

**City of Black Hawk
2024 Job Description**

JOB TITLE:	Maintenance Services Manager	DEPARTMENT:	Public Works
REPORTS TO:	Public Works Director	EXEMPT:	Yes
SALARY RANGE:	\$121,044 – \$169,462 / Annual		

SUMMARY

Responsible for the direction and management of all activities and operations of the building maintenance and custodial services, fleet management services, and street, park and open space services. Work includes planning, developing, and directing routine maintenance programs and projects.

SUPERVISION RECEIVED AND EXERCISED

Under the general direction of the Public Works Director. Directly supervises the Facilities Supervisor, Fleet Supervisor, and Streets Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates and manages the operational activities, programs, functions, services, and budgets for the divisions.
- Supervise, assign, and coordinate street, storm drainage, park, and opens pace maintenance and repair work.
- Supervise, assign, and coordinate fleet maintenance and repair work
- Supervise, assign and coordinate facilities maintenance and repair work
- Supervise, mentor, train personnel, establish priorities, and set performance goals.
- Responsible for the City's fleet of vehicles and equipment. Includes oversight of budget allocation for new purchases, setting maintenance schedule intervals, directing maintenance practices, resolving issues, proper retirement and disposal of surplus equipment, and annual contract renewal of services being provided by private vendors
- Maintains proper certifications and plans for the proper dispensing of fuel required by State and Federal regulations
- Prepares and administers the divisions' budgets. Forecasts the necessary staffing, materials, and equipment. Submits budget recommendations and justifications.
- Prepares reports for the divisions as necessary.
- Attends and conducts meetings such as staff meetings and City Council meetings.
- Responsible for the inventory and order of supplies and materials for the divisions.
- Operates and instructs staff on proper use of machinery and equipment as necessary.
- Develops, evaluates, implements, and supervises all procedures and methods related to snow and ice removal.
- Inspect repair work during its construction and upon completion.
- Arrange for and schedule appropriate equipment and materials necessary for maintenance projects.

- Manages the maintenance and services of interior and exterior of all City facilities. Performs monthly, quarterly, and yearly inspections of City facilities.
- Prepares contractual specifications and agreements regarding maintenance and repair of City facilities.
- Writes and reviews new vehicle and equipment specifications.
- Prepares bid packages; contacts vendors and obtains quotes for equipment materials and supplies used in the various divisions.
- Responsible for the parts and inventory tracking system and ensuring accurate reporting of cost allocations.
- Provides advice and assistance to technicians in order to ensure that repairs are completed effectively and in a cost-effective manner.
- Identify street, drainage, and traffic control repair needs and recommend corrective action.
- Oversee street cleaning operations and coordinate routing, scheduling, and personnel.
- Oversee snow removal operations for roads and stairways, and coordinate routing, scheduling, and personnel.
- Purchase necessary authorized materials and recommend major capital purchases.
- Respond to citizen inquiries and complaints regarding street conditions or services performed.
- Supervise, train, assign, and evaluate subordinate personnel in the divisions.
- Maintain daily records of equipment, personnel, and materials used for each maintenance project.
- Approve timesheets and leave requests for subordinate personnel.
- Implement preventative maintenance programs for all facilities, equipment, and vehicles.
- Coordinate City sanctioned special events.
- Manage contracts.
- Responsible for daily division equipment upkeep and scheduled maintenance.
- Responds to after hour emergency calls in accordance with department policies.
- May be required to work weekends, holidays, and extended hours.
- Other duties as assigned.

Knowledge of:

- Materials, methods, equipment, and tools used in the various divisions' work and maintenance activities.
- The MUTCD and its use and application.
- Traffic control, work zone safety, signing, and striping.
- Methods of estimating time, cost, and equipment necessary to perform assigned work.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- Purchasing procedures, forms, and techniques.
- Principles and practices of supervision, training, and performance evaluations.
- Operation of a variety of maintenance and construction equipment.
- Basic care and maintenance of all division equipment.
- Basic horticulture concepts and vegetation and tree care.
- Basic personal computer and email operations.

- Knowledge of the principles and practices of the organization and administration.

Ability to:

- Supervise, assign, and schedule work of street department personnel.
- Maintain accurate and up to date records, including inventory of equipment and tools.
- Read and interpret plans, diagrams, and construction drawings.
- Communicate clearly and concisely, both orally and in writing.
- Identify areas needing improvements.
- Inspect work to determine compliance with specifications, requests, and safe and lawful practices.
- Train others in the operation of a variety of equipment safely and efficiently.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Supervise, train, evaluate, and schedule subordinate personnel.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Estimate time and materials for various projects and activities.
- Read and interpret plans, diagrams, and construction drawings.
- Work independently in the absence of supervision.
- Ability to communicate clearly and concisely, both orally and in writing.
- 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 assist with the coordination of street lighting maintenance and repair.
- Ability to assist with the coordination of traffic signal maintenance and repair.
- Ability to assist with the coordination of transit functions.

EDUCATION and/or EXPERIENCE

Bachelor’s degree in Engineering, Management, or related field preferred. Experience supplemented by additional formal vocational-technical education specializing in fleet maintenance, street maintenance, or facility maintenance preferred.

Seven (7) years of increasingly responsible experience in Public Works maintenance work, including five (5) years of supervisory experience.

Any equivalent combination of training, education, and experience may be considered.

License or Certificates:

- Flagger certification through CDOT within one year of hire.
- Traffic control supervisor certification within one year of hire.
- Valid Colorado Driver’s License and Class B CDL license with passenger endorsement and good driving record.
- ASE EVT Certification preferred.

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WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is performed equally in a field environment and 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. 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 must regularly lift and/or move up to fifty 50 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:**_____