

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Maintenance Worker I	DEPARTMENT: Public Works
REPORTS TO:	Maintenance Supervisor	EXEMPT: No
SALARY RANGE:	\$25.4338 - \$35.6073 / HR	

SUMMARY

Entry-level position. Performs routine, semi-skilled work in the maintenance and construction of streets, open space, parks, storm drainage systems, traffic control, signs, striping, and trash operations. Operates handtools, light, medium, and heavy-duty equipment. Incumbents in this position will operate under close supervision and direction.

SUPERVISION RECEIVED

Direction provided by Maintenance Supervisor, Maintenance Worker Lead, or Maintenance Worker II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine street, park, and open space maintenance duties.
- Performs noxious weed mitigation on City properties and right of ways.
- Performs equipment and/or manual operation in street maintenance and repair work, including breaking and removing pavement, saw cutting, crack sealing, concrete repair, digging, shoveling, loading, and hauling.
- Performs flagging, controls traffic, and related safety functions at job sites. Interprets basic street maps and blueprints.
- Completes snow and ice removal from sidewalks, 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 centerlines, 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.
- Maintains daily time and materials records.
- Maintains annual and bi-annual certifications and training policies and procedures.
- Cleans work area, the shop, tools, equipment, vehicles, and grounds.
- Performs watering, fertilizing, and maintenance of seasonal flowers and flower beds.

- Performs grass cutting, weed removal, and general landscaping. Installs landscaping materials and maintains water features and irrigation systems on City properties.
- Trims and removes trees and root systems from City 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 days.
- Performs work in the cemetery.
- May assist with repair of water line breaks and water and sewer emergencies.
- May be required to work overtime, weekends, and holidays.
- May work a varying schedule and/or shift.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Ability to learn the principles and practices of street and open space maintenance.
- Ability to learn the materials, methods, equipment, and tools used in street, park, open space, storm drainage systems, traffic control signs, and striping.
- Ability to learn the basic procedures for maintenance and minor adjustments or repair of light and heavy equipment.
- Ability to learn the basics of installation of asphalt and associated products.
- Ability to learn the basics of forming, pouring, and finishing concrete and associated products.
- Ability to learn and apply safety procedures and regulations.
- Skill in communicating, understanding, and complying with verbal and written instructions.
- Ability to learn the safe and proper operation of a variety of light and heavy equipment.
- Ability to learn to read and interpret plans, maps, diagrams, and construction drawings.
- Ability to acquire skill in detecting equipment malfunctions and taking proper corrective action.
- Ability to learn the proper methods and tools for directing traffic flow at job sites.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to learn basic horticulture concepts and techniques.
- Ability to learn how to operate equipment used in the division safely.
- Ability to 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 work independently and show initiative and personal drive in the absence of supervision.

EDUCATION AND EXPERIENCE

- High school diploma or GED.

Required Certificates and/or Licenses:

- Valid Flagger Certification within one (1) year of hire.
- Valid Colorado Class A Commercial Driver's License with Air Brakes and Passenger rated with a good driving record within two (2) years of hire.

EQUIPMENT USED

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