

**CITY OF BLACK HAWK**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>Lead Maintenance Worker</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Maintenance Supervisor</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$28.0408 - \$39.2571 / HR</b>		

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**SUMMARY**

This is a working lead position. Proficiently operate all hand, light, medium, and heavy equipment assigned to the division in connection with maintenance and repair of City streets, right-of-way, parks, and open space. Performs routine, semi-skilled to skilled work in the maintenance, repair, and construction of streets, open space, parks, storm drainage systems, traffic control signs, striping, and trash operations. Incumbents assigned to this class are expected to perform the full range of work assigned to this class and to work with significant independence and initiative.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Maintenance Supervisor and Maintenance Services Manager. Acts as a Lead worker for work crews and provides functional supervision. Exercises direct supervision over other Maintenance Workers and seasonal workers. Fills in as supervisor in the absence of the Maintenance Supervisor. Provides technical supervision, mentoring, and training of Maintenance I, Maintenance II, and seasonal personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Acts as a leader for work crews who are assisting in accomplishing specific duties. May schedule employees, assign work, and monitor progress. May guide, train, and develop subordinate employees in all aspects of the operation and the accomplishment of their duties.
- Assists Maintenance Supervisor in identifying, planning, and scheduling projects within the division, including estimating time, staffing, equipment, and locating materials.
- Performs more difficult and complex street and park maintenance duties.
- Performs noxious weed mitigation on City properties and right of ways.
- Identifies and evaluates projects and areas needing improvement.
- Inspects and reports conditions on assigned equipment; maintains service and operator use records. Completes minor adjustments, repairs, and coordinates major repairs and service of equipment.
- Assists in directing, training, and monitoring subordinate employees.
- Develops and directs work for subordinate employees.
- Prepares estimates of time, materials, and equipment necessary to complete specific tasks.
- Assists Maintenance Supervisor in drafting policies and procedures.

- Performs equipment and/or manual operation in street maintenance and repair work, including breaking and removing pavement, saw cutting, crack sealing, concrete repair, and digging, shoveling, loading, and hauling.
  - Directs traffic control set up at work sites per MUTCD. Performs flagging, controls traffic, and related safety functions at job sites. Interprets basic street maps and blueprints.
  - Completes snow and ice removal from streets, gutters and City stairways, and applications of salt/sand to the same.
  - Repairs, installs, and maintains traffic control signs per MUTCD.
  - Measures and install center lines, crosswalks, and other lane markings on City streets and parking lots. Operates a paint striper or spray gun or thermoplastic products in applying markings on pavement.
  - Performs street sweeping and daily maintenance of equipment utilized.
  - Construct, inspect, repair, maintain, and clean drainage structures.
  - Cleans debris from City receptacles, streets, gutters, sidewalks, alleys, Creek, and stairways.
  - Responds to inquiries and complaints regarding conditions of streets, parks, sidewalks, the Creek, gutters, and stairways. Resolves issues as directed by the Maintenance Supervisor.
  - Maintains daily time and materials records.
  - Maintains annual and bi-annual certifications, training, and policy and procedures.
  - Cleans work area, the shop, tools, equipment, vehicles, and grounds.
  - Performs grass cutting, weed removal, and general landscaping. Installs landscaping materials and maintains water features and irrigation systems in City properties.
  - Trims and removes trees and root systems from public right-of-way.
  - Serves on-call as required. Responds to after hour emergency calls in accordance with department policies.
  - Repairs, maintains, and constructs fences and railings.
  - Responds to support for special events, such as City cleanup day.
  - Performs work in cemetery.
  - May assist with repair of water line breaks and water and sewer emergencies.
  - May work a varying schedule and/or shift.
  - May be required to work overtime, weekends, and/or holidays.
- Other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles and practices of street, park, and open space maintenance.
- Knowledge of materials, methods, equipment, and tools used in street, park, open space, storm drainage systems, traffic control signs, and striping.
- Knowledge of the basic procedures for maintenance and minor adjustments or repair of division equipment.
- Knowledge of the installation of asphalt and associated products.
- Knowledge of forming, pouring, and finishing concrete and associated products.
- Knowledge of applicable safety procedures and regulations.

- Skill in effectively evaluating work projects, estimating time, materials, equipment, and staffing needs.
- Skill in communicating, understanding, and complying with verbal and written instructions.
- Skill in the safe and proper operation of all equipment assigned to the division.
- Skill in reading and interpreting plans, maps, diagrams, and construction drawings.
- Skill in detecting equipment malfunctions and taking proper corrective action.
- Skill in maintaining detailed and accurate records.
- Skill in the proper methods and tools for directing traffic flow at job sites.
- Skill in defining problems, drawing valid conclusions, and reacting accordingly.
- Skill in changing methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Skill in basic horticulture concepts and techniques.
- Ability to set and read grade stakes.
- Ability to organize tasks set priorities and schedule activities.
- Ability to proficiently use standard office equipment, computer equipment, and software, including word processing, spreadsheet applications, and electronic mail.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to adapt to multiple demands or changing priorities and accommodate emergencies.
- Ability to establish and maintain effective working relationships.
- Ability to draft policies and procedures.
- Ability to train, direct, monitor, and evaluate subordinate employees.
- Ability to work independently and show initiative and personal drive in the absence of supervision.

## **EDUCATION AND EXPERIENCE**

High school diploma or GED. Eight (8) years of municipal construction and maintenance work experience. Two (2) years of demonstrable successful experience as a Maintenance II or equivalent. Demonstrated proficiency in the operation of all pieces of equipment assigned to the division. Demonstrated proficiency in the use of personal computers for word processing, spreadsheets, email operations, and timekeeping. Equivalent combinations of education and experience may be considered.

## **REQUIRED CERTIFICATES, LICENSES**

- Valid flagger certification;
- Valid Traffic Control Supervisor certification within one year of hire; and
- Valid Colorado Class A Commercial Driver's License with Air Brakes with a good driving record.

**EQUIPMENT USED**

Includes but are not limited to the following: backhoes, front-end loaders, dump trucks, snowplows, excavators, utility vehicles, rollers, saws, pumps, street sanders, street sweepers, striping machines, pressure washers, air compressor and tools, jackhammers, wheelbarrows, rakes and rollers, and power, hand, and hydraulic tools.

**WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is predominately performed in a field environment and occasionally performed in an office environment with regular exposure to heavy vehicle traffic conditions, chemicals, frequent street/traffic and equipment noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, work with constant interruptions, and risk of electrical shock and explosive gases. The incumbent is often exposed to wet, humid conditions, extreme cold, extreme heat, vibration, and work in high and precarious places. This position requires strenuous physical work. The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, and climb, stoop, squat, kneel, crouch, crawl, perform repetitive motion, and repeatedly twist the upper body. The employee may occasionally lift and/or move up to 80 pounds. 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.

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 those authorized to work and live in the United States.

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

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