

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Maintenance Supervisor	DEPARTMENT:	Public Works
REPORTS TO:	Maintenance Services Manager	EXEMPT:	No
SALARY RANGE:	\$40.8569 - \$57.1996 / HR		

SUMMARY

Supervises the daily operations of the Maintenance Division. Maintenance Division includes work in streets, parks, City properties, and open space. Instructs and trains assigned staff in job functions and duties. Assists Maintenance Services Manager in assigning and scheduling of tasks as well as other administrative duties as required.

SUPERVISORY RESPONSIBILITIES

Direct Supervision of Maintenance personnel. This is a working supervisor position, expected to participate in all maintenance activities with other crew members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise, assign, and coordinate street and storm drainage maintenance and repair work.
- Inspect repair work during its repair and upon completion.
- Create and administer snow and ice removal plan and execution.
- Supervise sign installation and maintenance per MUTCD.
- Supervise summer flower program, including acquisition, installation, and maintenance.
- Supervise banner program, including installation and maintenance.
- Responsible for the proper display and disposal of flags.
- Arrange for and schedule appropriate manpower, equipment, and materials necessary for maintenance projects.
- Identify street, drainage, and traffic control repair needs and recommend corrective action.
- Oversee street cleaning operations and coordinate routing, scheduling, and personnel.
- Oversee snow and ice removal operations for roads and stairways, and coordinate routing, scheduling, and personnel.
- Recommend purchase of necessary, authorized materials and major capital purchases.
- Respond to citizen inquiries and complaints regarding street conditions or services performed.
- Supervise, train, assign, and evaluate subordinate personnel in the Maintenance Department.
- Maintain daily records of equipment, personnel, and materials used for each maintenance project.
- Maintain accurate inventories of all equipment, parts, and supplies.
- Check and monitor timesheets and leave requests for subordinate personnel.
- Implement preventative maintenance programs for all equipment and vehicles.
- Coordinate special events, such as City cleanup day.

- Assist with solicitation of bids and management of contracts.
- Assist with establishing and maintaining division's budget.
- Responsible for daily division equipment upkeep and scheduled maintenance.
- Serves on-call as required. 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 street, storm drainage, and open space 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.
- Operation of a variety of maintenance and construction equipment.
- Basic operation, care and maintenance of all division equipment.
- Basic horticulture concepts and vegetation and tree care.
- Basic irrigation construction and maintenance.
- Basic personal computer and email operations.

Ability to:

- Supervise, assign, and schedule work of maintenance 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 in a safe and efficient manner.
- 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.
- Work with initiative and independence in the absence of supervision.

QUALIFICATIONS

Education and/or Experience

- High School graduate or GED;
- Specialized training in street maintenance, storm drainage maintenance, horticulture, or open space maintenance; and

- Minimum of ten (10) years progressively responsible experience, including at least five (5) years in a supervisory level.

License or Certificates:

- Flagger certification;
- Traffic Control Supervisor certification;
- Valid Colorado Driver's License and Class A CDL license with tanker and passenger endorsement and good driving record;

Equivalent combination of experience, education, and training, which would provide the required knowledge and skills, may be considered.

WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is predominately performed in a field environment and occasionally performed in an office environment with regularly 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 must regularly lift and/or move up to eighty (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:** _____