital improvement projects.
-

- Develop cost estimates and schedules for capital improvement projects.
- Management of multiple design, development, and construction projects at any given time.
- ~~Coordinate consultant selection and write requests for proposals and contract administration. Oversees construction bids, review bids, and manages the construction contracts for City.~~
- ~~Answers inquiries regarding projects and other engineering matters, prepares staff reports, requests for Board of Aldermen action memos, and similar periodic reports.~~
- ~~Design of small projects.~~
- Coordinate project design and construction with other City staff, residents, businesses, utility providers, state agencies, federal agencies, municipalities, and other districts.
- ~~Respond effectively to inquiries and complaints from the public, contractors, engineers, architects, residents, and property owners regarding project design and construction issues.~~
- Report project status regularly to the City Engineer and the Public Works Director.
- Review submittals, applications for Right-of-Way and Street Cut permits, and other permits for conformance to City ordinances, and make approvals of same.
- Inspect projects and public improvements for conformance to plans, specifications, and City ordinances, and standards.
- Track and log all project costs, change orders, work schedules, and contractor payments.
- Review floodplains and assist with floodplain management.
- Initiate surveys and design meetings for new project concepts.
- Compile information regarding ownership of property easements and right of way.
- Expected to use judgment and initiative in developing work methods.
- ~~Prepares written reports and memoranda. Carry out related administrative duties as assigned.~~
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of infrastructure, utilities, construction, capital improvement projects, and roadway maintenance.
- Knowledge of the principles and practices of civil engineering as it relates to Public Works and utility projects.
- Knowledge of materials, methods, equipment, and tools used in capital improvement project construction work.
- Knowledge of accepted inspection and documentation techniques.
- Knowledge of methods and procedures used to estimate construction project costs.
- Knowledge of CDPHE demolition permit applications and requirements, current computer applications, including AutoCad, GIS and hydraulic modeling software.
- Understanding of City codes, ordinances, regulations, and standards governing construction, maintenance, and repair of public facilities.
- Organizational skills.

- Interpersonal skills, including the ability to respond tactfully and courteously to public inquiries and complaints.
- Ability to maintain accurate, up-to-date records.
- Ability to read and comprehend architectural and engineering plans, reports, and specifications.
- Ability to present a professional, courteous, competent image that will reflect well on the Department and the City.
- Ability to weigh differing viewpoints and collaboratively solve problems.
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- Ability to conduct and evaluate **engineering and** technical studies and **analysis on various programs to** determine recommendations based on the information provided, received.
- ~~Ability to gain a thorough understanding of City codes, ordinances, regulations, and standards governing public utility facilities construction, maintenance, and repair.~~
- Ability to make public presentations, Ability to make engineering computations and to design and/or evaluate a variety of Public Works and utility projects quickly and accurately
- Ability to present ideas, data, and reports clearly and concisely both verbally and in written form.
- Ability to chair project meetings and retain focus while coordinating with other staff, consultants, contractors, and the general public.
- ~~Ability to weigh differing viewpoints and collaboratively solve problems.~~
- Ability to establish and maintain effective working relationships with supervisors, employees, consultants, contractors, **local business representatives**~~representatives~~ State and Federal officials, and other people contacted throughout~~in~~ the course of a workday.
- Ability to ~~gain knowledge of water quality concerns as related to municipal Public Works and Utilities operations, including the Safe Drinking Water Act, and its amendments; NEPA, RCRA Super Fund; Clean Water Act; NPDES; CERCLA; and discharge permit regulations.~~ comprehend and carry out oral and written instructions.
- ~~Ability to make difficult engineering computations and to design a variety of standard and complex Public Works and Utilities projects quickly and accurately.~~
- ~~Knowledge of current and innovative computer applications is desired, such as word processing, spreadsheets, AutoCAD, GIS, and water distribution modeling.~~
- ~~Ability to chair project meetings and keep focused when coordinating with other staff, engineers, contractors, and the public.~~
- ~~Organizational skills.~~
- ~~Ability to maintain accurate and up to date records.~~
- ~~Ability to read, comprehend, and interpret plans, diagrams, specifications, and construction drawings.~~
- ~~Ability to understand and carry out oral and written instructions.~~
- ~~Ability to adhere to project schedules and budgets.~~

- ~~Ability to present a professional, courteous, competent image that will reflect well on the Department and the City.~~
- Ability to work independently ~~in the absence of supervision.~~
- ~~Ability to communicate both verbally and through written reports and documents that accurately summarize complex technical issues clearly, concisely, and in a manner that can be understood by the general public, elected officials, and staff.~~

MATERIAL AND EQUIPMENT DIRECTLY USED

Personal computer, keyboards, telephone, cellular phone, ~~facsimile machines, calculator,~~ photocopier, survey equipment, and computer software programs ~~and radios.~~ Will operate City vehicles.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

This position involves both sedentary office work and trips to ~~construction areas/sites.~~ The employee will be exposed to Exposure to various weather conditions, noise levels, and a variety of construction ~~activities. Occasional activity. The position requires regular~~ lifting and carrying of objects; ~~some~~ walking, standing, and climbing; ~~vision for~~ reading and interpreting information; and speech communication.

EDUCATION, EXPERIENCE AND FORMAL TRAINING

Graduation from an accredited college or university with major coursework in civil engineering or related field. ~~Five-Two (52)+~~ years of increasingly responsible civil engineering design/review ~~and/or~~ construction experience. Professional Engineer (P.E.) registration in the State of Colorado preferred. Project Management Professional (PMP) certification encouraged.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Colorado driver's license and maintain a safe driving record for continued employment. Successful candidates will be required to complete a pre-placement physical and a substance screen prior to employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, talk ~~and/or~~ hear, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance, and maneuver steep slopes and rough undeveloped terrain. The employee is regularly-occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is exposed to the use of a computer monitor for extended 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:** _____