



## REGULAR MEETING AGENDA

City of Black Hawk City Council  
211 Church Street, Black Hawk, CO

February 26, 2020  
3:00 p.m.

1. CALL TO ORDER:
2. ROLL CALL & PLEDGE OF ALLEGIANCE:
3. AGENDA CHANGES:
4. CONFLICTS OF INTEREST: (Council disclosures are on file w/City Clerk & Sec. of State)
5. PUBLIC COMMENT: *Please limit comments to 5 minutes*
6. APPROVAL OF MINUTES: February 12, 2020
7. PUBLIC HEARINGS:
  - A. CB1, Ordinance 2020-1, An Ordinance Amending the City of Black Hawk 2020 Pay Plan
8. ACTION ITEMS:
  - A. Resolution 20-2020, A Resolution Approving the First Amendment to the License Between the City of Black Hawk, Colorado and Monarch Growth, Inc.
  - B. Resolution 21-2020, A Resolution Approving the Agreement of Lease Between the City of Black Hawk as Lessor and Basin & Bend as Lessee
9. CITY MANAGER REPORTS:
10. CITY ATTORNEY: Central City Letter Objecting to Proposed Annexation
11. EXECUTIVE SESSION:
12. ADJOURNMENT:

### MISSION STATEMENT

The mission of the City of Black Hawk is to progressively provide cost effective programs and services of the highest quality to the community



**City of Black Hawk  
City Council**

**February 12, 2020**

**MEETING MINUTES**

A memorial wreath sat on an empty chair next to Julie Seitzinger's photo, and Mayor Spellman opened the meeting letting folks know that he had planned to dispense with the ringing of the bell today out of respect for Julie, but then realized that Julie would want to welcome the City's new employees as ambassadors for the City, as she was a true ambassador with her outgoing willingness to help and serve. She was a perfect fit for the City, and after the Pledge of Allegiance, there will be a moment of silence to honor Julie. He added there would be a memorial luncheon on February 20<sup>th</sup> at 11:30 at Crook's Palace for all who can attend.

The two new employees Kellie Johnson and Dustin Rust, rang the bell to open the meeting.

1. CALL TO ORDER: The regular meeting of the City Council was called to order on Wednesday, February 12, 2020, at 3:00 p.m. by Mayor Spellman.

2. ROLL CALL: Present were: Mayor Spellman, Aldermen Armbright, Bennett, Johnson, Midcap, Moates, and Torres.

Staff present: City Attorney Hoffmann, City Manager Cole, Fire Chief Woolley, Police Chief Lloyd, Finance Director Hillis, City Clerk/Administrative Services Director Greiner, Public Works Director Isbester, Senior Civil Engineer Reed, Community Planning & Development Director Linker, Baseline Engineering Consultants Harris and Watel, and a large gathering of staff to honor Julie.

PLEDGE OF ALLEGIANCE: Mayor Spellman led the meeting in the recitation of the Pledge of Allegiance.

3. MOMENT OF SILENCE: In remembrance of Julie Seitzinger, Executive Administrative Assistant.

4. AGENDA CHANGES: City Clerk Greiner confirmed there were no changes to the agenda.

5. CONFLICTS OF INTEREST:

City Attorney Hoffmann asked Council to declare any Conflicts of Interest on any issue appearing on the agenda this afternoon other than those previous disclosures and conflicts that have already been disclosed and are on file with the City Clerk and Secretary of State. No conflicts were noted from City Council.

City Attorney Hoffmann asked the audience if there were any objections to any member of Council voting on any issue on the agenda this afternoon. The audience had no objections.

6. INTRODUCTION OF NEW EMPLOYEES:

Dustin Rust, Police Officer III  
Kellie Johnson, Communications Officer I

Police Chief Lloyd introduced two new employees who come to Black Hawk, both from Texas. He said Kellie is an Army Reserves Sergeant Colonel and has been on two deployments, and Dustin has over 20 years of law enforcement, is a graduate of the FBI Command School, and holds several certifications as a Firefighter, first responder, and SWAT operator. Both employees bring a wealth of experience to their positions. Council warmly welcomed them.

7. PUBLIC COMMENT:

City Clerk Greiner stated that resident, Tom Feeney, had signed up to speak on three different topics.

Tom Feeney, of Black Hawk, reiterated that Julie was an incredible employee and will be missed from his public perspective, he also wanted to acknowledge the great job Public Works has been doing on the snow removal, and lastly, he asked for Council to consider putting out competitive bids on certain future contracts.

8. APPROVAL OF MINUTES:

January 22, 2020

**MOTION TO APPROVE**

Alderman Armbright **MOVED** and was **SECONDED** by Alderman Torres to approve the Minutes as presented.

**MOTION PASSED**

There was no discussion, and the motion passed unanimously.

## 9. PUBLIC HEARINGS:

### A. **Resolution 8-2020, A Resolution Adopting the Comprehensive Plan of the City of Black Hawk, Dated February 2020**

Mayor Spellman read the title and opened the public hearing.

Community Planning & Development Director Linker introduced this item by stating this was a group effort of nearly two years between the City and Baseline Engineering. She added that Julie Seitzinger was very instrumental in the cover, as well as the design of how it was laid out.

Baseline Engineering consultant Harris noted that a Comprehensive Plan is a state-mandated requirement, and the last one was done in 2004. He went on to list the names of everyone involved in the update. He said this Comprehensive Plan is the City's vision and roadmap for the future.

Alderman Midcap had a correction and a few questions/suggestions. He said the date of 1991 for gambling should be 1990 and questioned the building height of 75 feet on page 19 in the Transitional GOLD District. Baseline consultants discussed the existing PUD that has been submitted for that site already, and they said they understand his concerns and will work with the property owners when they submit their proposal.

Alderman Midcap said he liked the radius called out on the map on page 40 and suggested to perhaps add a footnote noting approximately 2.8 people in the Denver Metro Area are within a 50-foot radius of the City of Black Hawk. Baseline agreed that can be added.

Alderman Midcap also asked about the growth area and the description of uses, Baseline consultants said it is addressed on the map on page 16. Alderman Torres added that the IGA expires in a few years, and we may not want to get into too much detail on something that could change in the next few years. Mayor Spellman said that all those uses are still taken into account. All agreed the Comprehensive Plan turned out very nice.

#### PUBLIC HEARING:

Mayor Spellman declared a Public Hearing on Resolution 8-2020, a Resolution adopting the Comprehensive Plan of the City of Black Hawk, dated February 2020 open and invited anyone wanting to address the Board either "for" or "against" the proposed resolution to come forward.

No one came forward to speak, and Mayor Spellman declared the Public Hearing closed.

#### MOTION TO APPROVE

Alderman Johnson **MOVED** and was **SECONDED** by Alderman Bennett to approve Resolution 8-2020, a Resolution adopting the Comprehensive Plan of the City of Black Hawk, dated February 2020.



**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

10. ACTION ITEMS:

**A. Resolution 9-2020, A Resolution Adopting the Comprehensive Plan of the City of Black Hawk, Dated February 2020 as the City's Three-Mile Annexation Plan**

Mayor Spellman read the title.

City Attorney Hoffmann explained that the Annexation Act requires the City to have a Three-Mile Plan for potential growth of the City and since the recently adopted Comprehensive Plan is the roadmap and vision for the City's future, it is recommended, and typical he added, for municipalities to adopt their Comprehensive Plan as their Three-Mile Annexation Plan.

**MOTION TO APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Torres to approve Resolution 9-2020, a Resolution adopting the Comprehensive Plan of the City of Black Hawk, dated February 2020 as the City's Three-Mile Annexation Plan.

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

**B. Resolution 10-2020, A Resolution Accepting the Petitions for Annexation and Establishing March 25, 2020 as the Date of Public Hearing on the Requested Annexation of Parcels of Unincorporated Territory Located in the County of Gilpin (Lake Gulch Whiskey Resort Annexations)**

Mayor Spellman read the title.

City Attorney Hoffmann said this resolution would set the public hearing date for the Lake Gulch Whiskey Resort Annexations for March 25; he said it was previously known as RSM Partners Annexation when presented to Council at a prior meeting. He said if approved, then a specific noticing process of the entire resolution plus Exhibit A would be published. He noted that Exhibit A in the packet includes maps plus the legal descriptions and that he would suggest the Clerk publish just the legal descriptions as Exhibit A as the maps don't publish well.

**MOTION TO APPROVE**

Alderman Johnson **MOVED** and was **SECONDED** by Alderman Moates to approve Resolution 10-2020, a Resolution accepting the Petitions for Annexation and establishing March 25, 2020, as the date of the public hearing on the requested annexation of parcels of

unincorporated territory located in the County of Gilpin (Lake Gulch Whiskey Resort Annexations).

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

**C. Resolution 11-2020, A Resolution Cancelling the April 7, 2020 Regular Election and Declaring Candidates Elected**

Mayor Spellman read the title.

City Attorney Hoffmann cited Colorado Law that to cancel an election, and there must be no more candidates than open positions and no ballot questions proposed for the ballot. He said that is the case as the City has received the exact number of candidates as positions open and there are no proposed ballot questions so the April election can be cancelled, notice will be published, and those candidates can be sworn in. Mayor Spellman noted this had been the case for the last two regular municipal elections.

**MOTION TO APPROVE**

Alderman Armbricht **MOVED** and was **SECONDED** by Alderman Midcap to approve Resolution 11-2020, a Resolution cancelling the April 7, 2020, Regular Election, and declaring candidates elected.

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

**D. Resolution 12-2020, A Resolution Approving a Purchase and Sale Agreement for the Acquisition of the PM Lode Mining Claim U.S. Mineral Survey No. 4556**

**E. Resolution 13-2020, A Resolution Approving a Purchase and Sale Agreement for the Acquisition of the Bates Lode Mining Claim U.S. Mineral Survey No. 941 AM**

Mayor Spellman combined these action items and read the titles.

City Manager Cole introduced these items for purchase. He said they are two small parcels adjacent to the Briggs lot of the Colvin Tract, and the City intends to build a trail system from that area over Bates Hill and ultimately connecting to Maryland Mountain.

**MOTION TO APPROVE**

Alderman Midcap **MOVED** and was **SECONDED** by Alderman Bennett to approve Resolution 12-2020, a Resolution approving a Purchase and Sale Agreement for the acquisition of the PM Lode Mining Claim U.S. Mineral Survey No. 4556, and Resolution 13-2020, a Resolution approving a Purchase and Sale Agreement for the acquisition of the Bates Lode Mining Claim U.S. Mineral Survey No. 941 AM.

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

- F. Resolution 14-2020, A Resolution Approving the Professional Services Agreement Between the City of Black Hawk and PEH Architects in an Amount Not To Exceed \$72,925.00 for Design Services Pertaining to the Grand Staircase**
- G. Resolution 15-2020, A Resolution Approving the Professional Services Agreement Between the City of Black Hawk and PEH Architects in an Amount Not To Exceed \$99,503.00 for Design Services Pertaining to the Mountain City Railing Replacement and Elevator Installation Project**
- H. Resolution 16-2020, A Resolution Approving the Professional Services Agreement Between the City of Black Hawk and PEH Architects in an Amount Not To Exceed \$54,861.00 for Design Services Pertaining to the Lace House Rehabilitation Project**

Mayor Spellman combined these items and read the titles.

Senior Civil Engineer Reed introduced these design contracts and provided the background for each project. He said the grand staircase would replace the existing temporary staircase, the 20-year old Mountain City railing would be replaced and an elevator installed for upper-tier access, and to restore the Lace House to open it to the public.

PEH Architects Peter Heinz and Nathan Pillatzke were present to go through their presentation of each project. The grand staircase project includes a welcome sign and a rest area. The metal stairs are designed for underground drainage to connect to the existing flume. The lighting features on the welcome sign and entrance pillars will match the historic Crooks Palace lamps. The design showed the areas where the future elevator and bridge are being considered. The livery lot asphalt walkway will be removed and replaced with meandering colored concrete sidewalk and pedestrian lighting.

Alderman Midcap asked if the scope of work for the design of the grand staircase included the design of the grand staircase, the plaza area, the sidewalk, and lighting throughout the plaza and the livery areas. Peter Heinz confirmed that it did.

The Mountain City railing replacement and elevator installation project include guardrails, handrails, and fencing. There are three terraces of Mountain City and all three levels will have a different railing. There was a discussion on the location of the elevator. PEH consultants said they did an extensive study of the possible locations and this one seems to be the best for many reasons. It is just a hard location in general.

The Lace House rehabilitation project includes the whole interior, including a convenience bathroom for the attendant and bringing the utilities back in; there are very few exterior finishes to be restored/replaced. The goal was to figure out how to get it open to the public. PEH Architects will be partnering with Pinyon Environmental, as the City's historical consultant, on this project.

**MOTION TO  
APPROVE**

Alderman Moates **MOVED** and was **SECONDED** by Alderman Torres to approve Resolution 14-2020, a Resolution approving the Professional Services Agreement between the City of Black Hawk and PEH Architects in an amount not to exceed \$72,925.00 for design services pertaining to the Grand Staircase, Resolution 15-2020, a resolution approving the Professional Services Agreement between the City of Black Hawk and PEH Architects in an amount not to exceed \$99,503.00 for design services pertaining to the Mountain City Railing Replacement and Elevator Installation Project, and Resolution 16-2020, a resolution approving the Professional Services Agreement between the City of Black Hawk and PEH Architects in an amount not to exceed \$54,861.00 for design services pertaining to the Lace House Rehabilitation Project.

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

**I. Resolution 17-2020, A Resolution Approving Amendment No. 3 to the CMGC Contract Executed on May 22, 2019 Between the City of Black Hawk and Taylor Kohrs LLC, Increasing the Guaranteed Maximum Price (GMP) by \$162,314.03 for Completion of Electrical Work and Changed Site Conditions for the Hidden Treasure Trailhead Project**

Mayor Spellman read the title.

Public Works Director Isbester introduced this item. He said the delays from CDOT on approvals had pushed us into the winter months. He said this third amendment primarily includes the final electrical scope. When asked, he replied that the City would not be charged for remobilization once things get started back up again. He added there will be another change order for the rock stabilization on the Creekside landing for the bridge, as it is just exposed rock right now, and it will not hold up as originally anticipated.

**MOTION TO  
APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Johnson to approve Resolution 17-2020, a Resolution approving Amendment No. 3 to the CMGC Contract executed on May 22, 2019, between the City of Black Hawk and Taylor Kohrs LLC, increasing the Guaranteed Maximum Price (GMP) by \$162,314.03 for completion of electrical work and changed site conditions for the Hidden Treasure Trailhead Project.

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

**J. Resolution 18-2020, A Resolution Approving the Soil Nail and Stabilization Easement Agreement with the Rocky Mountain Evangelical Free Church for the Property at 331 Gregory Street**

Mayor Spellman read the title.

Senior Civil Engineer Reed made known that the contractor reconstructing the drainage flume identified risk to the structural integrity of the Church building, a soil nail system was used to shore up the building foundation. He said this easement is necessary to memorialize the system in place. Mayor Spellman asked for a traffic update due to the flume construction, and Reed explained that the week of February 24 Gregory Street would be down to one lane with temporary traffic signals operating 24 hours a day for approximately 5-7 days. He noted that High Street traffic would be able to get through at all times.

**MOTION TO APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Johnson to approve Resolution 18-2020, a Resolution approving the Soil Nail and Stabilization Easement Agreement with the Rocky Mountain Evangelical Free Church for the property at 331 Gregory Street.

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

**K. Resolution 19-2020, A Resolution Approving the Professional Services Agreement Between the City of Black Hawk and Alpine Artisan Studios for the 2020 Christmas Décor Program in an Amount Not To Exceed \$175,000.00**

Mayor Spellman read the title.

Public Works Director Isbester explained that the contractor would like to clean and refurbish the decorations now before putting them in storage so that the salt and dirt won't sit on them for months. He confirmed that this price includes installing, taking down, cleaning, and refurbishing, as well as some new items.

**MOTION TO APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Armbright to approve Resolution 19-2020, a Resolution approving the Professional Services Agreement between the City of Black Hawk and Alpine Artisan Studios for the 2020 Christmas Décor Program in an amount not to exceed \$175,000.00.

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

11. CITY MANAGER  
REPORTS:

City Manager Cole had nothing to report.

12. CITY ATTORNEY:

City Attorney Hoffmann had nothing to report.

13. EXECUTIVE  
SESSION:

City Attorney Hoffmann recommended items number 5 only for Executive Session.

**MOTION TO  
ADJOURN INTO  
EXECUTIVE  
SESSION**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Johnson to adjourn into Executive Session at 3:53 p.m. to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e).

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously.

**MOTION TO  
ADJOURN**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Johnson to adjourn the Executive Session at 4:20 p.m.

**MOTION PASSED**

There was no discussion, and the motion **PASSED** unanimously

14. ADJOURNMENT:

Mayor Spellman declared the Regular Meeting of the City Council closed at 4:20 p.m.

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Melissa A. Greiner, CMC  
City Clerk

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David D. Spellman  
Mayor

**COUNCIL BILL 1  
ORDINANCE 2020-1  
AN ORDINANCE  
AMENDING THE CITY OF  
BLACK HAWK 2020 PAY  
PLAN**

**STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK**

**COUNCIL BILL NUMBER: CB1**

**ORDINANCE NUMBER: 2020-1**

**TITLE:       AN ORDINANCE AMENDING THE CITY OF BLACK HAWK 2020 PAY  
              PLAN**

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

Section 1.       The City of Black Hawk 2020 Pay Plan, attached hereto and incorporated herein by this reference is hereby amended, 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 26<sup>th</sup> day of February 2020.

\_\_\_\_\_  
David D. Spellman, Mayor

ATTEST:

\_\_\_\_\_  
Melissa A. Greiner, CMC, City Clerk



# **CITY OF BLACK HAWK**

## **REQUEST FOR COUNCIL ACTION**

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**SUBJECT:** Amendment to 2020 Pay plan due to Public Works Departmental Reorganization with New and Revised Job Descriptions

**RECOMMENDATION:** Staff recommends the following motion to the Mayor and Board of Aldermen:

**MOTION TO APPROVE** Council Bill 2020-1, An Ordinance Amending the City of Black Hawk 2020 Pay Plan.

### **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

#### **Public Works Organizational Structure**

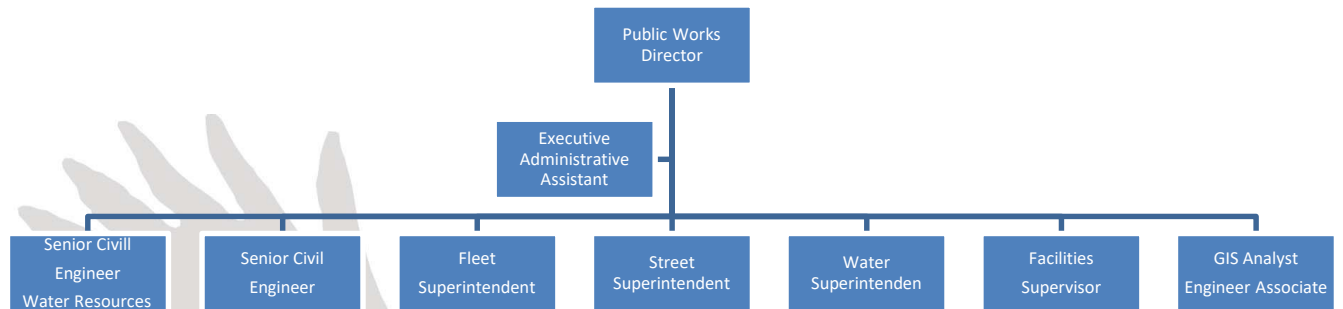
The City contracted with HR Green, Inc. in June of 2019 for an assessment of the Public Works Department's organizational structure. HR Green noted the Public Works Director currently has eight direct reports, which is more than optimal. HR Green recommended restructuring the Public Works Department and after reviewing their recommendations, we recommend the following changes in Public Works:

- Restructure Public Works into three (3) Divisions: Engineering, Maintenance, and Water, thereby reducing the span of control (direct reports) for the Public Works Director. Reducing the number of direct reports will allow the Public Works Director more time to lead the Public Works Department strategically.
- Add a Civil Engineer (new position budgeted for 2020) to support the current high level of project management work and to provide bench depth in succession planning for impending retirements.
- Add a Maintenance Services Manager (new position budgeted for 2020) to supervise a Fleet Supervisor, Streets Supervisor, and Facilities Supervisor. The Maintenance Services Manager will direct all maintenance operations and report to the Department Director.
- Add new classifications of a Lead worker in the Fleet, Street Maintenance, Facilities, and Water Divisions. The Lead workers will be existing employees who will report directly to Supervisors within their respective units. The change provides opportunities to develop leadership skills for existing staff and supports succession planning.
- Add a new classification of City Engineer (currently the Senior Civil Engineer) to provide supervision of the new Civil Engineer (new position budgeted for 2020), the GIS Analyst/Engineering Associate, consultants, and CIP projects. The City Engineer will share the workload but have supervisory responsibilities.
- Add a new classification of Water Manager (currently Senior Civil Engineer - Water Resources position) to provide additional oversight to the Water Division.

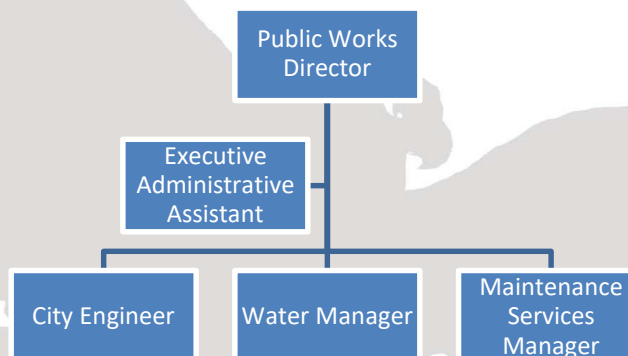
In summary, two new positions (Maintenance Services Manager and Civil Engineer) were approved in the 2020 budget as well as the new classifications, as we anticipated potential changes within the Public Works Department. The restructuring of the Department is needed to position the Department to effectively and efficiently address the City's growth and increased

workload. The new positions will increase staffing by two (2) employees to 33 full-time employees and two (2) seasonal, part-time employees.

### Current Public Works Management Structure



### Proposed Public Works Management Structure



- **Proposed New PW Job Descriptions (new salary ranges, anticipate filling the positions with existing staff):**
  - City Engineer
  - Maintenance Services Manager
  - Water Manager
  - Fleet Supervisor
  - Maintenance Supervisor
  - Lead Fleet Technician
  - Lead Maintenance Worker
  - Lead Water Utility Operator
  - Facilities Maintenance Technician II

• **Proposed Revised PW Job Description:**

- Civil Engineer
- Water System Superintendent (formerly Water Superintendent)
- Facilities Maintenance Technician I
- Fleet Technician II
- Fleet Technician I
- Fleet Support Technician (formerly Fleet Custodian)
- Maintenance Worker II
- Maintenance Worker I
- Water Utility Operator IV
- Water Utility Operator III
- Water Utility Operator II
- Water Utility Operator I

**AGENDA DATE:**

February 26, 2020

**WORKSHOP DATE:**

October 23, 2019

**FUNDING SOURCE:**

Personnel Line Items for Public Works Divisions

**STAFF PERSON RESPONSIBLE:**

Melissa Greiner, CMC  
City Clerk/Administrative Services Director

**DOCUMENTS ATTACHED:**

Draft Amended 2020 Pay Plan, Draft Public Works Organizational Chart, and Draft Job Descriptions

**RECORD:**

[ ] Yes    [ X ] No

**CITY ATTORNEY REVIEW:**

[ X ] Yes    [ ] N/A

**SUBMITTED BY:**



Melissa A. Greiner, CMC  
City Clerk/Administrative Services Director

**REVIEWED BY:**



Stephen N. Cole  
City Manager

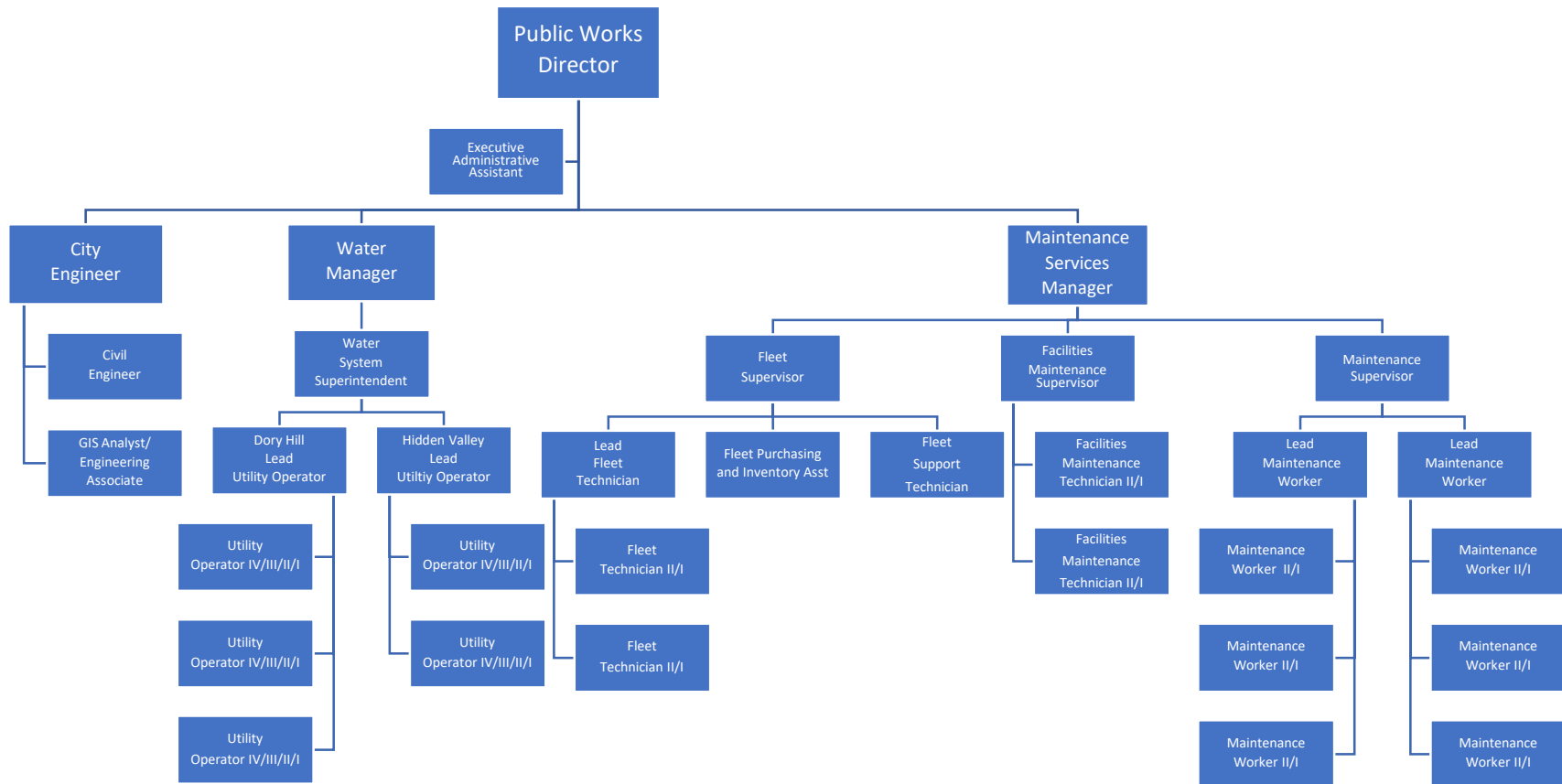
## 2020 Draft Amended Ranges

Black Hawk Job Titles	2020 Draft Amended Salary Range		
	Minimum	Mid-Point	Maximum
<b>Administrative Services</b>			
City Clerk/Administrative Services Director	\$137,214	\$157,796	\$178,378
Senior Human Resources Analyst	\$78,753	\$90,566	\$102,379
Deputy City Clerk	\$58,753	\$67,566	\$76,379
Executive Administrative Assistant	\$58,921	\$67,759	\$76,597
<b>Community Planning &amp; Development</b>			
CP&D Director	\$134,810	\$155,031	\$175,253
Development Services Coordinator	\$58,921	\$67,759	\$76,597
<b>Finance Department</b>			
Finance Director	\$136,764	\$157,279	\$177,793
Senior Accountant	\$77,240	\$88,826	\$100,411
IT Manager	\$104,768	\$120,484	\$136,199
IT Systems Analyst	\$83,375	\$95,881	\$108,387
<b>Fire Department</b>			
Fire Chief	\$143,365	\$164,869	\$186,374
Fire Captain	\$102,652	\$118,049	\$133,447
Fire Lieutenant	\$97,763	\$112,428	\$127,093
Fire Inspector	\$71,542	\$82,274	\$93,005
Fire Engineer	\$65,932	\$75,822	\$85,712
Senior Firefighter	\$62,793	\$72,212	\$81,631
Firefighter	\$59,803	\$68,773	\$77,743
Executive Administrative Assistant FD	\$58,921	\$67,759	\$76,597
<b>Police Department</b>			
<b>PD Admin</b>			
Police Chief	\$139,442	\$160,358	\$181,275
Police Commander	\$115,704	\$133,060	\$150,415
Police Sergeant	\$99,221	\$114,104	\$128,987
Police Detective	\$81,754	\$94,018	\$106,281
Police Officer IV	\$77,861	\$89,541	\$101,220
Police Officer III	\$74,154	\$85,277	\$96,400
Police Officer II	\$70,623	\$81,216	\$91,809
Police Officer I	\$67,260	\$77,348	\$87,437
Police Recruit	\$61,429	\$70,644	\$79,857
Police Property Evidence Technician	\$52,823	\$60,747	\$68,670
Executive Administrative Assistant/Training Coordinator PD	\$58,921	\$67,759	\$76,597
<b>Police Records Supervisor</b>			
Police Rec Specialist/Mun Ct Clerk	\$44,980	\$51,727	\$58,474
<b>Communications</b>			
Communications Officer II	\$54,253	\$62,391	\$70,529
Communications Officer I	\$51,669	\$59,420	\$67,170
<b>Public Works Department</b>			
<b>Administration</b>			
Public Works Director	\$134,839	\$155,065	\$175,291
Maintenance Services Manager	\$103,080	\$118,542	\$134,004
Executive Administrative Assistant PW	\$58,921	\$67,759	\$76,597
<b>Engineering</b>			
City Engineer	\$109,118	\$125,486	\$141,854
Civil Engineer	\$81,367	\$93,572	\$105,777
GIS Analyst/Eng Assoc	\$68,926	\$79,265	\$89,604
<b>Facilities</b>			
Facilities Maintenance Supervisor	\$75,260	\$86,549	\$97,838
Facilities Maintenance Technician II	\$52,382	\$60,239	\$68,096
Facilities Maintenance Technician I	\$49,887	\$57,370	\$64,854
<b>Fleet</b>			
Fleet Supervisor	\$67,335	\$77,435	\$87,536
Fleet Pur & Inv Asst	\$58,921	\$67,759	\$76,597
Lead Fleet Technician	\$56,935	\$65,475	\$74,015
Fleet Technician II	\$54,223	\$62,357	\$70,490
Fleet Technician I	\$51,641	\$59,388	\$67,134
Fleet Support Technician	\$33,703	\$38,758	\$43,813
<b>Maintenance</b>			
Maintenance Supervisor	\$72,370	\$83,226	\$94,081
Lead Maintenance Worker	\$49,669	\$57,119	\$64,569
Maintenance Worker II	\$47,304	\$54,399	\$61,495
Maintenance Worker I	\$45,051	\$51,809	\$58,566
<b>Water</b>			
Water Manager	\$115,560	\$132,894	\$150,228
Water System Superintendent	\$96,042	\$110,448	\$124,854
Lead Water Utility Operator	\$57,467	\$66,087	\$74,707
Water Utility Operator IV	\$54,731	\$62,940	\$71,150
Water Utility Operator III	\$52,125	\$59,943	\$67,762
Water Utility Operator II	\$49,642	\$57,089	\$64,535
Water Utility Operator I	\$47,278	\$54,370	\$61,462

New Draft Job Descriptions = 9

Revised Draft Job Descriptions = 12

City of Black Hawk  
Public Works Department  
Draft 2020 Organizational Chart



# **NEW DRAFT JOB DESCRIPTIONS**

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>City Engineer</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Public Works Director</b>	<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY RANGE:</b>	<b>\$109,118 - \$141,854</b>		

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**SUMMARY**

This is highly-responsible work in planning, designing, managing, and coordinating a variety of engineering, capital improvement, and operations projects throughout the City of Black Hawk. This position includes capital improvement project contract administration and coordination, review of utility improvement and private development projects, and long-range planning activities. Work is performed with latitude for independent judgment and action and is reviewed by the Director of Public Works through observation, conferences, reports, and achievement of desired objectives.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by the Public Works Director. Works closely with and provides direction and supervision to Public Works, Engineering, and GIS personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administer design, service, and construction contracts for City infrastructure and building projects.
- Review/negotiate consultant and contractor change orders, pay requests, and invoices.
- Schedule/attend project meetings during design and construction.
- Prepare and negotiate revisions to agreements, MOUs, and contracts.
- Manage and coordinate with City consultants.
- Develop and manage the budget for capital improvement projects.
- Design small capital improvement projects.
- Manage multiple design, development, and construction projects at any given time.
- Review project plans and specifications for conformance to City ordinances and accepted engineering practice.
- Perform development review, provide comments, coordinate, inspect, and provide approval of public improvements designed and constructed by developers.
- Coordinate project design and construction with other City staff, residents, businesses, utility providers, state agencies, federal agencies, municipalities, and districts.
- Review floodplains and assist with floodplain management.
- Respond promptly and effectively to inquiries from contractors, engineers, architects, residents, and property owners regarding project design and construction issues.
- Track and log all project costs, change orders, work schedules, and contractor payments.
- Report project status regularly to Public Works Director.
- Review submittals for Right-of-Way and Street Cut permits for conformance to City

ordinances and make approvals of the same.

- Present contracts, change orders, and other agreements at public meetings to gain City Council approval.
- Inspect projects and public improvements for conformance to plans, specifications, and City ordinances.
- Initiate surveys and design meetings for new project concepts.
- Develop cost estimates and schedules for capital projects.
- Develop specifications, standards, and guidelines
- Prepare and advertise requests for qualifications, proposals, and bid documents for capital improvement projects.
- Compile information regarding ownership of property easements and right-of-way.
- Supervise, train, assign work to, assist, and evaluate subordinate personnel.
- Expected to use judgment and initiative in developing work methods.
- Perform other duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- May attend public meetings and other events occurring outside of normal work hours.
- Responsible for the acquisition and formatting of traffic counts on City, County, and State roadways.
- May perform engineering, planning, management, and coordination work on water projects.

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

- Considerable knowledge of infrastructure, utilities, and capital improvement projects, including horizontal and vertical construction.
- Considerable 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 water quality concerns as related to municipal operations, including the Safe Drinking Water Act, Superfund sites, Clean Water Act, and NPDES discharge permit regulations.
- Knowledge of CDPHE demolition permit applications and requirements.
- Knowledge of current computer applications, including AutoCad and GIS.
- Thorough 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.
- Ability to conduct and evaluate technical studies and determine recommendations based on the information provided.
- 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 effectively supervise, train, mentor, and direct subordinate personnel.
- Ability to establish and maintain effective working relationships with supervisors, employees, consultants, contractors, local business representatives, State and Federal officials, and other people contacted throughout a workday.
- Ability to efficiently comprehend and carry out oral and written instructions.
- Ability to work independently.

#### **MATERIALS AND EQUIPMENT DIRECTLY USED**

Personal computer, keyboard, telephone, cellular phone, facsimile machine, calculator, photocopier, survey equipment, and computer software programs. Will operate City vehicles.

#### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

This position involves both sedentary office work and trips to construction sites. The employee will be exposed to various weather conditions, noise levels, and construction activity. The position requires regular lifting and carrying of objects; walking, standing, and climbing; 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. Seven (7) years of increasingly responsible civil engineering design/review and/or construction experience required. Professional Engineer (P.E.) registration in the State of Colorado required. Project Management Professional (PMP) certification preferred.

#### **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 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 occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty (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.

## 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 this job description.**

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

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

**City of Black Hawk  
2020 Job Description**

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<b>JOB TITLE:</b>	<b>Maintenance Services Manager</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Public Works Director</b>	<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY RANGE:</b>	<b>\$103,080 – \$134,004 / Annual</b>		

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**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.

## **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 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:** \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Water Manager</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Public Works Director</b>	<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY RANGE:</b>	<b>\$115,560 - \$150,228 / Annually</b>		

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**SUMMARY**

This is highly responsible work in planning and coordinating a variety of capital programs/projects in the Public Works and Water Departments. This position includes capital improvement project contract administration and coordination, review of projects related to utility improvements, long-range planning activities, developing operations and maintenance plans, and monitoring existing programs and activities related to the Water Operations and Water Resources. Work is performed with latitude for independent judgment and action and is reviewed by the Director of Public Works through observation, conferences, reports, and achievement of desired objectives. May develop intergovernmental agreements with other agencies concerning water rights, land purchases, water system interconnects, water storage, etc. Prepare written reports and memorandums. Carry out related administrative duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by the Public Works Director. Works closely with and provides direction and supervision of Public Works personnel, and Water Department personnel, and operations personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review and approve construction plans, plats, specifications, and quantity lists for a variety of water, storm drainage, water resources, and other construction, repair, or modification projects.
- Develop and monitor watershed protection program as required by City and State codes.
- Reviews and approves standards, specifications, water rate adjustments, ordinance requirements, and regulations applied by the City and researches latest developments to determine what changes should be made and their probable impact, including intergovernmental agreements.
- Reviews proposed Public Works and Water projects, their need and impact on development with the planning staff, and develops priorities and cost estimates as part of a long-range proposed capital improvement program.
- Prepares contracts and negotiates revisions and changes to agreements, MOUs, and contracts.
- Reviews plans, specifications, and contract documents prepared by consulting engineers or private contractors for propriety, adequacy, and accuracy.
- Develops and manages Water Department budgets for resources, operations, and CIP.

- Conducts and is responsible for completion of Water Operations and Water Resources Capital Improvement Projects.
- Manage Consultants and conducts feasibility studies, Environmental Impact Studies for water resources and water treatment projects.
- Management of multiple design, development, and construction projects at any given time.
- Helps to develop the Public Works and Water Departments 5-year Capital Improvement Projects budget in cooperation with Department staff.
- Coordinate consultant selection, and write requests for proposals and contract administration. Oversees construction bids, review bids, and manages the construction contract.
- Coordinates projects with other communities and regional partners in various projects, including SEO, CDOT, FEMA, CWCB, USFS, and ACOE.
- Develops estimates in preparing the annual Water Operations and Water Resources Capital Improvement Project Budget for budgetary purposes; compiles information regarding ownership of property; keeps abreast of development in the Public Works and Utilities field.
- Reviews and makes revisions and updates to City water master plans and technical specifications.
- Report regularly to Public Works Director regarding project status, design, and construction issues.
- Prepare RFQ, RFP, and bid documents.
- Review floodplains and assists with floodplain management.
- Attends monthly coordination meetings, including Technical review, Development Review Committee, and Citywide Capital Improvement Project Review Team meetings.
- Answers inquiries regarding projects and other engineering matters, prepares staff reports, requests for City Council action memos, and similar periodic reports.
- Coordinates with State Engineer's Office and District Water Commissioner for administration of water rights.
- Presents reports to City Council.
- Design of small projects as may be required and ability to clearly write reports, memoranda, and documents for City Council.
- Understand and assist in design and operation of controls and SCADA systems.
- Develop & update water distribution hydraulic model in order to analyze system operation and development updates.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Coordinates with water rights consulting engineers for monthly water rights accounting.
- Consults with water rights attorney for water rights legal documents.
- Assists water attorneys and water engineers with water court cases, including participation in water court proceedings and providing legal testimony.
- Serves as staff liaison to the Upper Clear Creek Watershed Association, and the South Platte Basin Roundtable.



- Attends public meetings and other events occurring outside of normal work hours, including nights and weekends.
- Serves as staff liaison to Clear Creek County for operation and maintenance of the Green Lake Water Storage Project.
- Serves as staff liaison to the Town of Georgetown for operation and maintenance of Georgetown Lake.
- Work with various ditch companies for proper delivery and accounting of water rights.
- Coordinates with State Engineers Office and District Water Commissioner for administration of water rights.
- Performs capital improvement project engineering planning, management, and coordination work as required for both water and other Public Works projects.
- Responsible for management of the raw water system, raw water storage, portfolio of water rights and assets, diversions, and associated necessary coordination and infrastructure.
- Responsible for the management of the water treatment plants, treatment operations, storage, and distribution system.
- Performs related work as required.
- Other duties as assigned.

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

- Considerable knowledge of utilities and water resources, capital improvement projects, and operations, principles and practices as related to treatment plants, field operation activities, and water resources facilities, including hydraulic modeling, controls, and SCADA systems.
- Ability to conduct and evaluate engineering and technical studies and analysis on various programs to determine recommendations based on the information received.
- Thorough understanding of City codes, ordinances, regulations, and standards governing public utility facilities construction, maintenance, and repair.
- Ability to make public presentations, present ideas, data, and reports clearly and concisely both verbally and in written form.
- Respond tactfully and courteously to public inquiries and complaints.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Ability to utilize appropriate utilities and water resources technologies and transfer their usage to relevant areas of work.
- Ability to establish and maintain effective working relationships with supervisors, employees, consultants, contractors, State and Federal officials, and other people contacted in the course of a workday.
- Chair project meetings and keep focused when coordinating with other staff, engineers, contractors, and the public.
- Understand and carry out oral and written instructions.
- Considerable knowledge of the principles and practices of civil engineering as it relates to Public Works and Utilities projects.

- Materials, methods, equipment, and tools used in capital project construction work.
- Thorough knowledge of water quality concerns as related to municipal Public Works and Utilities operations, including the Safe Drinking Water Act, and its amendments. RCRA Super Fund; Clean Water Act; NPDES; CERCLA; and discharge permit regulations.
- 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 GIS and water distribution modeling.
- Knowledge of water rights and administration.

### **EDUCATION, EXPERIENCE AND FORMAL TRAINING**

Graduation from an accredited college or university with major coursework in civil engineering or related field and considerable experience in civil engineering work. Seven (7) years of increasingly progressive responsible Public Works and Utilities design/review and construction experience required. Professional Engineer (P.E.) registration in the State of Colorado, Class A water treatment license preferred.

### **MATERIAL AND EQUIPMENT DIRECTLY USED**

Computer terminals, keyboards, personal computer, telephone, cellular phone, facsimile machines, calculator, photocopier, survey equipment, and computer software programs. Will operate City vehicles.

### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

This position involves both sedentary office work and trips to construction areas. Exposure to various weather conditions, noise levels, and a variety of construction activities. Occasional lifting and carrying of objects; some walking, standing, and climbing; vision for reading and interpreting information; speech communication; and having to maintain communications with regulators, consultants, contractors, and employees.

### **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 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 required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally

lift and/or move up to fifty (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.

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

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

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

**CITY OF BLACK HAWK**  
**2020 Job Description**

<b>JOB TITLE:</b>	<b>Fleet Supervisor</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Maintenance Services Manager</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$32.3726 - \$42.0846 / HR</b>		

**SUMMARY**

This is a working technical foreman level position responsible for the technical activities and functions involved in the efficient operation of the fleet service facility. The incumbent supervises all equipment, materials, and personnel involved in the maintenance and repair of the City's fleet of vehicles and equipment, both light and heavy, including police, fire, and transit vehicles. Provides assistance and technical guidance to subordinate personnel. Prepares and/or develops plans for projects and programs involving coordination with other departments and/or outside organizations. Expected to deal with different and specialized situations.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of the Maintenance Services Manager and Public Works Director, work involves planning, controlling, supervising, and evaluating the daily operations for the Fleet Division, which includes overseeing the work of several semi-skilled and skilled employees.

Directly supervises Fleet Support Technician, Fleet Technicians, and Fleet Purchasing and Inventory Assistant. Responsible for assigning work schedules, training, and performance. Recommend employee promotions, transfers, and terminations. Responsible for interviewing, hiring, training, and determining disciplinary actions.

**FINANCIAL ACCOUNTABILITY**

Participates in the development of budgets for division/department. Make decisions that affect outcome of allocation of money for projects. Make recommendations to Maintenance Services Manager for budget allocations that pertain to assigned area. Monitors tracking of accounts and prepares inventory reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Present a professional, competent, courteous image that will reflect well on the Department and the City.
- Plans, organizes and coordinates the maintenance and repair functions performed by the Fleet Division; initiates requisitions and administers the inventory of materials and supplies;
- Maintains the vehicle information system and ensures accurate reporting and expense accruals for the user departments.
- Monitors expenditures and reports to the Maintenance Services Manager.

- Evaluates the overall performance of the division, implementing appropriate modification with or procedure in concurrence with the Maintenance Services Manager.
- Conducts staff and safety meetings, maintains effective communication and training within and for the division.
- Develops and maintains a preventive maintenance program, inventory control program, and fuel monitoring and control program.
- Performs administrative functions and supervises fleet staff.
- Evaluates existing equipment and vehicles (replacement, maintenance, preparation, and disposal) for all City Divisions and Departments.
- Recommends work to be performed by private vendors based on size, complexity, time and equipment constraints.
- Writes and reviews and assists departments with new vehicle specifications.
- Maintains the spill prevention and control plan for the fuel station.
- Attends staff meetings.
- Assists with preparations and purchases of new vehicles, equipment and oversees replacement plan process.
- Performs related maintenance and repair work as required.
- Mentors and assists fleet techs, fleet support tech and inventory as necessary.
- Assists Maintenance Services Manager in the preparation of the annual budget for the division maintains and monitors budgets.
- Conducts safety inspections.
- Performs diagnostic analysis using electronic and electrical testing equipment.
- Fabrication and welding as necessary.
- Serves on call as required.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Education and experience**

- High school graduate or GED supplemented by technical training and/or supervisory/administrative training.
- Five (5) or more years of experience in equipment maintenance and repair or related field, preferably in a municipal setting.
- Experience in administration and supervision of equipment and personnel or any equivalent combination of education and experience which would provide the required knowledge and skills.
- Prefer ASE Master EVT Certification.

### **Certifications and Licenses**

- Valid Colorado Driver's License with a good driving record.
- Class A CDL w/ P2 endorsement.
- Current ASE Fire Apparatus Technician Level I EVT Certification.
- Current ASE Law Enforcement Vehicle Installation Technician EVT Certification.

- Current ASE Ambulance Technician Level I EVT Certification.

### **Knowledge, Skills, and Abilities:**

- Written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the City in a positive and cooperative manner.
- Ability to use a personal computer for word processing, spreadsheets, and email operations.
- Considerable knowledge of preventive maintenance, inspection, servicing and repair of automotive vehicles and equipment.
- Skill in translating electronic and electrical test data by an accurate diagnosis of maintenance or repair needs.
- Ability to develop and implement maintenance and work schedules to optimize vehicle operation and minimize downtime.
- Ability to mentor and motivate employees to improve performance.

### **MATERIAL AND EQUIPMENT USED DIRECTLY**

General office equipment including phone, calculator, computer terminals, photocopier, and printers. All shop equipment and tools. Cars, trucks, and equipment for test drives, maintenance and service evaluations, and transportation to various locations.

### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

This work requires movement about the Fleet facility to conduct business, including the shop office and the shop work areas, in addition to overseeing work in the field and attending meetings at other locations.

The superintendent may be exposed to extreme weather conditions, (under emergency repair situations), hot, and cold temperatures, noise levels that may cause distractions, exposure to fumes, odors, dust, limited ventilation, and hazards due to proximity to moving vehicles and equipment, mechanical parts, exposure to electrical shock and exposure to chemicals. May be exposed to vehicle fumes, odors, chemicals, and dust, due to the proximity to running vehicles and equipment, and in the repair of mechanical parts. May be required to exert up to fifty (50) pounds of force to lift, move, or carry objects.

### **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.

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

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

DRAFT

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Maintenance Supervisor</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Maintenance Services Manager</b>	<b>EXEMPT:</b>	<b>Non-exempt</b>
<b>SALARY RANGE:</b>	<b>\$34.7933 - \$45.2313 / HR</b>		

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**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.

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

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

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Lead Fleet Technician</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Fleet Supervisor</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$27.3722 - \$35.5839 / HR</b>		

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**SUMMARY**

This is a working lead position. Highly skilled work in the maintenance and repair of City equipment including light, medium, and heavy-duty automobiles, trucks and equipment. Work also includes emergency equipment including Fire apparatus, police vehicles, ambulances, and transit buses. Work includes service and repair of small motorized equipment including lawn mowers, chain saws, and other landscaping equipment.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Fleet Supervisor. Position fills in as the supervisor in the absence of the Fleet Supervisor. Position provides technical supervision, mentoring, and training of Fleet Tech I and II.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with planning and scheduling of maintenance and repair activities and assignments.
- Assists the Fleet Supervisor with coordinating outside vendors.
- Expedites and procures parts from outside vendors.
- Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.
- Perform diagnostic and preventative maintenance on vehicles and equipment, including tune-ups, oil and filter changes, cooling system checks, air conditioning systems and lubrication.
- Services and rebuilds or replaces both major and minor driveline equipment parts such as engines, generators, distributors, brakes, rotors, clutches, transmissions, fuel pumps, compressors, exhaust systems, differentials, drivelines, gearboxes, alternators, starters, etc.
- Changing, rotating and repairing both light and heavy-duty tires.
- Repair damage done to vehicles, snowplows, sanders, and light and heavy-duty equipment.
- Fabricates parts and makes modifications to existing equipment for adaptation to department specific needs.
- Installing aftermarket equipment in emergency vehicles, including wiring and custom appurtenances.
- Minor body work, touch-up vehicle painting, and graphics applications.
- Check and repair lights, ignition systems, hydraulic systems, and suspension systems on vehicles and equipment.

- Diagnoses problems in electrical, fuel, pneumatic and hydraulic systems, and various mechanical components.
- Bumper to bumper preventative maintenance inspections and oil and lube changes.
- Preventative maintenance and repair of transit shuttle busses, fire apparatus, ambulance, police, public works vehicles, and light and heavy equipment.
- Reading and understanding service manuals and schematics.
- Repair and maintenance of small, motorized equipment such as chain saws, lawn mowers, weed eaters, both 2 and 4 – cycle.
- Clean work area, the shop, tools, equipment, vehicles, and grounds.
- Provide emergency field assistance to City disabled vehicles, busses, and equipment.
- Test, diagnose, service and repair vehicles and equipment in most cost-effective manner possible.
- Provide inspection and certifications as required for DOT regulated vehicles.
- Provide yearly inspection and testing for recertification of ambulance and fire apparatus
- Design and specify performance standards for replacement police, ambulance, and fire apparatus.
- Repair and maintain ambulance and fire apparatus electrical, heating, air conditioning and ventilation systems.
- Repair and maintain ambulance and fire apparatus cab, chassis, and power train.
- Police vehicle and equipment purchase, design, and installation.
- Operation of automotive diagnostic and repair equipment.
- Use of both electrical and gas welding equipment.
- Use of shop fabrication and safety equipment.
- Trains other employees and provides a high level of technical expertise.
- On call duty required and occasional overtime required.
- Other duties as assigned

**Knowledge of:**

- Principles of operation of electrical, pneumatic, hydraulic brake systems, ABS systems, gasoline, and diesel-powered vehicles and equipment.
- Engine and transmission computer operation, diagnostics, and repair of gas and diesel light and heavy equipment.
- Welding equipment and techniques related to steel and aluminum.
- Familiarity with NFPA Standards.
- Techniques and procedures used in preventative maintenance, inspection, servicing and repair of gasoline and diesel-powered vehicles and equipment.
- Automotive and diesel nomenclature and terms.
- City's safety and loss regulations regarding safe work practices in the shop and on emergency calls etc.
- Use and care of shop equipment, hand tools, power tools, etc.
- City personnel policies and procedures.
- Team building methods and the ability to focus on teamwork in the performance of duties.

**Ability to:**

- Be on-call in accordance with Department policies.
- Operate various types of equipment, such as backhoes, loaders, dump trucks, sweepers, fire trucks, buses, police vehicles, power and hand tools, plows, sanders, etc.
- Read and interpret maintenance and repair manuals.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Use a personal computer for word processing, spreadsheets, and email operations.
- Identify areas needing improvement.
- Work independently in the absence of supervision.
- Show initiative and personal drive.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Respond in a timely manner to repair orders.
- Be flexible, prioritize work, address conflicting demands, and handle confidential information.
- Work for extended periods in all weather conditions.
- Supervise subordinate staff to effectively complete the work of the Division, in accordance with City policies and procedures.
- Ability to identify and implement risk management techniques to reduce exposure to injury, damage, and liability.
- Must be able to lift/carry at least 50lbs.
- Must be able to sit, stand, walk, reach with hands and arms, stoop and kneel.
- Specific vision abilities required by this position includes close distance, color and peripheral vision as well as depth perception and the ability to adjust focus.

**QUALIFICATIONS****Education and experience;**

- Minimum of ten years of experience in automotive or heavy equipment repair preferably in a municipal setting.
- High School diploma or GED.
- Class B CDL with air brakes and P Endorsement and good driving record.
- Formal training in either automotive or heavy equipment service.
- Must have current ASE Fire Apparatus Tech Level I EVT certification.
- Must have current ASE Law Enforcement Vehicle Installation Technician EVT certification.
- Must have current ASE Ambulance Technician Level I EVT certification.

An equivalent combination of education, training and relevant job experience may be considered.

**COMMENTS**

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

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Lead Maintenance Worker</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Maintenance Supervisor</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<b>\$23.8793 - \$31.0433 / 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 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 (1) 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 eight (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**

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

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Lead Water Utility Operator</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$27.6285 – \$35.9171 / HR</b>		

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**SUMMARY**

Under the direction of the Water Superintendent. A Water Utility Operator Lead will operate and maintain the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps, and water-related appurtenances. This is the top in the Utility Operator series and is expected to perform a full range of all duties with significant independence and initiative.

**SUPERVISORY RESPONSIBILITIES**

Exercises direct functional supervision over other Utility Operators in the absence of the Water Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates either and/or both water treatment plants under the direction of the Water Superintendent to ensure the production of high-quality potable water.
- Performs more difficult and complex utility maintenance duties.
- Assists in evaluating work projects and estimating time, materials, equipment, and staffing needs.
- Performs Utility Operator in Responsible Charge duties.
- Acts as a leader for work crews who are assisting in accomplishing specific duties. Assigns work and monitors progress. Guides, trains, mentors, and develops employees in all aspects of the operation and the accomplishment of their duties.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow valves, and chemical feed systems.
- Installs repairs and maintains water mains, valves, pressure reducing valves, pumps, surge suppressors, fire hydrants, and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Assists in drafting policies and procedures.
- Assists in identifying areas needing improvement. Identifying upcoming projects.
- Assists in locating and purchasing materials with pre-approval.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes

necessary chemical adjustments to the water plant under the direction of the Water Superintendent.

- Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation, and maintenance including but not limited to; chemical feed equipment, process control equipment, calibration of lab and process equipment, and general building and equipment maintenance.
- Monitors, maintains, and repairs raw water collection systems including intake structures, wells, infiltration gallery components, and screens.
- Works with contractors performing SCADA system troubleshooting.
- Responds to after hour emergency calls regarding water treatment plants and distribution systems.
- Performs leak detection troubleshooting.
- Prepares and submits mandated reports, including water quality reports and water quality sampling reports in compliance with state and federal drinking water regulations for submittal to the Water Superintendent and or regulatory agency.
- Prepares and submits work orders, property damage reports, and work progress reports.
- Monitors surveillance cameras utilized for facility security and process monitoring.
- Completes water utility locates and coordinates work with contractors.
- Performs janitorial, grounds keeping, and maintenance of all water treatment and pump station facilities.
- Works a varying schedule and/or shift, including weekends, holidays and night shift duties when required.
- Serves on call as required.
- May be required to work overtime.
- Other duties as assigned.
- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
- Performs research on new methods and advances in water treatment through a variety of technical sources.
- Reads water meters.
- Inspects new water service and water main installations.
- Sets up and tracks bulk construction water permits.
- Coordinates with other departments for use of manpower and equipment.
- Provides input for annual budget preparation.
- Responsible for proper inventory control and accounting.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of water treatment and purification principles, procedures, and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Plant Control Systems and instrumentation.

- Knowledge of computer SCADA systems as used in water treatment systems.
- Knowledge of sampling and laboratory procedures and compliance with the CDPHE monitoring schedule.
- Knowledge of trench safety, traffic control, and confined space entry.
- Knowledge of all the steps and how to proceed with a water line break.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, area, circumference, and volume.
- Skill in submitting and maintaining detailed and accurate records.
- Skill in preparing and submitting accurate and complete water quality sampling and compliance reporting forms.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment, and software, including word processing, spreadsheet applications, and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to perform Utility Operator in Responsible Charge duties.
- Ability to understand, interpret, and comply with ordinances, regulations, standards, and laws.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to establish and maintain effective working relationships with City employees, other agencies, and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.
- Ability to repair and rebuild a Hydrant.
- Ability to solder a joint.
- Ability to identify all hand tools.
- Ability to identify all parts (joints, gaskets, repair kits, mega lugs, etc.) to a main water line.
- Ability to identify all parts in a pump station.
- Ability to properly cut and connect PVC, DIP, or any other pipe in distribution system.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED and five (5) years of experience in water utility operations. Formal training in water treatment desired. Equivalent combinations of education and experience may be considered.

### **Certificates and/or Licenses:**

- Colorado Class "A" Water Plant Operator Certification.
- Colorado Class 4 Distribution Systems Certification
- Colorado Cross Connection Control Technician Certification.
- Valid Colorado Driver's License with good driving record.
- Flagger Certification.
- Traffic Control Supervisor Certification.
- Class B CDL with air brake.

## **EQUIPMENT USED**

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Drive and operate City vehicles.

## **WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration, and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally 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.

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

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

DRAFT

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Facilities Maintenance Technician II</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Facilities Maintenance Supervisor</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<b>\$25.1832 - \$32.7390 /HR</b>	

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**SUMMARY**

Provides a variety of skilled and semi-skilled work in the construction, maintenance, repair, inspection, restoration, and cleaning of both City occupied and leased buildings and facilities. Works varied schedule to limit disruption to City operations. Responds to calls for maintenance and repair services 24/7.

**SUPERVISION RECEIVED**

Direction provided by Facilities Maintenance Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintains and repairs various facilities, buildings, and structures, including framing, pouring concrete, drywall installation, and repair, bricklaying and repair, painting, repairing windows, doors, and roofing.

- Complete general plumbing work, including unclogging drains and replacing faucets.
- Repair and replace copper and plastic pipe.
- Troubleshoot and repair HVAC systems.
- Replace lighting, inspect exit sign lighting, emergency lighting, and makes necessary bulb, ballast, and fixture replacement.
- Light electrical work, including replacing fans, motors, switches, and outlets.
- Build office furniture and fixtures.
- Sweep, mop, vacuum.
- Cleans carpets and chairs.
- Lightly dusts and polishes furniture, woodwork, fixtures, and equipment.
- Wash walls and windows.
- Clean countertops.
- Empty and clean waste receptacles.
- Clean restrooms and maintain supplies in restrooms.
- Move and arrange furniture and equipment.
- Set up rooms for special meetings or events.
- Open and close City buildings; lock and unlock doors.
- Install and adjust shades and blinds.
- Maintain building maintenance and custodial supplies and equipment.
- Stock inventory of maintenance materials and supplies.
- Inspect fire extinguishers and maintain annual logs, replace fire extinguishers when expired.



- Shovel snow at building entrances and building stairways.
- Inspect AED units and maintain log.
- Perform insect and rodent control.
- Install, construct, and/or repair walls, floors, ceilings, fencing, furniture, signs, windows, etc.
- Prepare and paint both interior and exterior of facilities.
- Miscellaneous carpentry, drywall, finish carpentry, roofing.
- Serve on-call regularly.
- Make recommendations to Maintenance Supervisor about city building issues and other City properties.
- Perform monthly elevator tests.
- Perform weekly emergency generator tests.
- Obey all safety regulations.
- Other duties as assigned.

**Knowledge of:**

- Materials, methods, equipment, and tools used in general building maintenance work.
- Materials, methods, equipment, and tools used in custodial services work.
- Materials, methods, equipment, and tools used in the painting trade.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- Operation of a variety of maintenance, construction, woodworking equipment.
- Basic personal computer and email operations.
- Materials, methods, equipment, and tools used in the plumbing trade.
- Materials, methods, equipment, and tools used in the electrical trade.
- Materials, methods, equipment, and tools used in the HVAC trade.

**Ability to:**

- Use a variety of building maintenance and custodial equipment and materials.
- Clean and care for assigned areas and equipment.
- Maintain accurate and up to date records.
- Observe, report, and address needs for maintenance and supplies.
- Understand and carry out oral and written instructions.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Adhere to cleaning and maintenance schedules.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Observe and report needs for maintenance and supplies.
- Work independently in the absence of supervision.
- Move and/or lift furniture, equipment, and supplies.
- Work early morning hours, weekends, and holidays.
- Safely operate a City vehicle and equipment.
- Use a personal computer for word processing, spreadsheets, and email operations.

**QUALIFICATIONS**

### **Education and/or Experience**

- High School Diploma or GED and five (5) years of experience in building or custodial maintenance work.
- Experience or schooling in electrical, plumbing, or HVAC preferred.
- Valid Colorado Driver's License with a good driving record.

An equivalent combination of education, training, and relevant job experience may be considered.

### **PHYSICAL DEMANDS**

The employee is regularly required to sit, stand, walk, reach with hands and arms, bend, twist, stoop, kneel, crouch, and crawl. The employee must lift and/or move up to 75 pounds as well as climb and work on ladders. The employee is also regularly required to talk, hear, and use hands and fingers. 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 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:** \_\_\_\_\_

**REVISED  
DRAFT  
JOB  
DESCRIPTIONS  
(With Redlined Versions)**

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Civil Engineer</b>	<b>DEPARTMENT:</b>	<b>Public Work</b>
<b>REPORTS TO:</b>	<b>Public Works Director</b>	<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY RANGE:</b>	<b>\$81,367 - \$105,777 Annual</b>		

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**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, review of utility improvement, and private development projects. Work is reviewed by the City Engineer and 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.
- Schedule and attend regular project meetings during design and construction
- Review 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, and accuracy and accepted engineering practice.
- Manage Consultants and assists with the management of feasibility studies and proper permitting.
- Assist with developing the Public Works annual and 5-year Capital Improvement Projects budget.
- Prepare and advertise requests for qualifications, proposals, and bid documents for capital improvement projects
- Develop cost estimates and schedules for capital improvement projects
- Manage 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 City staff, residents, businesses, utility providers, state agencies, federal agencies, municipalities, and 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 Public Works Director.
- Review submittals, 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.
- 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
- Ability to conduct and evaluate engineering and technical studies and analysis on various programs to determine recommendations based on the information 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, present ideas, data, and reports clearly and concisely both verbally and in written form.
- Ability to weigh differing viewpoints and collaboratively solve problems
- Ability to establish and maintain effective working relationships with supervisors, employees, consultants, contractors, State and Federal officials, and other people contacted 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.
- 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, radios. Will operate City vehicles.

#### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

This position involves both sedentary office work and trips to construction areas. Exposure to various weather conditions, noise levels, and a variety of construction activities. Occasional lifting and carrying of objects; some walking, standing, and climbing; vision for reading and interpreting information; speech communication.

#### **EDUCATION, EXPERIENCE AND FORMAL TRAINING**

Graduation from an accredited college or university with major coursework in civil engineering or related field. Five (5)+ years of increasingly responsible civil engineering design/review and or construction experience. Professional Engineer (P.E.) registration in the State of Colorado. 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 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 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.

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

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

**CITY OF BLACK HAWK**  
**201820 Job Description**

<b>JOB TITLE:</b>	<b>Civil Engineer</b>	<b>DEPARTMENT:</b> Public Work
<b>REPORTS TO:</b>	<b>Public Works Director</b>	<b>EXEMPT:</b> Yes / At-Will
<b>SALARY RANGE:</b>	<b><del>\$75,521 - \$98,178</del> <u>\$81,367.4 - \$105,777</u> Annual</b>	

### **SUMMARY**

This is highly responsible work in planning, managing, and coordinating a variety of capital ~~programs/ improvement~~ projects ~~in throughout~~ the ~~Public Works and Water Departments~~ City of Black Hawk. This position includes capital improvement project contract administration and coordination; review ~~of projects related to~~ utility improvements and private ~~developments; and monitoring existing programs and activities related to the Water Operations and Water Resources development projects~~. Work is reviewed by the City Engineer and the Director of Public Works, ~~Senior Civil Engineer and Senior Water Resources Engineer~~ through observation, conferences, reports, and achievement of desired objectives. ~~Prepares written reports and memoranda. Carry out related administrative duties as assigned.~~

### **SUPERVISORY RESPONSIBILITIES**

- None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage ~~City Projects including~~ design, service, and construction contracts for street, City infrastructure, ~~preservation, water treatment and distribution~~, and building projects.
- Schedule and attend regular project meetings during design and construction.
- Review and track all contractor ~~/ and consultant invoices~~, ~~consultant~~ pay applications, and change orders.
- Reviews plans, specifications, and contract documents ~~prepared by consulting engineers or private contractors~~ for conformance to City standards, ordinances, propriety, adequacy, and accuracy, and accepted engineering practice.
- Manage Consultants and assists with the management of feasibility studies, and proper permitting. ~~Environmental Impact Statements for water resources, and water treatment projects.~~
- ~~Helps to Assist with~~ developing the Public Works ~~and Water Departments~~ annual and 5-year Capital Improvement Projects budget ~~in cooperation with Department staff~~.
- Prepare and advertise requests for qualification, proposals, and bid documents for 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 ~~as may be required and ability to clearly write reports, memoranda, and documents for Board of Aldermen.~~
- ~~Assist with the development & updates for the water distribution hydraulic model in order to analyze system operation and development updates.~~
- Coordinate ~~with all project design and construction with City staff, residents, businesses, utility companies, providers, state agencies, federal agencies, municipalities, and other districts. City staff, as applicable, on project design and construction issues.~~
- 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 ~~regarding project status, design, and construction issues.~~
- Review submittals, 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.
- 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, and water resources, construction, structure and historic preservation and renovation, capital improvement projects, and roadway maintenance operations, principles and practices as related to road construction and maintenance, treatment plants, distribution, field operation activities, and water resources facilities, including hydraulic modeling, storm drainage and floodplain management.
- 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.

- Ability to conduct and evaluate engineering and technical studies and analysis on various programs to determine recommendations based on the information 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, present ideas, data, and reports clearly and concisely both verbally and in written form.
- Ability to weigh differing viewpoints and collaboratively solve problems.
- Ability to establish and maintain effective working relationships with supervisors, employees, consultants, contractors, State and Federal officials, and other people contacted in the course of a workday.
- ~~Knowledge of the principles and practices of civil engineering as it relates to Public Works and Utilities projects.~~
- 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.
- 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, ~~CADD~~AutoCaD, GIS, and water distribution modeling.
- ~~Ability to gain basic knowledge of water rights and administration.~~
- ~~Ability to obtain Water Treatment and Distribution licenses~~
- ~~Knowledge of materials, methods, equipment and tools used in capital project construction work.~~
- ~~Knowledge of safe and efficient work practices that comply with local, state, and federal regulations.~~
- ~~Knowledge of accepted engineering practice, and inspection and documentation techniques.~~
- ~~Knowledge of methods and procedures of estimating cost of projects and construction work.~~
- 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 Addhere 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 terminalscomputer, keyboards, ~~personal computer~~, 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. Exposure to various weather conditions, noise levels, and a variety of construction activities. Occasional lifting and carrying of objects; some walking, standing, and climbing; vision for reading and interpreting information; and speech communication; ~~and having to maintain communications with regulators, consultants, contractors, and employees.~~

### **EDUCATION, EXPERIENCE AND FORMAL TRAINING**

Graduation from an accredited college or university with major coursework in civil engineering or related field. Public Works and Utilities Five (5)+ years of increasingly responsible civil engineering design/review or construction experience required, Professional Engineer (P.E.) registration in the State of Colorado ~~is required~~. 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 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 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.

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

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

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Water System Superintendent</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Water Manager</b>	<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY RANGE: \$96,042 - \$124,854 / Annual</b>			

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**SUMMARY**

Responsible for the overall operation and function of the City's water system. Supervises/coordinates activities of Utility Operators in operation and maintenance of two water plants, multiple pump stations, and the distribution system.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Public Works Director and the Water Engineering Manager. Responsibilities include direct supervision of Water Department personnel. This is a working Superintendent position, expected to participate in maintenance and work activities with other crewmembers, including making recommendations and taking appropriate action and steps regarding discipline, commendation, termination, or advancement of employees. Monitors and evaluates employees' work performance and goal achievements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees and is responsible for operation of two water treatment plants in accordance with all applicable State and Federal regulations and standards for water quality to ensure the production of high-quality potable drinking water.
- Responsible for the operation and maintenance of the water system operations, water plants, pump stations, and distribution system.
- Prepares and implements the Drinking Water Monitoring plan to comply with State and Federal Regulations including lead and copper
- Evaluates work projects and estimating time, materials, equipment, and staffing needs.
- Direction is provided for treatment plant Lead Operators and work crews who are assisting in accomplishing specific duties. Assigns work and monitors progress. Guides, trains, and develops employees in all aspects of the operation and the accomplishment of their duties.
- Oversees water treatment plant startup, shutdown, and all standard operating procedures.
- Oversees water plant operations to adjust to changing needs; adjust pumps, flow valves, and chemical feed systems.
- Responsible for the implementation and tracking of all safety training, technical training, and certifications of operators
- Oversees the installation, repairs, and maintenance of the water mains, valves, pressure regulators, pumps, and related equipment to the operation of the water treatment plants and distribution system by both staff and contractors.
- Provides input, reviews, revises, and modifies the City's water standards and specifications

- Oversee, monitor, and evaluate plant processes via SCADA system. Compiles readings and test results in weekly and monthly reports.
- Drafts policies and procedures.
- Identifies areas needing improvement. Identifies upcoming projects
- Develops and implements short and long term department plans and goals.
- Identifies and informs department staff of present and potential problems and hazards and works with department staff to resolve accordingly.
- Schedules and completes continuing education to stay current with regulations and standards and management practices.
- Directs Utility Operators in maintenance and repair of the water plants, pump stations, distribution system, storage tanks, reservoirs, valves, hydrants, etc.
- Coordinates with CDOT to meet State requirements for distribution system repairs within State rights-of-way.
- Coordinates with other City departments for scheduling City equipment and crews for routine and emergency repairs.
- Responsible for coordinating the permitting, scheduling, and monitoring of the commercial fire flow testing.
- Coordinates work with project managers, Water Engineering Manager in the construction and repairs as they apply to the water system.
- oversees work performed by contractors, vendors, and consultants
- Reviews water project design plans for compliance with water standards and specifications, and assists with modifications to City's Water standards and specifications.
- Supervises the Lead Operators in the administration and tracking of the Construction Water Permit process and applications for water use from City hydrants and truck fill station by contractors.
- Schedules inspections of water taps and connections to City water system to ensure compliance with standards and specifications.
- Estimates Utility Operator hour requirements for completion of job assignments, and establishes or adjusts work procedures to meet schedules.
- With prior approval, locates, and purchase materials and equipment according to City purchasing policies.
- Receive, review, and submit bids/proposals for non-capital water system projects.
- Review bids and projects with the Water Engineering Manager for capital improvements as they apply to the water system
- Evaluates and modifies work conditions, and recommends equipment purchases to increase efficiency of crew.
- Analyzes and resolves work problems.
- Monitors and evaluates surface water protection plan.
- Monitors Industrial and wastewater treatment plant discharge into source waters.
- Responds to emergency spills into the source waters
- Monitors and evaluates water demand and production totals.
- Attends meetings and provides information and input on water systems, water plants, future needs, etc.

- Attend staff meetings, project management meetings, and work project meetings.
- Recommends major capital purchases.
- Provides input annually and regularly monitors the water administration/operations budget.
- Conduct cost tracking and optimization analysis for water operations.
- Responds to citizen inquiries and complaints regarding water conditions or services performed.
- Supervises, trains, assigns, and evaluates and participates in the hiring of subordinate personnel in Water Department.
- Initiates and/or suggests plans to achieve work goals and motivate work crews.
- Maintains daily records of equipment, personnel, and materials used for each maintenance project and prepares monthly reports.
- Maintains inventories of all equipment, parts, and supplies.
- Approves timesheets and leave requests for subordinate personnel.
- Drafts on-call and shift schedules and adjusts accordingly to meet the department and City's needs.
- Evaluates, Oversees and implements preventative maintenance program for water plants and distribution system.
- Prepares State and Federal monitoring reports, including the annual consumer confidence report.
- Works with contractors providing technical programming for control systems such as SCADA, programmable logic control systems, process equipment calibrations, and programming.
- Conducts annual leak detection survey.
- Implements, regulates, and maintains the cross-connection control program.
- Schedules and attends water storage tank inspections.
- Prepares for and attends sanitary survey inspections with the Colorado Department of Health.
- Prepares reports for Insurance Survey Office inspections to the Fire Suppression Rating.
- Prepare and update the Vulnerability Assessment Report
- Responsible for the completion of all emergency repairs
- Maintains and updates the emergency response plan
- Responsible for all customer service activities related to the production and distribution of potable water
- Required to be on call.
- Other duties as assigned

**Knowledge of:**

- Materials, methods, equipment, and tools used in water operations and maintenance.
- Operation of a variety of maintenance and construction equipment, such as backhoes, loaders, saws, pumps, power and hand tools, plows, etc.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- City's safety and loss regulations regarding safe work practices in trenches, roadways, chemical handling, etc.



- Applicable State and Federal water quality standards and regulations.

**Ability to:**

- Be on-call in accordance with Department policies.
- Operates various types of equipment, such as backhoes, loaders, power and hand tools, plows, etc.
- Be able to perform a variety of tasks using word, excel, etc. and control programs such as SCADA.
- Read and interpret plans, diagrams, and construction drawings.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Identify, present resolutions, and take action when identifying areas needing improvements.
- Work independently in the absence of supervision.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Supervise, train, mentor, and direct subordinate personnel.
- Recommend equipment and/or capital purchases to Public Works Director.
- Maintain records of personnel time, material usage, water quality testing, etc.
- Implement a preventative maintenance program for the water plants, equipment, process control systems, and distribution system components.
- Respond to and schedule emergency and routine maintenance procedures.
- Understand and carry out the policies under the City of Black Hawk employee handbook.

**EDUCATION and/or EXPERIENCE**

High school diploma or GED and a minimum of five (5) years' experience operating a water treatment facility in an ORC or Lead position. Formal vocational training in water treatment desired. Equivalent combinations of education, training, and experience may be considered.

**CERTIFICATES and/or LICENSES**

- Colorado Class A Water Operator Certification.
- Class 4 Distribution Systems.
- Colorado Cross Connection or Central Technician Certification.
- Valid Colorado Driver's License with a safe driving record.
- Flagger certification
- Traffic control supervisor certification

**EQUIPMENT USED**

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Operate City vehicle and equipment.



## PHYSICAL DEMANDS

Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration, and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally 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.

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

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

## CITY OF BLACK HAWK 2020 Job Description

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**JOB TITLE:** Water ~~System~~ Superintendent  
**DEPARTMENT:** Public Works  
**REPORTS TO:** ~~Public Works Director~~ Water Manager **EXEMPT:** Yes  
**SALARY RANGE:** \$96,042 - \$124,854 / Annual

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### SUMMARY

Responsible for the overall operation and function of the City's water system. Manages water system operations and Supervises/coordinates activities of Utility Operators in operation and maintenance of two water plants, multiple pump stations, and the distribution system.

### SUPERVISION RECEIVED AND EXERCISED

Direction provided by Public Works Director and the Water Engineering Manager ~~System Coordinator~~. Responsibilities include direct supervision of Water Department personnel, managing the water system operations. This is a working Superintendent/manager position, expected to participate in maintenance and work activities with other crewmembers including making recommendations and taking appropriate action and steps regarding discipline, commendation, termination or advancement of employees. Monitors and evaluates employees work performance and goal achievements.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and is responsible for operation of two~~multiple~~ water treatment plants in accordance with all applicable State and Federal regulations and standards for water quality to ensure the production of high quality potable drinking water.
- Responsible for the operation and maintenance of the water system operations, water plants, pump stations, and distribution system.
- Prepares and implements the Drinking Water Monitoring plan to comply with State and Federal Regulations including lead and copper
- Evaluates work projects and estimating time, materials, equipment, and staffing needs.
- Direction is provided for treatment plant Lead Operators and work crews who are assisting in accomplishing specific duties. Assigns work and monitors progress. Guides, trains, and develops employees in all aspects of the operation and the accomplishment of their duties.
- Oversees water treatment plant startup, shutdown and all standard operating procedures.
- Oversees water plant operations to adjust to changing needs; adjust pumps, flow valves; and chemical feed systems.
- Responsible for the implementation and tracking of all safety training, technical training, and certifications of operators
- Oversees~~Manages~~ the Installation, repairs and maintenance of the water mains, valves, pressure regulators, pumps and related equipment to the operation of the water treatment plants and distribution system by both staff and contractors.

- [Provides input, reviews, revises, and modifies the City's water standards and specifications](#)
- Oversee, monitor and evaluate plant processes via SCADA system. Compiles readings and test results into weekly and monthly reports.
- Drafts policies and procedures.
- Identifies areas needing improvement. Identifies upcoming projects
- [Develops and implements short and long term department plans and goals.](#)
- Identifies and informs department staff of present and potential problems and hazards and works with department staff to resolve accordingly.
- Schedules and completes continuing education to stay current with regulations and standards and management practices.
- Directs Utility Operators in maintenance and repair of the water plants, pump stations, distribution system, storage tanks, reservoirs, valves, hydrants, etc.
- Coordinates with CDOT to meet State requirements for distribution system repairs within State rights-of way.
- Coordinates with [other City departments](#) ~~Street Maintenance Superintendent~~ for scheduling City equipment and crews for routine and emergency repairs.
- [Responsible for coordinating the permitting, scheduling, and monitoring of the commercial fire flow testing.](#)
- Coordinates work with project managers, Water ~~Engineering Manager~~~~System Coordinator~~ [and the Planning department](#) in the construction and repairs as they apply to the water system.
- ~~oversees~~~~Manages~~ work performed by contractors, vendors and consultants
- Reviews water project design plans for compliance to water standards and specifications, and assists with modifications to City's Water standards and specifications.
- [Supervises the Lead Operators in the aAdministration ers](#) and tracking ~~ofs~~ the Construction Water Permit process and applications for water use from City hydrants and truck fill station by contractors.
- Schedules inspections of water taps and connections to City water system to ensure compliance with standards and specifications.
- Estimates Utility Operator hour requirements for completion of job assignments, and establishes or adjusts work procedures to meet schedules.
- With prior approval, locates and purchases materials and equipment according to City purchasing policies.
- Receive, review and submit bids/proposals for non-capital water system projects.
- Review bids and projects with the Water ~~Engineering Manager~~~~System Coordinator~~ for capital improvements as they apply to the water system
- Evaluates and modifies work conditions, and recommends equipment purchases to increase efficiency of crew.
- Analyzes and resolves work problems.
- Monitors and evaluates surface water protection plan.
- [Monitors Industrial and wastewater treatment plant discharge into source waters.](#)
- [Responds to emergency spills into the source waters](#)
- Monitors and evaluates water demand and production totals.

- Attends Water Committee meetings and provides information and input on water system, water plant, future needs, etc.
- Attend staff meetings, project management meetings and work project meetings.
- Recommends major capital purchases.
- Provides input annually and regularly monitors the water administration/operations budget.
- Conduct cost tracking and optimization analysis for water operations.
- Responds to citizen inquiries and complaints regarding water conditions or services performed.
- Supervises, trains, assigns, and evaluates and participates in the hiring of subordinate personnel in Water Department.
- Initiates and/or suggests plans to achieve work goals and motivate work crews.
- Maintains daily records of equipment, personnel, and materials used for each maintenance project and prepares monthly reports.
- Maintains inventories of all equipment, parts, and supplies.
- Approves time sheets and leave requests for subordinate personnel.
- Drafts on-call and shift schedules and adjusts accordingly to meet the department and City's needs.
- Evaluates, Oversees and implements preventative maintenance program for water plants and distribution system.
- Prepares State and Federal monitoring reports, including the annual consumer confidence report.
- Works with contractors providing technical programming for control systems such as SCADA, programmable logic control systems, process equipment calibrations and programming.
- Conducts annual leak detection survey.
- Implements, regulates and maintains the cross connection control program.
- Conducts and schedules and attends water storage tank inspections.
- Prepares for and attends sanitary survey inspections with the Colorado Department of Health.
- Prepares reports for Insurance Survey Office inspections to the Fire Suppression Rating.
- Prepares water rights monitoring data Prepare and update the Vulnerability Assessment Report.
- Responsible for the completion of all emergency repairs
- Maintains and updates the emergency response plan
- Responsible for all customer service activities related to the production and distribution of potable water
- Required to be on call.
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

**Knowledge of:**

- Materials, methods, equipment and tools used in water operations and maintenance.
- Operation of a variety of maintenance and construction equipment, such as backhoes, loaders, ~~dump trucks~~, saws, pumps, power and hand tools, plows, etc.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- City's safety and loss regulations regarding safe work practices in trenches, roadways, chemical handling etc.
- Applicable State and Federal water quality standards and regulations.

**Ability to:**

- Be on-call in accordance with Department policies.
- Operates various types of equipment, such as backhoes, loaders, ~~dump trucks~~, power and hand tools, plows, etc.
- Be ~~technically~~ able to perform a variety of tasks using word, excel etc. and control programs such as SCADA.
- Read and interpret plans, diagrams, and construction drawings.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Identify, present resolutions and take action when identifying areas needing improvements.
- Work independently in the absence of supervision.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Supervise, train, mentor and direct subordinate personnel.
- Recommend equipment and/or capital purchases to Public Works Director.
- Maintain records of personnel time, material usage, water quality testing, etc.
- Implement a preventative maintenance program for the water plants, equipment, process control systems and distribution system components.
- Respond to and schedule emergency and routine maintenance procedures.
- Understand and carry out the policies under the City of Black Hawk employee handbook.

**EQUIPMENT USED**

~~Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Operate City vehicle and equipment.~~

**EDUCATION and/or EXPERIENCE**

High school diploma or GED and a minimum of five (5) years' experience operating a water treatment facility in an ORC or Lead position. Formal vocational training in water treatment desired. Equivalent combinations of education, training and experience may be considered.

High School Diploma/GED

5 years' experience in Water Utility Operations.

## **CERTIFICATES and/or LICENSES**

- Colorado Class A Water Operator Certification.
- Class 4 Distribution Systems.
- Colorado Cross Connection or Central Technician Certification.
- Valid Colorado Driver's License with safe driving record.
- Flagger certification
- Traffic control supervisor certification

## **COMMUNICATION SKILLS**

~~—Ability to respond to common inquiries or complaints from city employees and officials, general public and outside agencies.~~

~~—Ability to effectively present, both in verbal and written form, information to the Director of the PW Department, city employees, the public, and outside agencies.~~

## **EQUIPMENT USED**

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Operate City vehicle and equipment.

## **REASONING ABILITY**

~~Ability to define problem, collect data, establish facts, and draw valid conclusions and carry them out to meet City standards and to meet State and Federal compliance requirements~~

## **PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regularly exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to eighty ~~(80)~~400 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.

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

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

in review

**CITY OF BLACK HAWK**  
**2019 Job Description**

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<b>JOB TITLE:</b>	<b>Facilities Maintenance Technician I</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Facilities Maintenance Supervisor</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$23.9841 - \$31.1800 /HR</b>		

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**SUMMARY**

Provides a variety of skilled and semi-skilled work in the construction, maintenance, repair, inspection, restoration, and cleaning of both City occupied and leased buildings and facilities. Works varied schedule to limit the disruption to City operations. Responds to calls for maintenance and repair services 24/7.

**SUPERVISION RECEIVED**

Direction provided by Facilities Maintenance Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintains and repairs various facilities, buildings, and structures, including framing, pouring concrete, drywall installation, and repair, bricklaying and repair, painting, repairing windows, doors, and roofing.

- Complete general plumbing work, including unclogging drains and replacing faucets.
- Replace lighting, inspect exit sign lighting, emergency lighting and makes necessary bulb, ballast, and fixture replacement.
- Light electrical work, including replacing fans, motors, switches, and outlets.
- Build office furniture and fixtures.
- Sweep, mop, vacuum.
- Cleans carpets and chairs.
- Lightly dusts and polishes furniture, woodwork, fixtures, and equipment.
- Wash walls and windows.
- Clean countertops.
- Empty and clean waste receptacles.
- Clean restrooms and maintain supplies in restrooms.
- Move and arrange furniture and equipment.
- Set up rooms for special meetings or events.
- Open and close City buildings; lock and unlock doors.
- Install and adjust shades and blinds.
- Maintain building maintenance and custodial supplies and equipment.
- Stock inventory of maintenance materials and supplies.
- Inspect fire extinguishers and maintain annual logs, replace fire extinguishers when expired.
- Shovel snow at building entrances and building stairways.



- Inspect AED units and maintain log.
- Perform insect and rodent control.
- Install, construct, and/or repair walls, floors, ceilings, fencing, furniture, signs, windows, etc.
- Prepare and paint both interior and exterior of facilities.
- Miscellaneous carpentry, drywall, finish carpentry, roofing.
- Serve on-call regularly.
- Make recommendations to Maintenance Supervisor about city building issues and other City properties.
- Perform monthly elevator tests.
- Perform weekly emergency generator tests.
- Obey all safety regulations.
- Other duties as assigned.

**Knowledge of:**

- Materials, methods, equipment, and tools used in general building maintenance work.
- Materials, methods, equipment, and tools used in custodial services work.
- Materials, methods, equipment, and tools used in the painting trade.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- Operation of a variety of maintenance, construction, woodworking equipment.
- Basic personal computer and email operations.

**Ability to:**

- Use a variety of building maintenance and custodial equipment and materials.
- Clean and care for assigned areas and equipment.
- Maintain accurate and up to date records.
- Observe, report, and address needs for maintenance and supplies.
- Understand and carry out oral and written instructions.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Adhere to cleaning and maintenance schedules.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Observe and report needs for maintenance and supplies.
- Work independently in the absence of supervision.
- Move and/or lift furniture, equipment, and supplies.
- Work early morning hours, weekends, and holidays.
- Safely operate a City vehicle and equipment.
- Use a personal computer for word processing, spreadsheets, and email operations

**QUALIFICATIONS**

**Education and/or Experience**

- High School Diploma or GED and three years of experience in building and custodial maintenance work.

- Valid Colorado Driver's License with a good driving record.

**PHYSICAL DEMANDS**

The employee is regularly required to sit, stand, walk, reach with hands and arms, bend, twist, stoop, kneel, crouch, and crawl. The employee must lift and/or move up to 75 pounds as well as climb and work on ladders. The employee is also regularly required to talk, hear, and use hands and fingers. 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.

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

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

**CITY OF BLACK HAWK**  
**2019 Job Description**

<b>JOB TITLE:</b>	<b>Facilities Maintenance <del>Worker I</del> <u>Technician I</u></b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Facilities Maintenance Supervisor</b>
<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<del>-\$23.1933 - \$30.1514</del> <b>\$23.9841 - \$31.1800 /HR</b>

**SUMMARY**

Provides a variety of skilled and semi-skilled work in the construction, maintenance, repair, inspection, restoration, and cleaning of both City occupied and leased buildings and facilities. ~~Performs duties from 2:30 a.m. to 1:00 p.m. to limit disruption to City operations.~~ Works varied schedule to limit the disruption to City operations. Responds to calls for maintenance and repair services 24/7.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Facilities Maintenance Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintains and repairs various facilities, buildings, and structures, including framing, pouring concrete, drywall installation, and repair, brick-laying and repair, painting, repairing windows, doors, and roofing.

- Complete general plumbing work, including unclogging drains and replacing faucets.
- Replace lighting, inspect exit sign lighting, emergency lighting and makes necessary bulb, ballast, and fixture replacement.
- Light electrical work, including replacing fans, motors, switches, and outlets.
- ~~Replace furnaces.~~ Build office furniture and fixtures.
- Sweep, mop, vacuum.
- ~~Steam-c~~Cleans carpets and chairs.
- Lightly dusts and polishes furniture, woodwork, fixtures, and equipment.
- Wash walls and windows.
- Clean countertops.
- Empty and clean waste receptacles.
- Clean restrooms and maintain supplies in restrooms.
- Move and arrange furniture and equipment.
- Set up rooms for special meetings or events.
- Open and close City buildings; lock and unlock doors.
- Install and adjust shades and blinds.
- Maintain building maintenance and custodial supplies and equipment.
- Stock inventory of maintenance materials and supplies.

- Inspect fire extinguishers and maintain annual logs, replace fire extinguishers when expired.
- Shovel snow at building entrances and building stairways.
- Inspect AED units and maintain log.
- Perform insect and rodent control.
- Install, construct, and/or repair walls, floors, ceilings, fencing, furniture, signs, windows, etc.
- Prepare and paint both interior and exterior of facilities.
- Miscellaneous carpentry, drywall, finish carpentry, ~~roofing-electrical, HVAC and plumbing.~~
- Serve ~~on-on~~-call regularly.
- Make recommendations to Maintenance Supervisor about city building issues and other ~~e~~City properties.
- Perform monthly elevator tests.
- Perform weekly emergency generator tests.
- ~~Coach and help train new department staff on cleaning procedures, policies and procedures.~~
- Obey all safety regulations.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None

## **MINIMUM QUALIFICATIONS**

~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.~~

### **Knowledge of:**

- Materials, methods, equipment, and tools used in general building maintenance work.
- Materials, methods, equipment, and tools used in custodial services work.
- Materials, methods, equipment, and tools used in the painting trade.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- Operation of a variety of maintenance, construction, woodworking equipment.
- Basic personal computer and email operations.

### **Ability to:**

- Use a variety of building maintenance and custodial equipment and materials.
- Clean and care for assigned areas and equipment.
- Maintain accurate and up to date records.
- Observe, report, and address needs for maintenance and supplies.
- Understand and carry out oral and written instructions.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.

- Adhere to cleaning and maintenance schedules.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Observe and report needs for maintenance and supplies.
- Work independently in the absence of supervision.
- Move and/or lift furniture, equipment, and supplies.
- Work early morning hours, weekends, and holidays.
- Safely operate a City vehicle and equipment.
- Use a personal computer for word processing, spreadsheets, and email operations

### **EQUIPMENT USED**

~~Mop, broom, vacuum, buffer, shovel, hammer drill, power drill, drill press, band saw, hand saw, jig saw, power saw, table saw, air nail gun, screw gun, power sander, dry wall sander, paint sprayer, grinder, pressure washer, cement mixer, hammer, screw driver, and various dollies, lifts and ladders, personal computer.~~

### **QUALIFICATIONS**

#### **Education and/or Experience**

- High School Diploma or GED and three years of experience in building and custodial maintenance work. ~~performing duties of a comparable nature.~~
- Valid Colorado Driver's License with a good driving record.

#### **LICENSE and/or CERTIFICATE**

- ~~Valid Colorado Driver's License with a good driving record.~~

#### **COMMUNICATION SKILLS**

- ~~Ability to understand and carry out instructions oral and written instructions.~~
- ~~Ability to work effectively with other staff, citizens, and the public.~~
- ~~Ability to use a personal computer for word processing, spreadsheets and email operations~~

#### **REASONING ABILITY**

- ~~Ability to observe, report, and address maintenance and supplies needed.~~
- ~~Ability to define problem, collect data, establish facts, and draw valid conclusions.~~

#### **PHYSICAL DEMANDS**

The employee is regularly required to sit, stand, walk, reach with hands and arms, bend, twist, stoop, kneel, crouch, and crawl. The employee must lift and/or move up to 75 pounds as well as climb and work on ladders. The employee is also regularly required to talk, hear, and use hands and fingers. 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.

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

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

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Fleet Technician II</b>	<b>DEPARTMENT:</b>	<b>PW/Fleet Maintenance</b>
<b>REPORTS TO:</b>	<b>Fleet Superintendent/ Lead Fleet Tech</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$26.0688 - \$33.8894 / HR</b>		

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**SUMMARY**

Skilled work in the maintenance and repair of City equipment, including light, medium, and heavy-duty automobiles, trucks, and equipment. Work also includes maintenance and repair of emergency equipment, including fire, police, and ambulance, as well as transit buses. Work includes service and repair of small-motorized equipment, including lawnmowers, chain saws, and other landscaping equipment.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Fleet Superintendent and Lead Fleet Technician. May provide technical assistance, mentoring, of the Fleet Tech I.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform diagnostic and preventative maintenance on vehicles and equipment, including tune-ups, oil and filter changes, cooling system checks, air conditioning systems, and lubrication.
- Services and rebuilds or replaces both major and minor driveline equipment parts such as engines, generators, distributors, brakes, rotors, clutches, transmissions, fuel pumps, compressors, exhaust systems, seats, differentials, drivelines, gearboxes, alternators, starters, etc.
- Changing, rotating, and repairing both light and heavy-duty tires.
- Repair damage done to vehicles, snowplows, sanders, light, and heavy-duty equipment.
- Fabricates parts and makes modifications to existing equipment for adaptation to department-specific needs.
- Check and repair lights, ignition systems, hydraulic systems, and suspension systems on vehicles and equipment.
- Diagnoses problems in electrical, fuel, pneumatic, and hydraulic systems and various mechanical components.
- Bumper to bumper preventative maintenance inspections and oil and lube changes.
- Preventative maintenance and repair of transit shuttle buses, fire apparatus, ambulance, police, public works vehicles, and both light and heavy equipment.
- Reading and understanding service manuals and schematics.
- Repair and maintenance of small, motorized equipment such as chain saws, lawnmowers, and weed eaters both 2 and 4 – cycles.
- Provide emergency field assistance to disabled City vehicles, busses, and equipment.

- Test, diagnose, service, and repair vehicles and equipment in most cost-effective manner as possible.
- Repair and maintain ambulance and fire apparatus electrical, heating, air conditioning, and ventilation systems.
- Repair and maintain ambulance and fire apparatus cab, chassis, and power train.
- Operation of automotive diagnostic and repair equipment.
- Use of both electric and gas welding equipment.
- Use of shop fabrication and safety equipment.
- On-call duty required and occasional overtime required.
- Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.
- Installing aftermarket equipment in emergency vehicles, including wiring and custom appurtenances.
- Minor bodywork, touch-up vehicle painting, graphics applications.
- Clean work area, the shop, tools, equipment, vehicles, and grounds.
- Other duties as assigned

**Knowledge of:**

- Principles of operation of electrical, pneumatic, hydraulic brake systems, ABS systems, gasoline, and diesel-powered vehicles and equipment.
- Engine and transmission computer operation, diagnostics, and repair of gas and diesel light and heavy equipment.
- Welding equipment and techniques related to steel and aluminum.
- Techniques and procedures used in preventative maintenance, inspection, servicing, and repair of gasoline and diesel-powered vehicles and equipment.
- Automotive and diesel nomenclature and terms.
- City's safety and loss regulations regarding safe work practices in the shop and on emergency calls etc.
- Use and care of shop equipment, hand tools, power tools, etc.
- City personnel policies and procedures.

**Ability to:**

- Be on-call in accordance with Department policies.
- Operate various types of equipment, such as backhoes, loaders, dump trucks, sweepers, fire trucks, buses, police vehicles power, and hand tools, plows, sanders, etc.
- Read and interpret maintenance and repair manuals.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Use a personal computer for word processing, spreadsheets, and email operations.
- Identify areas needing improvement.
- Work independently in the absence of supervision.
- Show initiative and personal drive.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.



- Work effectively with other staff, citizens, and the public.
- Respond in a timely manner to repair orders.
- Be flexible, prioritize work, address conflicting demands, and handle confidential information.
- Work for extended periods in all weather conditions.
- Identify and implement risk management techniques to reduce exposure to injury, damage, and liability.
- Carry/lift at least fifty (50) lbs.
- Sit, stand, walk, reach with hands and arms, stoop and kneel
- 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.

## QUALIFICATIONS

### Education and experience;

- Minimum of seven (7) years of experience in automotive or heavy equipment repair preferably in a municipal setting
- High School diploma or GED.
- Class B CDL with air brakes and P Endorsement and good driving record.
- Formal training in ether automotive or heavy equipment.
- Must have current ASE Ambulance Technician Level I EVT certification.

An equivalent combination of education, training, and relevant job experience may be considered.

## 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.

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

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2020 Job Description**

<b>JOB TITLE:</b>	<b>Fleet Technician II</b>	<b>DEPARTMENT:</b>	<b>PW/Fleet Maintenance</b>
<b>REPORTS TO:</b>	<b>Fleet Superintendent/ <u>Lead Fleet Tech</u></b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$26.0688 - \$33.8894 / HR</b>		

**SUMMARY**

Skilled work in the maintenance and repair of City ~~vehicles, equipment, including light, and medium, and heavy-duty automobiles, equipment trucks, and equipment.~~ Work also includes maintenance and repair of emergency equipment, including fire, police, and ambulance, as well as transit and transportation buses. Work includes service and repair of small-motorized equipment, including lawnmowers, chain saws, and other landscaping equipment.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Fleet Superintendent and ~~Public Works Director. Fills in as supervisor in the absence of~~ Lead Fleet Technician. May provide technical assistance, mentoring, of the Fleet Tech I superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ~~• Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.~~
- Perform diagnostic and preventative maintenance on vehicles and equipment, including tune-ups, oil and filter changes, cooling system checks, air conditioning systems, and lubrication.
- Services and rebuilds or replaces both major and minor driveline equipment parts such as engines, generators, distributors, brakes, rotors, clutches, transmissions, fuel pumps, compressors, exhaust systems, seats, differentials, drivelines, gearboxes, alternators, starters, etc.
- Changing, rotating, and repairing both light and heavy-duty tires.
- Repair damage done to vehicles, snowplows, sanders, light, and heavy-duty equipment.
- Fabricates parts and makes modifications to existing equipment for adaptation to department-specific needs.
- ~~• Installing aftermarket equipment in emergency vehicles, including wiring and custom appurtenances.~~
- ~~• Minor body work, touch-up vehicle painting, and graphics applications.~~
- Check and repair lights, ignition systems, hydraulic systems, and suspension systems on vehicles and equipment.
- Diagnoses problems in electrical, fuel, pneumatic, and hydraulic systems and various mechanical components.
- Bumper to bumper preventative maintenance inspections and oil and lube changes.

- Preventative maintenance and repair of transit shuttle buses, fire apparatus, ambulance, police, public works vehicles, and both light and heavy equipment.
- Reading and understanding service manuals and schematics.
- Repair and maintenance of small, motorized equipment such as chain saws, lawnmowers, and weed eaters both 2 and 4 – cycles.
- ~~Clean work area, the shop, tools, equipment, vehicles, and grounds.~~
- Provide emergency field assistance to disabled City vehicles, busses, and equipment.
- Test, diagnose, service, and repair vehicles and equipment in most cost-effective manner as possible.
- Repair and maintain ambulance and fire apparatus electrical, heating, air conditioning, and ventilation systems.
- Repair and maintain ambulance and fire apparatus cab, chassis, and power train.
- Operation of automotive diagnostic and repair equipment.
- Use of both electrical and gas welding equipment.
- Use of shop fabrication and safety equipment.
- ~~Trains other employees and provides a high level of technical expertise.~~
- On-call duty required and occasional overtime required.
- ~~Other duties as assigned~~
- Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.
- Installing aftermarket equipment in emergency vehicles, including wiring and custom appurtenances.
- Minor bodywork, touch-up vehicle painting, graphics applications.
- Clean work area, the shop, tools, equipment, vehicles, and grounds.
- Other duties as assigned

## QUALIFICATIONS

### **Education and experience;**

- ~~Minimum of five years of experience in automotive or heavy equipment repair with a minimum of five years of experience with the City of Black Hawk.~~
- ~~High School diploma or GED.~~
- ~~Class B CDL with P Endorsement and good driving record.~~
- ~~Formal training in other automotive or heavy equipment.~~
- ~~Must have (ASE) Automotive Service Excellence Certification in at least five of the following~~
  - ~~Electrical~~
  - ~~Brakes~~
  - ~~Suspension~~
  - ~~HVAC~~
  - ~~Engines, Diesel/Gas~~
  - ~~Drive Train~~
  - ~~Transmission~~

- ~~○ Preventive Maintenance~~
- ~~○ Hydraulic Systems~~
- ~~○ Welding~~
- ~~○ Fire Equipment~~

#### **Knowledge of:**

- Principles of operation of electrical, pneumatic, hydraulic brake systems, ABS systems, gasoline, and diesel-powered vehicles and equipment.
- Engine and transmission computer operation, diagnostics, and repair of gas and diesel light and heavy equipment.
- Welding equipment and techniques related to steel and aluminum.
- Techniques and procedures used in preventative maintenance, inspection, servicing, and repair of gasoline and diesel-powered vehicles and equipment.
- Automotive and diesel nomenclature and terms.
- City's safety and loss regulations regarding safe work practices in the shop and on emergency calls etc.
- Use and care of shop equipment, hand tools, power tools, etc.
- City personnel policies and procedures.
- ~~• Knowledge of team building methods and the ability to pass on the focus on teamwork in the performance of duties to subordinates.~~
- ~~• Ability to identify and implement risk management techniques to reduce exposure to injury, damage, and liability.~~

#### **Ability to:**

- Be on-call in accordance with Department policies.
- Operate various types of equipment, such as backhoes, loaders, dump trucks, sweepers, fire trucks, buses, police vehicles power, and hand tools, plows, sanders, etc.
- Read and interpret maintenance and repair manuals.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Use a personal computer for word processing, spreadsheets, and email operations.
- Identify areas needing improvements.
- Work independently in the absence of supervision.
- Show initiative and personal drive.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Respond in a timely manner to repair orders.
- To be flexible, prioritize work, address conflicting demands, and handle confidential information.
- Work for extended periods in all weather conditions.
- ~~• Supervise subordinate staff to effectively complete the work of the Division, in accordance with City policies and procedures.~~

- Must be able to Identify and implement risk management techniques to reduce exposure to injury, damage, and liability.
- eCarry/lift at least fifty (50) lbs.
- Sit, stand, walk, reach with hands and arms, stoop and kneel
- 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.

## **QUALIFICATIONS**

### **Education and experience:**

- Minimum of seven (7) years of experience in automotive or heavy equipment repair preferably in a municipal setting
- High School diploma or GED.
- Class B CDL with air brakes and P Endorsement and good driving record.
- Formal training in ether automotive or heavy equipment.
- Must have current ASE Ambulance Technician Level I EVT certification.

An equivalent combination of education, training, and relevant job experience may be considered.

## **COMMENTS**

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

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Fleet Technician I</b>	<b>DEPARTMENT:</b>	<b>PW/Fleet</b>
<b>REPORTS TO:</b>	<b>Fleet Supervisor/ Lead Fleet Tech</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$24.8274 - \$32.2760 / HR</b>		

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**SUMMARY**

Skilled work in the maintenance and repair of City equipment, including light, medium, and heavy-duty automobiles, trucks equipment. Work also includes maintenance and repair of emergency equipment, including fire, police, and ambulance, as well as transit buses. Work includes service and repair of small-motorized equipment, including lawnmowers, chain saws, and other landscaping equipment.

**SUPERVISION RECEIVED**

Direction provided by Fleet Superintendent and Lead Fleet Technician.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform diagnostic and preventative maintenance on vehicles and equipment, including tune-ups, oil and filter changes, cooling system checks, air conditioning systems, and lubrication.
- Services and rebuilds or replaces both major and minor driveline equipment parts such as engines, generators, distributors, brakes, rotors, clutches, transmissions, fuel pumps, compressors, exhaust systems, seats, differentials, drivelines, gearboxes, alternators, starters, etc.
- Changing, rotating, and repairing both light and heavy-duty tires.
- Repair damage done to vehicles, snowplows, sanders, light, and heavy-duty equipment.
- Fabricates parts and makes modifications to existing equipment for adaptation to department-specific needs.
- Check and repair lights, ignition systems, electrical components, hydraulic systems, and suspension systems on vehicles and equipment.
- Diagnoses problems in electrical, fuel, and hydraulic systems and in various mechanical components. Bumper to bumper preventative maintenance inspections and oil and lube changes.
- Preventative maintenance and repair of transit shuttle buses, fire apparatus, ambulance, police, public works vehicles, and both light and heavy equipment.
- Reading and understanding service manuals and schematics.
- Repair and maintenance of small, motorized equipment such as chain saws, lawnmowers, weed eaters, both 2 and 4-cycle.
- Provide emergency field assistance to disabled vehicles, busses, and equipment.

- Test, diagnose, service, and repair vehicles and equipment in most cost-effective manner as possible.
- Repair and maintain ambulance and fire apparatus electrical, heating, air conditioning, and ventilation systems.
- Repair and maintain ambulance and fire apparatus cab, chassis, and power train.
- Operation of automotive diagnostic and repair equipment.
- Use of both electric and gas welding equipment. Use of shop fabrication and safety equipment.
- On-call duty required and occasional overtime required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.
- Minor bodywork, touch-up vehicle painting, graphics applications.
- Clean work area, the shop, tools, equipment, and grounds.
- Other duties as assigned.

### **Knowledge of:**

- Principles of operation of electrical, gasoline, and diesel-powered vehicles and equipment.
- Engine computer operation, diagnostics, and repair of gas and diesel light and heavy equipment.
- Techniques and procedures used in preventative maintenance, inspection, servicing, and repair of gasoline and diesel-powered vehicles and equipment.
- Automotive and diesel nomenclature and terms.
- City's safety and loss regulations regarding safe work practices in the shop and on emergency calls, etc.
- Use and care of shop equipment, hand tools, power tools, etc.
- City personnel policies and procedures.

### **Ability to:**

- Be on call in accordance with Department policies.
- Operate various types of equipment, such as backhoes, loaders, dump trucks, sweepers, fire trucks, buses, police vehicles, power and hand tools, plows, sanders, etc.
- Read and interpret maintenance and repair manuals.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Use a personal computer for word processing, spreadsheets, and email operations.
- Identify areas needing improvements.
- Work independently in the absence of supervision.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Respond in a timely manner to repair orders.
- Be flexible, prioritize work, address conflicting demands, and handle confidential information.

- Work for extended periods in all weather conditions. Test, diagnose, service, and repair vehicles and equipment in most cost-effective manner as possible.
- Ability to identify and implement risk management techniques to reduce exposure to injury, damage, and liability.
- Must be able to lift/carry at least fifty (50) lbs.

## QUALIFICATIONS

### Education and experience;

- Minimum of three years of experience in automotive or heavy equipment repair, preferably in a municipal setting.
- High School diploma or GED.
- Class R driver's license with a good driving record.
- Class B CDL with air brakes and P Endorsement within 12 months of hire.
- Formal training in ether automotive or heavy equipment.

An equivalent combination of education, training, and relevant job experience may be substituted.

## 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.

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

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**CITY OF BLACK HAWK**  
**2020 Job Description**

<b>JOB TITLE:</b>	<b>Fleet Technician I</b>	<b>DEPARTMENT:</b>	<b>PW/Fleet</b>
<b>REPORTS TO:</b>	<b>Fleet Supervisor/ <u>Lead Fleet Tech</u></b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE: \$24.8274 - \$32.2760 / HR</b>			

**SUMMARY**

~~Perform~~ skilled work in the maintenance and repair of City ~~vehicles,~~ equipment, including light, ~~medium,~~ and ~~heavy-heavy-duty~~ automobiles, trucks ~~equipment,~~ Work also includes maintenance and repair of emergency equipment, including fire, police, and ambulance, as well as transit buses. Work includes service and repair of small ~~motorized equipment,~~ including lawn-mowers, chain saws, and other landscaping equipment, ~~and transit buses.~~

**SUPERVISION RECEIVED ~~AND EXERCISED~~**

Direction provided by Fleet Superintendent, and Lead Fleet Technician, ~~II, and Public Works Director.~~ ~~No supervisory responsibility.~~

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform diagnostic and preventative maintenance on vehicles and equipment, including tune-ups, oil and filter changes, cooling system checks, air conditioning systems, and lubrication.
- Services and rebuilds or replaces both major and minor driveline equipment parts such as engines, generators, distributors, brakes, rotors, clutches, transmissions, fuel pumps, compressors, exhaust systems, seats, differentials, drivelines, gearboxes, ~~alternators,~~ starters, ~~front and rear differentials, ball joints, tie rod ends~~ etc.
- Changing, rotating, and repairing both light and heavy-duty tires.
- Repair damage done to vehicles, snowplows, sanders, light, and heavy-duty equipment.
- Fabricates parts and makes modifications to existing equipment for adaptation to ~~d~~Department-specific needs.
- ~~Perform welding on steel, aluminum and stainless using arc, wire feed, tig and gas.~~
- ~~Perform cutting on steel, aluminum and stainless using cutting torch and plasma arc.~~
- ~~Perform soldering on copper and wiring.~~
- ~~Minor body work, touches-up vehicle painting.~~
- Check and repair lights, ignition systems, ~~electrical systems,~~ electrical components, hydraulic systems, fuel systems, ~~starting and charging systems~~ and suspension systems on vehicles and equipment.
- Diagnoses problems in electrical, fuel, and hydraulic systems and in various mechanical components.

- Bumper to bumper preventative maintenance inspections and oil and lube changes.
- Preventative maintenance, and repair ~~and inspections~~ of transit shuttle busses, fire apparatus, ambulance, police, public works vehicles, and both light and heavy equipment.
- Reading and understanding service manuals and schematics.
- Repair and maintenance of small, motorized equipment such as ~~portable generators, snow blowers, sweeper brooms,~~ chain saws, lawn-mowers, weed ~~trimmers-eaters,~~ both 2 and 4-cycle.
- ~~Clean work area, the shop, tools, equipment, vehicles, and grounds.~~
- Provide emergency field assistance to disabled vehicles, busses, and equipment.
- Test, diagnose, service, and repair vehicles and equipment in most cost-effective manner as possible.
- Repair and maintain ambulance and fire apparatus electrical, heating, air conditioning, and ventilation systems.
- Repair and maintain ambulance and fire apparatus cab, chassis, and power train.
- Operation of automotive diagnostic and repair equipment.
- Use of both electric and gas welding equipment.
- Use of shop fabrication and safety equipment.
- ~~Trains other employees and provides a high level of technical expertise.~~
- On-call duties required and occasional overtime required.
- ~~Cleaning of all City vehicles and equipment including ambulance vehicles, shop and grounds.~~
- ~~Other duties as assigned.~~

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.
- Minor body-work, touch-up vehicle painting, graphics applications.
- Clean work area, the shop, tools, equipment, and grounds.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Education and experience:**

- ~~Minimum of two years of experience in automotive or heavy equipment repair.~~
- ~~High School diploma or GED.~~
- ~~The ability to obtain CDL class B Driver's license with passenger endorsement within six months of hire.~~
- ~~Minimum of one year training in other automotive or heavy equipment.~~

### **Knowledge of:**

- Principles of operation of electrical, gasoline, and diesel-powered vehicles and equipment.

- Engine computer operation, diagnostics, and repair of gas and diesel light and heavy equipment.
- Techniques and procedures used in preventative maintenance, inspection, servicing, and repair of gasoline and diesel-powered vehicles and equipment.
- Automotive and diesel nomenclature and terms.
- Familiarity with DOT requirements.
- City's safety and loss regulations regarding safe work practices in the shop and on emergency calls, etc.
- Use and care of shop equipment, hand tools, power tools, etc.
- City personnel policies and Employee Manual procedures.

#### **Ability to:**

- Regularly be on call in accordance with Department policies, and schedules.
- Operate various types of equipment, such as backhoes, loaders, dump trucks, sweepers, fire trucks, buses, police vehicles, power and hand tools, plows, sanders, etc.
- Read and interpret maintenance and repair manuals.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Use a personal computer for word processing, spreadsheets, and email operations.
- Identify areas needing improvements.
- Work independently in the absence of supervision.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Respond in a timely manner to repair orders.
- ~~To be~~ flexible, prioritize work, address conflicting demands, and handle confidential information.
- Work for extended periods in all weather conditions.
- Test, diagnose, service, and repair vehicles and equipment in most cost-effective manner as possible.
- Ability to identify and implement risk management techniques to reduce exposure to injury, damage, and liability.
- Use a personal computer for word processing, spreadsheets and email operations.
- Must be able to ~~carry~~/lift/carry at least fifty (50) lbs.

## **QUALIFICATIONS**

### **Education and experience:**

- Minimum of three years of experience in automotive or heavy equipment repair, preferably in a municipal setting.
- High School diploma or GED.
- Class R driver's license with a good driving record.

- Class B CDL with air brakes and P Endorsement within 12 months of hire.
- Formal training in ether automotive or heavy equipment-.

An equivalent combination of education, training, and relevant job experience may be substituted.

#### **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.

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

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Fleet Support Technician</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Fleet Supervisor</b>	<b>EXEMPT:</b>	<b>No</b>
<b>HIRING RANGE:</b>	<b>\$16.2034 - \$21.0640 / HR</b>		

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**SUMMARY**

Works for the Fleet Maintenance Department cleaning the maintenance facility, City vehicles, buses, and equipment. May also drive vehicles to town for service, make parts and supply runs, and assist fleet technicians performing service work.

**SUPERVISION RECEIVED**

Direction provided by Fleet Supervisor, Lead Fleet Technician, and Fleet Tech II (in the absence of the supervisor and Lead Tech).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Clean shop, tools, equipment, vehicles, buses, and grounds.
- Completes biohazard cleanings of law enforcement vehicles, which require full use of PPE and approved chemicals.
- Empty all trash cans inside and outside.
- Keep all shop equipment clean.
- Keep custodian closet clean: this includes floor, sink, and shelving.
- Keep both bathrooms clean and stocked; sterilize everything.
- Keep break room clean: sweep, mop, and vacuum make sure appliances are kept clean.
- Keep shop sinks clean and stocked.
- Sweep all floors and run floor scrubber at end of day. Keep offices clean: sweep and mop wipe down doors and walls, windows.
- Clean all lifts.
- Assist with cleaning and servicing the oil-burning heater in the shop.
- Assist Fleet Technicians by holding tools, lights, etc.
- Pressure wash concrete floor.
- Clean all ground-level windows and sills.
- Clean all shuttle bus signs at the shuttle bus stops within the City.
- Wipe down all doors, handles, and stair railing.
- Keep vehicle carwash clean.
- Use of cleaning and safety equipment.
- Performs washing, waxing, and detailing City vehicles, buses, and equipment.
- Prepares buses for daily use by cleaning and stocking supplies.
- May drive vehicles to town for service.
- May make parts and supply runs to town.
- Other related tasks and duties as assigned.
- May occasionally serve on call as required.

**Ability to:**

- Learn and understand the City's safety and loss regulations regarding safe work practices in the shop.
- Properly use and care for the shop equipment, hand tools, power tools, etc.
- Understand City personnel policies and procedures.
- Learn and acquire necessary knowledge and proper use of cleaning products for use in maintaining the shop, grounds, and equipment.
- Learn to utilize personal computers for word processing, spreadsheets, and other software programs used in a fleet environment.
- Understand and carry out oral and written instructions.
- Work independently in the absence of supervision.
- Present a professional, courteous, and competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Work for extended periods in all weather conditions.
- Complete the work of the Division in accordance with City policies and procedures.
- Learn automotive and diesel nomenclature and terms.
- Follow City's safety and loss regulations regarding safe work practices in the shop and on emergency calls etc.
- Use a personal computer for email operations.
- Perform other duties as assigned.

**QUALIFICATIONS****Education and experience:**

- High School diploma or GED
- Previous custodial/shop experience preferred.

**WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, shop, or field environment with regular exposure to water, soaps, cleaning products, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, and vibration. 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, kneel, crouch, or crawl. The employee must occasionally 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**

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

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

DRAFT

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Fleet Support Technician</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Fleet Supervisor</b>	<b>EXEMPT:</b>	<b>No</b>
<b>HIRING RANGE:</b>	<b>\$16.2034 - \$21.0640 / HR</b>		

---

**SUMMARY**

Works for the Fleet Maintenance Department cleaning the maintenance facility, City vehicles, buses, and equipment. May also drive vehicles to town for service, make parts and supply runs, and assist fleet technicians performing service work.

**SUPERVISION RECEIVED**

Direction provided by Fleet Superintendent, Lead Fleet Technician, and Fleet Tech II (in the absence of the superintendent and Lead Tech).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Clean shop, tools, equipment, vehicles, buses, and grounds.
- Completes biohazard cleanings of law enforcement vehicles, which require full use of PPE and approved chemicals.
- Empty all trash cans inside and outside.
- Keep all shop equipment clean.
- Keep custodian closet clean: this includes floor, sink, and shelving.
- Keep both bathrooms clean and stocked; sterilize everything.
- Keep break room clean: sweep, mop, and vacuum make sure appliances are kept clean.
- Keep shop sinks clean and stocked.
- Sweep all floors and run floor scrubber at end of day. Keep offices clean: sweep and mop wipe down doors and walls, windows.
- Clean all lifts.
- Assist with cleaning and servicing the oil-burning heater in the shop.
- Assist Fleet Technicians by holding tools, lights, etc.
- Pressure wash concrete floor.
- Clean all ground-level windows and sills.
- Clean all shuttle bus signs at the shuttle bus stops within the City.
- Wipe down all doors, handles, and stair railing.
- Keep vehicle carwash clean.
- Use of cleaning and safety equipment.
- Performs washing, waxing, and detailing City vehicles, buses, and equipment.
- Prepares buses for daily use by cleaning and stocking supplies.
- May drive vehicles to town for service.
- May make parts and supply runs to town.
- Other related tasks and duties as assigned.
- May occasionally serve on call as required.



**Ability to:**

- Learn and understand the City's safety and loss regulations regarding safe work practices in the shop.
- Properly use and care for the shop equipment, hand tools, power tools, etc.
- Understand City personnel policies and procedures.
- Learn and acquire necessary knowledge and proper use of cleaning products for use in maintaining the shop, grounds, and equipment.
- Learn to utilize personal computers for word processing, spreadsheets, and other software programs used in a fleet environment.
- Understand and carry out oral and written instructions.
- Work independently in the absence of supervision.
- Present a professional, courteous, and competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Work for extended periods in all weather conditions.
- Complete the work of the Division in accordance with City policies and procedures.
- Learn automotive and diesel nomenclature and terms.
- Follow City's safety and loss regulations regarding safe work practices in the shop and on emergency calls etc.
- Use a personal computer for email operations.
- Perform other duties as assigned.

**QUALIFICATIONS****Education and experience:**

- High School diploma or GED
- Previous custodial/shop experience preferred.

**WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, shop, or field environment with regular exposure to water, soaps, cleaning products, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, and vibration. 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, kneel, crouch, or crawl. The employee must occasionally 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**

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

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

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Maintenance Worker II</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>\$22.7423 - \$29.5649 / HR</b>		

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**SUMMARY**

Performs routine, skilled, and semi-skilled work in the maintenance, repair, and construction of streets, open space, parks, storm drainage systems, traffic control signs, striping, and trash operations. Operates hand, light, medium, and heavy-duty equipment. Incumbents assigned to this class are expected to perform the full range of work assigned to this class and to work with independence and initiative.

**SUPERVISION RECEIVED AND EXERCISED**

Under general supervision of the Maintenance Supervisor and Maintenance Worker Lead. Provides functional technical supervision, mentoring, and training of Maintenance Worker I and seasonal personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs routine street, park, and open space maintenance duties.
- Performs noxious weed mitigation on city properties and right of ways.
- Constructs, repairs, and maintains landscaping, turf, parks, and open space areas.
- 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.
- 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.
- 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.
- Measure 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.
- Maintains daily time and material 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 landscaping.
- Maintains water features and irrigation systems in 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 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 basic of street, park, and open space maintenance.
- Basic 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 light and heavy equipment.
- Basic knowledge of the installation of asphalt and associated products.
- Basic knowledge of forming, pouring, and finishing concrete and associated products.
- Knowledge of applicable safety procedures and regulations.
- Skill in communicating, understanding, and complying with verbal and written instructions.
- Skill in the safe and proper operation of a variety of light and heavy equipment.
- 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 safely operate all assigned equipment used in the division.

- Ability to organize tasks set priorities and schedule activities.
- 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. Two (2) years of municipal construction and maintenance work experience. Demonstrated proficiency in the operation of all 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 Colorado Class A Commercial Driver's License with Air Brakes and Passenger Rating 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 power 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 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 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:** \_\_\_\_\_

**OF BLACK HAWK**  
**201920 Job Description**

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<b>JOB TITLE:</b> <u>Street</u> Maintenance Worker II	<b>DEPARTMENT:</b> Public
<b>Works</b>	
<b>REPORTS TO:</b> <u>Street Superintendent</u> <u>Maintenance Supervisor</u>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b> <u>\$22.7423</u> - <u>\$29.5649</u> <u>21.9924</u> - <u>\$28.5899</u> / HR	

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**SUMMARY**

~~Serves as a lead worker in the absence of the Street Superintendent, giving direction to Maintenance 1 and seasonal workers. Operates light or heavy equipment and performs routine, semi-skilled to~~ Performs routine, skilled, and semi-skilled work in the maintenance, repair, and construction of streets, open space, parks, storm drainage systems, traffic control signs, striping, and ~~City~~ trash operations. Operates hand, light, medium, and heavy-duty equipment. 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**

Under general supervision of the ~~Street Superintendent~~ Maintenance Supervisor and Maintenance Worker Lead. Provides functional technical supervision, mentoring, and training of Maintenance Worker I and seasonal personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs ~~more difficult and complex~~ routine street, and park, and open space maintenance duties.
- Performs noxious weed mitigation on city properties and right of ways.
- Constructs, repairs, and maintains landscaping, turf, parks, and open space areas.
- Identifies and evaluates projects and areas needing improvement. ~~Estimating time, staffing, and equipment and locating materials.~~
- 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.
- ~~Assists superintendent 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 setup 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 ~~lays out~~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 painting 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 Street Superintendent.~~
- Maintains daily time ~~and material~~ 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 landscaping. Installs landscaping materials and~~
- ~~• m~~Maintains water features and irrigation systems in Ccity properties.
- Trims and removes trees and root systems from publicCity right-of-way.
- Serves on-call as required. Responds to after hour emergency calls in accordance with department policies.
- ~~• 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.~~
- ~~• May work a varying schedule and/or shift~~
- ~~• May be required to work overtime, weekends and/or holidays~~
- ~~• Other duties as assigned.~~

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Repairs, maintains, and constructs fences and railings.
- Responds to support for special events, such as City cleanup days.
- Performs work in cemetery.
- ~~• May develop and direct work for subordinate employees.~~
- 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.

#### **SUPERVISORY RESPONSIBILITIES**

~~Acts as a lead worker for work crews and provides functional supervision. May exercise direct supervision over other Street Maintenance Workers and seasonal workers in the absence of the~~



~~Street Superintendent. May make recommendations regarding discipline, or advancement of employees. May provide input on evaluations.~~

## **EDUCATION AND EXPERIENCE**

~~High school diploma or GED and four years of municipal construction and maintenance work experience, including two years of experience as a Street Maintenance Worker with the City of Black Hawk. Equivalent combinations of education and experience may be considered.~~

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

- Knowledge of the principles and practices basic of street, park, and open space maintenance.
- Basic ~~Knowledge~~ 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 light and heavy equipment.
- Basic knowledge of the installation of asphalt and associated products.
- Basic 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 a variety of light and heavy equipment.
- 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 safely operate all assigned equipment used in the division.
- Ability to organize tasks set priorities and schedule activities.
- 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 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. Two (2) years of municipal construction and maintenance work experience. Demonstrated proficiency in the operation of all 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**

- ~~Complete CO Dept's "Roads Scholar 1" program~~
- Valid Flagler ~~e~~Certification ~~through CDOT.~~
- Valid Colorado Class A Commercial Driver's License with Air Brakes and Passenger Rating with a good driving record.
- ~~Obtain weed applicator license through the State of Colorado preferred.~~

## **EQUIPMENT USED**

Includes but are not limited to the following: backhoes, front-end loaders, dump trucks, snowplows, excavators, utility vehicles, rollers, graders, rollers, saws, pumps, street sanders, street sweepers, striping machines, pressure power 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 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

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

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

**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Maintenance Worker I</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Maintenance Supervisor</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<b>\$21.6591 - \$28.1567 / HR</b>	

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**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 hand, 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 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.
- 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 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 six (6) months of hire.
- Valid Colorado Class A Commercial Driver's License with Air Brakes and Passenger rated with a good driving record within one year 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**

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

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

**CITY OF BLACK HAWK**  
**201920 Job Description**

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**JOB TITLE:** Street Maintenance Worker I      **DEPARTMENT:** Public Works  
**REPORTS TO:** Street Superintendent Maintenance Supervisor      **EXEMPT:** No  
**SALARY RANGE:** \$20.9448 - \$27.2283 - \$21.6591 - \$28.1567 / HR

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**SUMMARY**

~~Operates both light and heavy equipment and Entry-level position. p~~Performs routine, semi-skilled ~~to skilled work~~skilled work in the maintenance and construction of streets, open space, ~~summer flowers,~~ parks, storm drainage systems, traffic control, sign~~sage,~~ striping, ~~landscaping,~~ ~~snow plowing, and City and~~ trash operations. ~~Operates hand, light, medium, and heavy-duty equipment.~~ Incumbents ~~entering the class typically have limited related work experience and are closely supervised during training in the operations and procedures. Incumbents are expected to perform a wider range of work as training and experience are gained~~in this position will operate under close supervision and direction.

**SUPERVISION RECEIVED**

~~Direction provided by Street Superintendent and are closely supervised during training in the operations and procedures. Incumbents are expected to perform a wider range of work as training and experience are gained.~~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, ~~and pothole repair,~~ digging, shoveling, loading, and hauling.
- ~~Inspects assigned equipment; maintains service and operator use records.~~
- ~~Advises lead personnel or superintendent of needed mechanical adjustments and equipment repairs.~~
- ~~Assists with equipment repair and maintenance program.~~
- ~~Assists with maintenance of city open space.~~
- ~~Directs traffic at work sites.~~ 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, ~~sidewalks~~ and City stairways, and applications of salt/sand to the same.
- Repairs, installs, and maintains traffic control signs per MUTCD.

- ~~Assists in the application of striping 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.
- ~~Constructs, inspects repairs, maintains, Construct, inspect, repair, maintain,~~ and cleans drainage structures.
- ~~Removes 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 and 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 watering, fertilizing of seasonal flowers and maintenance of flower beds.~~
- ~~Assists in disease, weed and pest control in the horticultural operations.~~
- ~~Assists in performing weed mitigation on city properties and right of ways.~~
- Performs grass cutting, edging, aeration, weed removal, and general landscaping, ~~and assists in maintaining~~ Installs landscaping materials and maintains water features and irrigation systems on City properties.
- ~~Trims and removes trees and root systems from public City right-of-way.~~
- ~~Responds to on-site inquiries. Brings complaints to the lead worker or superintendent's attention.~~

Serves on-call as required. Responds to after hour emergency calls in accordance with department policies.

~~May work a varying schedule and/or shift~~

~~May be required to work overtime, weekends and/or holidays.~~

~~Other duties as assigned.~~

#### • **OTHER DUTIES AND RESPONSIBILITIES**

- Repairs, maintains, and constructs fences and railings.
- Responds to support for special events, such as City cleanup days.
- Performs work in cemetery.
- ~~Assists in identifying areas needing improvement. Identifying upcoming projects.~~
- May assist with water 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.

#### **SUPERVISORY RESPONSIBILITIES**

- ~~May help in guiding seasonal staff in the maintenance of summer flowers.~~

#### **QUALIFICATIONS:**

##### ~~Education and Experience:~~

~~High school diploma or GED and two years of related work experience. Equivalent combinations of education and experience may be considered.~~



## Required Knowledge, Skills, and Abilities:

- ~~Basic knowledge of maintaining seasonal flowers.~~
- Ability to learn the principles and practices of street and open space maintenance, basic horticulture and landscaping techniques and concepts.
- 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.
- Skill in 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.
- ~~Skill in maintaining detailed and accurate records.~~
- ~~Skill in communicating effectively verbally and in writing.~~
- 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 and apply principles and practices of park and street maintenance.~~
- Ability to learn basic horticulture concepts and techniques, materials, methods, equipment and tools used in park and street maintenance.
- Ability to learn how to operate equipment used in the division safely.
- ~~Ability to learn and apply the basic procedures for maintenance and minor adjustments or repair of light and heavy equipment.~~
- ~~Ability to learn and apply safety procedures and regulations.~~
- ~~Ability to read and interpret plans, maps, diagrams, and construction drawings.~~
- Ability to use standard office equipment, computer equipment, and software, including word processing, spreadsheet applications, and electronic mail.
- ~~Ability to detect equipment malfunctions and takes proper corrective action.~~
- ~~Ability to learn and apply proper methods of directing traffic flow at job sites.~~
- ~~Ability to define problems, draws valid conclusions, and makes accurate and timely decisions, and reacts accordingly.~~
- 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.
- ~~Ability to use a personal computer for word processing, spreadsheets and email operations.~~

## **EDUCATION AND EXPERIENCE**

- High school diploma or GED.

## **Required Certificates and/or Licenses:**

- Valid Flagger Certification within six (6) months of hire.
- Valid Colorado Class A Commercial Driver's License with Air Brakes and Passenger rated with a good driving record within one year of hire.
- ~~Valid Colorado Class R driver's license Class B or A preferred~~
- ~~Obtain a valid Colorado Class A driver's license within two years of employment.~~
- ~~Obtain flagger certification within six months of employment.~~
- ~~Attend Co Ltap "Road Scholar 1" classes~~

## **EQUIPMENT USED**

Includes but are not limited to ~~utility vehicles, the following:~~ backhoes, front-end loaders, dump trucks, snowplows, ~~excavators, graders, rollers, weed eaters, lawn mowers, snow blowers,~~ utility vehicles, saws, pumps, street sanders, street sweepers, striping machines, pressure washers, air compressor and tools, jackhammers, wheelbarrows, rakes and rollers, and hand and power-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 occasionally-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**

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

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

**CITY OF BLACK HAWK**  
**2019 Job Description**

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<b>JOB TITLE:</b>	<b>Water Utility Operator IV</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Water System Superintendent</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$26.3130 - \$34.2068 / HR</b>		

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**SUMMARY**

Under the direction of the Water System Superintendent. Instruction may be provided by the Lead Operator. A Water Utility Operator IV will operate and maintain the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps and water related appurtenances. This is the master-level class in the Utility Operator series and is expected to perform a full range of all duties with significant independence and initiative.

**SUPERVISORY RESPONSIBILITIES**

Exercises direct functional supervision over other Water Utility Operators in the absence of the Water System Superintendent or Lead Water Utility Operator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates either and/or both water treatment plants under the direction of the Water System Superintendent and the Lead Water Utility Operator to ensure the production of high-quality potable water.
- Performs more difficult and complex utility maintenance duties.
- Assists in evaluating work projects and estimating time, materials, equipment, and staffing needs.
- Guides, trains, mentors and develops employees in all aspects of the operation and the accomplishment of their duties.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow valves, and chemical feed systems.
- Installs repairs and maintains water mains, valves, pressure reducing valves, pumps, surge suppressors, fire hydrants and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Assists in identifying areas needing improvement. Identifying upcoming projects.
- Assists in locating and purchasing materials with pre approval.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes

necessary chemical adjustments to the water plant under the direction of the Water Superintendent and the Lead Operator.

- Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation and maintenance including but not limited to; chemical feed equipment, process control equipment, calibration of lab and process equipment, and general building and equipment maintenance.
- Monitors, maintains, and repairs raw water collection systems including intake structures, wells, infiltration gallery components and screens.
- Responds to after hour emergency calls regarding water treatment plants and distribution system.
- Performs leak detection troubleshooting.
- Prepares and submits mandated reports including water quality reports and water quality sampling reports in compliance with state and federal drinking water regulations for submittal to the Water Superintendent and or regulatory agency.
- Prepares and submits work orders, property damage reports and work progress reports.
- Monitors surveillance cameras utilized for facility security and process monitoring.
- Completes water utility locates and coordinates work with contractors.
- Performs janitorial, grounds keeping and maintenance of all water treatment and pump station facilities.
- Works a varying schedule and/or shift including weekends, holidays and night shift duties when required.
- Serves on call as required.
- May be required to work overtime.
- Other duties as assigned.
- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
- Performs research on new methods and advances in water treatment through a variety of technical sources.
- Reads water meters.
- Inspects new water service and water main installations.

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

- Knowledge of water treatment and purification principles, procedures and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Plant Control Systems and instrumentation.
- Knowledge of computer SCADA systems as used in water treatment systems.
- Knowledge of sampling and laboratory procedures and compliance with the CDPHE monitoring schedule.
- Knowledge of trench safety, traffic control, and confined space entry.
- Knowledge of all the steps and how to proceed with a waterline break.

- Skill in accurately performing complex mathematical computations, such as proportions, percentages, area, circumference, and volume.
- Skill in submitting and maintaining detailed and accurate records.
- Skill in preparing and submitting accurate and complete water quality sampling and compliance reporting forms.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment and software including word processing, spreadsheet applications and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to understand, interpret, and comply with ordinances, regulations, standards, and laws.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to establish and maintain effective working relationships with City employees, other agencies and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.
- Ability to repair and rebuild a Hydrant.
- Ability to solder a joint.
- Ability to identify all hand tools.
- Ability to identify all parts (joints, gaskets, repair kits, mega lugs etc.) to a main waterline.
- Ability to identify all parts in a pump station.
- Ability to properly cut and connect PVC, DIP, or any other pipe in distribution system.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED and five (5) years of experience in water utility operations. Formal training in water treatment desired. Equivalent combinations of education and experience may be considered.

### **Certificates and/or Licenses:**

- Colorado Class "A" Water Plant Operator Certification.
- Colorado Class 4 Distribution Systems Certification.

- Colorado Cross Connection Control Technician Certification.
- Flagger Certification.
- Traffic Control Supervisor Certification.
- Valid Colorado Class B CDL with air brake and good driving record.

### **EQUIPMENT USED**

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Drive and operate City vehicles.

### **WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regularly exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally 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

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

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

**CITY OF BLACK HAWK**  
**2019 Job Description**

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**JOB TITLE:** Water Utility ~~Water Utility~~ Operator IV IV

**DEPARTMENT:** Public Works

**REPORTS TO:** Water System Superintendent

**EXEMPT:** No

**SALARY RANGE:** \$25.4452 – \$33.0798 ~~\$26.3130 - \$34.2068~~ / HR

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**SUMMARY**

Under the direction of the ~~Utilities Operations Manager~~ Water System Superintendent. Instruction may be provided by the Lead Operator. A Water Utility Operator IV will operate and maintain the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps and water related appurtenances. ~~, supervise and coordinates activities~~ Water Superintendent, Instruction may be provided by the A Water Utility Operator IV operate and maintain This is the ~~master~~ master-level class in the Utility Operator series and is expected to perform a full range of all duties with significant independence and initiative. ~~typically serves as a worker.~~

**SUPERVISORY RESPONSIBILITIES**

Exercises direct functional supervision over other Water Utility Operators in the absence of the Water System Superintendent or Lead Water Utility Operator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates either and/or both water treatment plants under the direction of the Water System Superintendent and the Lead Water Utility Operator ~~Water Superintendent and the Lead Operator~~ to ensure the production of high-quality potable water.
- Performs more difficult and complex utility maintenance duties.
- Assists in evaluating work projects and estimating time, materials, equipment, and staffing needs.
- ~~Guides, trains, mentors and develops employees in all aspects of the operation and the accomplishment of their duties.~~
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow valves, and chemical feed systems.
- Installs repairs and maintains water mains, valves, pressure reducing valves, pumps, surge suppressors, fire hydrants and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.



- Assists in identifying areas needing improvement. Identifying upcoming projects.
  - Assists in locating and purchasing materials with pre approval.
  - Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
  - Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent and the Lead Operator.
  - Determines appropriate plant pumping rates in relation to water consumption.
  - Performs a variety of tasks related to water treatment plant operation, installation and maintenance including but not limited to; chemical feed equipment, process control equipment, calibration of lab and process equipment, and general building and equipment maintenance.
  - Monitors, maintains, and repairs raw water collection systems including intake structures, wells, infiltration gallery components and screens.
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- Responds to after hour emergency calls regarding water treatment plants and distribution system.
  - Performs leak detection troubleshooting.
  - Prepares and submits mandated reports including water quality reports and water quality sampling reports in compliance with state and federal drinking water regulations for submittal to the Water Superintendent and or regulatory agency.
  - Prepares and submits work orders, property damage reports and work progress reports.
  - Monitors surveillance cameras utilized for facility security and process monitoring.
  - Completes water utility locates and coordinates work with contractors.
  - Performs janitorial, grounds keeping and maintenance of all water treatment and pump station facilities.
  - Works a varying schedule and/or shift including weekends, holidays and night shift duties when required.
  - Serves on call as required.
  - May be required to work overtime.
  - Other duties as assigned.
- 
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- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
  - Performs research on new methods and advances in water treatment through a variety of technical sources.
  - Reads -water meters.
  - Inspects new water service and water main installations.

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

- Knowledge of water treatment and purification principles, procedures and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Plant Control Systems and instrumentation.
- Knowledge of computer SCADA systems as used in water treatment systems.
- Knowledge of sampling and laboratory procedures and compliance with the CDPHE monitoring schedule.
- Knowledge of trench safety, traffic control, and confined space entry.
- Knowledge of all the steps and how to proceed with a waterline break.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, area, circumference, and volume.
- Skill in submitting and maintaining detailed and accurate records.
- Skill in preparing and submitting accurate and complete water quality sampling and compliance reporting forms.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment and software including word processing, spreadsheet applications and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to understand, interpret, and comply with ordinances, regulations, standards, and laws.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to establish and maintain effective working relationships with City employees, other agencies and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.
- Ability to repair and rebuild a Hydrant.
- Ability to solder a joint.
- Ability to identify all hand tools.

- Ability to identify all parts (joints, gaskets, repair kits, mega lugs etc.) to a main waterline.
- Ability to identify all parts in a pump station.
- Ability to properly cut and connect PVC, DIP, or any other pipe in distribution system.

## QUALIFICATIONS

### Education and Experience:

- High school diploma or GED and five (5) years of experience in water utility operations. Formal training in water treatment desired. Equivalent combinations of education and experience may be considered.

### Certificates and/or Licenses:

- Colorado Class "A" Water Plant Operator Certification.
- Colorado Class 4 Distribution Systems Certification.
- Colorado Cross Connection Control Technician Certification.
- ~~Valid Colorado Driver's License with good driving record.~~
- Flagger Certification.
- Traffic Control Supervisor Certification.
- Valid Colorado Class B CDL with air brake and good driving record.

## EQUIPMENT USED

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Drive and operate City vehicles.

## WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is performed in an office, plant, or field environment with regularly exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally 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

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

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

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**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Water Utility Operator III</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<b>\$25.0601 – \$32.7788/ HR</b>	

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**SUMMARY**

Under direction of the Water Superintendent, instruction may be provided by the Lead Operator. A Water Utility Operator III will operate and maintain the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps and water related appurtenances. This is the journey-level class in the Utility Operator series and is expected to perform a full range of all duties with minimal instruction and assistance. Employees are expected to work with considerable independence and initiative.

**SUPERVISORY RESPONSIBILITIES**

May provide functional technical supervision over other Utility Operators in the absence of the Water Superintendent; or lead operator on any given shift.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates both water treatment plants under the direction of the Water Superintendent and the Lead Operator to ensure the production of high-quality potable water.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow valves, and chemical feed systems.
- Installs repairs and maintains water mains, valves, pressure reducing valves, pumps and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Assists in the training and mentoring of new treatment plant employees in all aspects of the water treatment plants operation.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent and the Lead Operator.
- Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation and maintenance including but not limited to; chemical feed equipment, process control equipment, calibration of lab and process equipment, and general building and equipment maintenance.

- Monitors, maintains, and repairs raw water collection systems, including wells, intake structures, screens and other infiltration gallery components.
- Assists with performing SCADA system troubleshooting.
- Responds to after hour emergency calls regarding water treatment plants and distribution system.
- Assists with leak detection troubleshooting.
- Assists with preparing and submitting mandated reports including water quality reports and water quality sampling reports in compliance with state and federal drinking water regulations for submittal to the Water Superintendent and or regulatory agency.
- Prepares and submits work orders, property damage reports and work progress reports
- Monitors surveillance cameras utilized for facility security and process monitoring.
- Completes water utility locates and coordinates work with contractors.
- Performs janitorial, grounds keeping and maintenance of all water treatment and pump station facilities.
- Works a varying schedule and/or shift including weekends, holidays and night shift duties when required
- May be required to work overtime.
- Serves on call as required
- Other duties as assigned
- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
- Performs research on new methods and advances in water treatment through a variety of technical sources.
- Reads and repairs water meters.
- Inspects new water service and water main installations.

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

- Knowledge of water treatment and purification principles, procedures and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Water Plant Control Systems and instrumentation.
- Knowledge of computer SCADA systems as used in water treatment systems.
- Knowledge of sampling and laboratory procedures and compliance with CDPHE monitoring schedule
- Knowledge of trench safety, traffic control, and confined space entry.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, area, circumference, and volume.
- Skill in submitting and maintaining detailed and accurate records.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.

- Skill in using standard office equipment, computer equipment and software including word processing, spreadsheet applications and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to interpret, understand, and comply with ordinances, regulations, standards, and laws.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to establish and maintain effective working relationships with City employees, other agencies and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.

**Certificates and/or Licenses:**

- Colorado Class "B" Water Plant Operator Certification.
- Colorado Class 3 Distribution Systems Certification
- Colorado Cross Connection Control Technician Certification.
- Valid Colorado Driver's License with good driving record.
- Flagger Certification

**QUALIFICATIONS:**

**Education and Experience:**

- High school diploma or GED.
- Four (4) years of experience in water utility operations.
- Equivalent combination of education and experience may be considered.

**EQUIPMENT USED**

Pallet jacks, skid loader, backhoe, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Drive and operate City vehicles.

**WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regularly exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather

conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to eighty (80) 100 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 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:** \_\_\_\_\_



**CITY OF BLACK HAWK**  
**2020 Job Description**

<b>JOB TITLE:</b>	<b>Water Utility Operator III</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<del>\$24.2337 – \$31.5033</del> <u>\$25.0601 – \$32.7788</u> / HR	

### **SUMMARY**

Under direction of the Water Superintendent, instruction may be provided by the Lead Operator. A Water Utility Operator III will operate and maintain the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps and water related appurtenances. This is the journey-level class in the Utility Operator series and is expected to perform a full range of all duties with minimal instruction and assistance. Employees are expected to work with considerable independence and initiative.

### **SUPERVISORY RESPONSIBILITIES**

May provide functional technical supervision over other Utility Operators in the absence of the Water Superintendent; or lead operator on any given shift.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates both water treatment plants under the direction of the Water Superintendent and the Lead Operator to ensure the production of high-quality potable water.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow valves, and chemical feed systems.
- Installs repairs and maintains water mains, valves, pressure reducing valves, pumps and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Assists in the training and mentoring of new treatment plant employees in all aspects of the water treatment plants operation.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent and the Lead Operator.
- Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation and maintenance including but not limited to; chemical feed equipment, process control equipment, calibration of lab and process equipment, and general building and equipment maintenance.

- Monitors, maintains, and repairs raw water collection systems, including wells, intake structures, screens and other infiltration gallery components.
- Assists with performing SCADA system troubleshooting.
- Responds to after hour emergency calls regarding water treatment plants and distribution system.
- Assists with leak detection troubleshooting.
- Assists with preparing and submitting mandated reports including water quality reports and water quality sampling reports in compliance with state and federal drinking water regulations for submittal to the Water Superintendent and or regulatory agency.
- Prepares and submits work orders, property damage reports and work progress reports
- Monitors surveillance cameras utilized for facility security and process monitoring.
- Completes water utility locates and coordinates work with contractors.
- Performs janitorial, grounds keeping and maintenance of all water treatment and pump station facilities.
- Works a varying schedule and/or shift including weekends, holidays and night shift duties when required
- May be required to work overtime.
- Serves on call as required
- Other duties as assigned

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
- Performs research on new methods and advances in water treatment through a variety of technical sources.
- Reads and repairs water meters.
- Inspects new water service and water main installations.

#### **SUPERVISORY RESPONSIBILITIES**

~~If directed, may exercise direct or functional supervision over other Utility Operators in the absence of the Water Superintendent; or lead operator on any given shift.~~

#### **QUALIFICATIONS:**

##### **~~Education and Experience:~~**

- ~~• High school diploma or GED and four years of experience in water utility operations. Equivalent combinations of education and experience may be considered.~~

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

- Knowledge of water treatment and purification principles, procedures and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.

- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Water Plant Control Systems and instrumentation.
- Knowledge of computer SCADA systems as used in water treatment systems.
- Knowledge of sampling and laboratory procedures and compliance with CDPHE monitoring schedule
- Knowledge of trench safety, traffic control, and confined space entry.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, area, circumference, and volume.
- Skill in submitting and maintaining detailed and accurate records.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment and software including word processing, spreadsheet applications and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to interpret, understand, and comply with ordinances, regulations, standards, and laws.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to establish and maintain effective working relationships with City employees, other agencies and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.

#### **—Certificates and/or Licenses:**

- Colorado Class “B” Water Plant Operator Certification.
- Colorado Class 3 Distribution Systems Certification
- Colorado Cross Connection Control Technician Certification.
- Valid Colorado Driver’s License with good driving record.
- Flagger Certification

#### **QUALIFICATIONS:**

### **Education and Experience:**

- High school diploma or GED.
- Four (4) years of experience in water utility operations.
- Equivalent combination of education and experience may be considered.

### **EQUIPMENT USED**

Pallet jacks, skid loader, backhoe, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Drive and operate City vehicles.

### **WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regularly exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to eighty (80) 100 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.

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

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

**CITY OF BLACK HAWK**  
**2019 Job Description**

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<b>JOB TITLE:</b>	<b>Water Utility Operator II</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$23.8663 - \$31.0264 / HR</b>		

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**SUMMARY**

Under the direction of the Water Superintendent, Instruction and training may be provided by the Lead Operator. A Water Utility operator II will assist with operation and maintenance of the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps and water related appurtenances. This is the intermediate-level class in the Utility Operator series and is expected to perform a wider range of work in the water treatment plants and the distribution system with occasional instruction or assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with operation of the water treatment plants under the direction of the Water Superintendent and the Lead Operator to ensure the production of high-quality potable water.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow control valves, and chemical feed systems under the direction of the Water Superintendent or the Lead Operator.
- Installs repairs and maintains water mains, valves, pressure reducing valves, pumps, surge suppressors, fire hydrants and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Assists in the training and mentoring of new treatment plant employees in all aspects of the water treatment plants operation.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent or the Utility Operator in responsible charge. Collects daily, weekly, monthly and annual water samples for State and Federal monitoring requirements.
- Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation and maintenance including but not limited to; chemical feed equipment process control equipment, pump and motor maintenance, equipment installation and maintenance, calibration of lab and process equipment, and general building and equipment maintenance.

- Monitors, maintains, and repairs raw water collection systems including wells, intake structures, screens and infiltration gallery components.
- Responds to after hour emergency calls regarding water treatment plants and distribution system.
- Follows City and department safety procedures including but not limited to: confined space entry, trenching and shoring safety practices, safety procedures for water operators, traffic and workplace safety procedures, lock out tag out program, respiratory protection program and chlorine safety program.
- Monitors surveillance cameras utilized for facility security and process monitoring.
- Prepares reports, work orders, property damage reports, monthly water quality operational reports, weekly operational reports, flow totals, completes water quality sampling compliance reports for submittal to the Water Superintendent and/or regulatory agency.
- Completes water utility locates and coordinates work with contractors.
- Performs janitorial, grounds keeping and maintenance of all water treatment, pump station facilities and distribution system components.
- Works a varying schedule and/or shift including weekends, holidays and night shift duties when required.
- May be required to work overtime.
- Serves on call as required
- Other duties as assigned
- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
- Reads and repairs water meters.
- Inspects new water service and water main installations.
- Assists with observing and inspecting water department projects in accordance with the City of Black Hawk standards and specifications.

### **SUPERVISORY RESPONSIBILITIES**

- None.

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

- Knowledge of water treatment and purification principles, procedures and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Plant Control Systems and instrumentation.
- Knowledge of sampling and laboratory procedures.
- Knowledge of trench safety, traffic control, and confined space entry.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, dosage calculations, hydraulic calculations, area, circumference, and volume.
- Skill in maintaining detailed and accurate records.

- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment and software including word processing, spreadsheet applications and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to learn, interpret, understand, and comply with ordinances, standards, laws and State and Federal Drinking Water Regulations.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to establish and maintain effective working relationships with City employees, other agencies and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.
- Ability to periodically be on call in accordance with department policies.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED and two (2) years of experience in water utility operations. Equivalent combinations of education and experience may be considered.

### **Certificates and Licenses:**

- Colorado Class "C" Water Plant Operator Certification.
- Colorado Class 2 Distribution Systems Certification.
- Valid Colorado Driver's License with good driving record.
- Flagger Certification

## **EQUIPMENT USED**

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, PH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Drive and operate City vehicles.

## **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to eighty (8) 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:**

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

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



**CITY OF BLACK HAWK**  
**2019 Job Description**

<b>JOB TITLE:</b>	<b>Water Utility Operator II</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b><del>\$23.0794 – \$30.0033</del> <u>\$23.8663 - \$31.0264</u> / HR</b>		

**SUMMARY**

Under the direction of the Water Superintendent, Instruction and training may be provided by the Lead Operator. A Water Utility operator II will assist with operation~~operate~~ and maintenance~~maintain of~~ the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps and water related appurtenances. This is the intermediate-level class in the Utility Operator series and is expected to perform a wider range of work in the water treatment plants and the distribution system with occasional instruction or assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with~~Operates operation of~~ the water treatment plants under the direction of the Water Superintendent and the Lead Operator to ensure the production of high-~~quality~~ potable water.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow control valves, and chemical feed systems under the direction of the Water Superintendent or the Lead Operator.
- Installs repairs and maintains water mains, valves, pressure reducing valves, pumps, surge suppressors, fire hydrants and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Assists in the training and mentoring of new treatment plant employees in all aspects of the water treatment plants operation.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent or the Utility Operator in responsible charge. Collects daily, weekly, monthly and annual water samples for State and Federal monitoring requirements.
- Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation and maintenance including but not limited to; chemical feed equipment process control equipment, pump and motor maintenance, equipment installation and maintenance, calibration of lab and process equipment, and general building and equipment maintenance.

- Monitors, maintains, and repairs raw water collection systems including wells, intake structures, screens and infiltration gallery components.
- Responds to after hour emergency calls regarding water treatment plants and distribution system.
- Follows City and department safety procedures including but not limited to: confined space entry, trenching and shoring safety practices, safety procedures for water operators, traffic and workplace safety procedures, lock out tag out program, respiratory protection program and chlorine safety program.
- Monitors surveillance cameras utilized for facility security and process monitoring.
- Prepares reports, work orders, property damage reports, monthly water quality operational reports, weekly operational reports, flow totals, completes water quality sampling compliance reports for submittal to the Water Superintendent and/or regulatory agency.
- Completes water utility locates and coordinates work with contractors.
- Performs janitorial, grounds keeping and maintenance of all water treatment, pump station facilities and distribution system components.
- Works a varying schedule and/or shift including weekends, holidays and night shift duties when required.
- May be required to work overtime.
- Serves on call as required
- Other duties as assigned
- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
- Reads and repairs water meters.
- Inspects new water service and water main installations.
- Assists with observing and inspecting water department projects in accordance with the City of Black Hawk standards and specifications.

## **SUPERVISORY RESPONSIBILITIES**

- None.

## **QUALIFICATIONS**

### **— EDUCATION AND EXPERIENCE: —**

- ~~HIGH SCHOOL DIPLOMA OR GED AND TWO YEARS OF EXPERIENCE IN WATER UTILITY OPERATIONS. EQUIVALENT COMBINATIONS OF EDUCATION AND EXPERIENCE MAY BE CONSIDERED.~~

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

- Knowledge of water treatment and purification principles, procedures and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Plant Control Systems and instrumentation.

- Knowledge of sampling and laboratory procedures.
- Knowledge of trench safety, traffic control, and confined space entry.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, dosage calculations, hydraulic calculations, area, circumference, and volume.
- Skill in maintaining detailed and accurate records.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment and software including word processing, spreadsheet applications and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to learn, interpret, understand, and comply with ordinances, standards, laws and State and Federal Drinking Water Regulations.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to establish and maintain effective working relationships with City employees, other agencies and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.
- Ability to periodically be on call in accordance with department policies.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED and two (2) years of experience in water utility operations.
- Equivalent combinations of education and experience may be considered.

### **Certificates and Licenses:**

- Colorado Class "C" Water Plant Operator Certification.
- Colorado Class 2 Distribution Systems Certification.
- Valid Colorado Driver's License with good driving record.
- Flagger Certification

## **EQUIPMENT USED**

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, PH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Drive and operate City vehicles.

#### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to eighty (8) 100 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:**

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**CITY OF BLACK HAWK**  
**2020 Job Description**

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<b>JOB TITLE:</b>	<b>Water Utility Operator I</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<b>\$22.7299 - \$29.5490 / HR</b>	

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**SUMMARY**

Direction received from the Water Superintendent; Instruction and training may be provided by the Lead Operator. A Water Utility Operator I assist the operation and maintenance of the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps, and water-related appurtenances. This is the entry-level class in the Utility Operator series. Incumbents entering the class typically have little or no directly related work experience and are closely supervised during training in the operations and procedures. Generally, work is observed and reviewed both during performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise.

**SUPERVISORY RESPONSIBILITIES**

- None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with the operations of the water treatment plants under the direction of the Water Superintendent and the Lead Operator to ensure the production of high-quality potable water.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow control valves, and chemical feed systems under the direction of the Water Superintendent or the Lead Operator. Installs repairs and maintains water mains, valves, pumps, pressure reducing valves, surge suppressors, fire hydrants, and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent and the Lead Operator. Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation, and maintenance, including but not limited to; chemical feed equipment, process control

equipment, calibration of lab and process equipment, and general building and equipment maintenance.

- Monitors, maintains, and repairs raw water collection systems, including intake structures, wells, infiltration gallery components, and screens.
- Responds to after hour emergency calls regarding water treatment plants and distribution systems.
- Follows City and department safety procedures including but not limited to: confined space entry, trenching and shoring safety, safety procedures for water operators, traffic and workplace safety procedures, lockout tag-out program, respiratory protection program, and chlorine safety program.
- Monitors surveillance cameras utilized for facility security and process monitoring.
- May be required to assist in preparing reports, work orders, property damage reports, prepare water quality reports, and complete water quality sampling compliance reports for submittal to the Water Superintendent.
- Performs janitorial, grounds keeping, and maintenance of all water treatment, pump station facilities, and distribution system components.
- Works a varying schedule and/or shift, including weekends, holidays and night shift duties when required.
- May be required to work overtime.
- Serves on call as required
- Other duties as assigned
- Assists in responding to and investigating customer questions and complaints regarding perceptions of water quality. Assists in resolving problems or refers to proper personnel.
- Assists with inspections on new water service and water main installations.
- Reads water meters.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of sampling and laboratory procedures.
- Knowledge of trench safety, traffic control, and confined space entry.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, dosage calculations, area, circumference, and volume.
- Skill in maintaining detailed and accurate records.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment, and software, including word processing, spreadsheet applications, and electronic mail.
- Skill in communicating effectively both verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to learn Plant Control Systems and instrumentation.

- Ability to learn, to understand, to interpret, and comply with ordinances, standards, laws, and State and Federal Drinking Water Regulations.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities and accommodate emergencies.
- Ability to periodically be on call in accordance with department policies.
- Ability to establish and maintain effective working relationships with City employees, other agencies, and the general public.
- Ability to work independently in the absence of supervision.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED. Six (6) months of experience in water utility operations is preferred. Formal training in water treatment desired. Equivalent combinations of education and experience may be considered.

### **Certificates and/or Licenses**

- Colorado Class "D" Water Plant Operator Certification required within one (1) year of employment.
- Colorado Class 1 Distribution Systems Certification required within one (1) year of employment.
- Flagger certification required within six (6) months of hire.
- Valid Colorado Driver's License with a safe driving record.

## **EQUIPMENT USED**

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Employee operates City vehicles.

## **WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration, and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally 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**

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

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



**CITY OF BLACK HAWK**  
**201920 Job Description**

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<b>JOB TITLE:</b>	<b>Water Utility Operator I</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<del>\$21.9803 – \$28.5745</del> <u>\$22.7299 - \$29.5490</u> / HR	

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**SUMMARY**

Direction received from the Water Superintendent; Instruction and training may be provided by the Lead Operator. A Water Utility Operator I ~~will assist the -operation te-~~ will assist in the operation and maintenance of the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps, and ~~water-water~~-related appurtenances. This is the entry-level class in the Utility Operator series. Incumbents entering the class typically have little or no directly related work experience and are closely supervised during training in the operations and procedures. Generally, work is observed and reviewed both during performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise.

**SUPERVISORY RESPONSIBILITIES**

- None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with the operations of the water treatment plants under the direction of the Water Superintendent and the Lead Operator to ensure the production of ~~high-high~~-quality potable water.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow control valves, and chemical feed systems under the direction of the Water Superintendent or the Lead Operator. Installs repairs and maintains water mains, valves, pumps, pressure reducing valves, surge suppressors, fire hydrants, and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent and the Lead Operator. Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation, and maintenance, including but not limited to; chemical feed equipment, process control

equipment, calibration of lab and process equipment, and general building and equipment maintenance.

- Monitors, maintains, and repairs raw water collection systems, including intake structures, wells, infiltration gallery components, and screens.
- Responds to after hour emergency calls regarding water treatment plants and distribution systems.
- Follows City and department safety procedures including but not limited to: confined space entry, trenching and shoring safety, safety procedures for water operators, traffic and workplace safety procedures, lock-out tag-out program, respiratory protection program, and chlorine safety program.
- Monitors surveillance cameras utilized for facility security and process monitoring.
- May be required to assist in preparing reports, work orders, property damage reports, prepare water quality reports, and complete water quality sampling compliance reports for submittal to the Water Superintendent.
- Performs janitorial, grounds keeping, and maintenance of all water treatment, pump station facilities, and distribution system components.
- Works a varying schedule and/or shift, including weekends, holidays and night shift duties when required.
- May be required to work overtime.
- Serves on call as required
- Other duties as assigned

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assists in responding to and investigating customer questions and complaints regarding perceptions of water quality. Assists in resolving problems or refers to proper personnel.
- Assists with inspections on new water service and water main installations.
- Reads and repairs water meters.

#### **SUPERVISORY RESPONSIBILITIES**

- ~~None.~~

#### **QUALIFICATIONS**

##### **Education and Experience:**

- ~~High school diploma or GED. Six months of experience in water utility operations is preferred. Equivalent combinations of education and experience may be considered.~~

##### **Required Knowledge, Skills, and Abilities:**

- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of sampling and laboratory procedures.

- Knowledge of trench safety, traffic control, and confined space entry.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, dosage calculations, area, circumference, and volume.
- Skill in maintaining detailed and accurate records.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment, and software, including word processing, spreadsheet applications, and electronic mail.
- Skill in communicating effectively both verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to learn Plant Control Systems and instrumentation.
- Ability to learn, to understand, to interpret, and comply with ordinances, standards, laws, and State and Federal Drinking Water Regulations.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to periodically be on call in accordance with department policies.
- Ability to establish and maintain effective working relationships with City employees, other agencies, and the general public.
- Ability to work independently in the absence of supervision.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED. Six (6) months of experience in water utility operations is preferred. Formal training in water treatment desired. Equivalent combinations of education and experience may be considered.

### **Certificates and/or Licenses**

- Colorado Class "D" Water Plant Operator Certification required within one (1) year of employment.
- Colorado Class 1 Distribution Systems Certification required within one (1) year of employment.
- Flagger certification required within six (6) months of hire.
- Valid Colorado Driver's License with a safe driving record.

## EQUIPMENT USED

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Employee operates City vehicles.

## WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration, and work in precarious places, such as vaults. 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, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to eighty (80)~~100~~ 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

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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:** \_\_\_\_\_

**RESOLUTION 20-2020**  
**A RESOLUTION**  
**APPROVING THE FIRST**  
**AMENDMENT TO**  
**LICENSE BETWEEN THE**  
**CITY OF BLACK HAWK,**  
**COLORADO AND**  
**MONARCH GROWTH, INC.**

**STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK**

**Resolution No. 20-2020**

**TITLE:                   A RESOLUTION APPROVING THE FIRST AMENDMENT TO  
LICENSE BETWEEN THE CITY OF BLACK HAWK, COLORADO  
AND MONARCH GROWTH, INC.**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
BLACK HAWK, COLORADO, THAT:

Section 1.       The First Amendment to License by and between the City of Black Hawk  
and Monarch Growth, Inc., attached hereto as **Exhibit A**, is hereby approved, and the Mayor is  
authorized to execute the same on behalf of the City.

RESOLVED AND PASSED this 26<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
David D. Spellman, Mayor

ATTEST:

\_\_\_\_\_  
Melissa A. Greiner, CMC, City Clerk

# CITY OF BLACK HAWK

## REQUEST FOR COUNCIL ACTION

**SUBJECT:** To consider a Resolution amending the License Agreement between the City of Black Hawk and Monarch Growth, Inc to include the correct legal description depicting the location of the improvements of the Monarch Hotel Tower extending over the Main Street Right-of-Way.

**RECOMMENDATION:** Staff recommends the following motion to the Mayor and Board of Aldermen:

**MOTION TO APPROVE** Resolution 20-2020, a Resolution amending the License Agreement between the City of Black Hawk and Monarch Growth, Inc to include the correct legal description depicting the location of the improvements of the Monarch Hotel Tower in airspace over Main Street.

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The City of Black Hawk has received an application from Daniel Farahi requesting an amendment to an existing license agreement previously approved by Resolution No. 60-2016 which includes portions of the Monarch Hotel Tower that extend into the right-of-way. The improvements contemplated by the original agreement are not located within the property licensed as defined in the original agreement, and the City and applicant therefore desire to amend the original agreement to add more airspace encroachment.

**AGENDA DATE:** February 26, 2020

**WORKSHOP DATE:** N/A

**FUNDING SOURCE:** N/A

**DEPARTMENT DIRECTOR APPROVAL:** ☒ Yes ☐ No

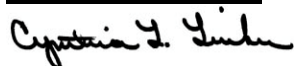
**STAFF PERSON RESPONSIBLE:** Cynthia L. Linker, CP&D Director

**DOCUMENTS ATTACHED:** Resolution 20-2020  
First Amendment to License Agreement

**RECORD:** ☐ Yes ☒ No

**CITY ATTORNEY REVIEW:** ☒ Yes ☐ N/A

**SUBMITTED BY:**




Cynthia L. Linker, CP&D Director

**REVIEWED BY:**



Stephen N. Cole, City Manager

  
\_\_\_\_\_  
Vincent Harris, AICP, Baseline Corporation



### FIRST AMENDMENT TO LICENSE

THIS FIRST AMENDMENT TO LICENSE (the "First Amendment"), is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the CITY OF BLACK HAWK, Colorado whose address is 201 Selak Street, Black Hawk, CO 80422 (the "City") and MONARCH GROWTH, INC., whose address is 488 Main Street, Black Hawk, CO 80422 ("Licensee").

WHEREAS, the City and Licensee previously entered into that License dated August 10, 2016 (the "Original Agreement"); and

WHEREAS, the improvements contemplated by the Original Agreement are not located within the Property licensed as defined in the Original Agreement, and the City and Licensee therefore desire to amend the Original Agreement to include the correct legal description depicting the location of the improvements.

### AGREEMENT:

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the sufficiency of which are mutually acknowledged, the parties hereto agree as follows:

1. **PROPERTY LICENSED.** The property that is licensed for the use and the term provided for in this license is described in **Exhibits A and B**, which are attached hereto and incorporated by this reference (collectively, "Property Licensed"). The area identified in **Exhibit B** shall be in addition to the area identified as Exhibit A, attached to the Original Agreement.

2. The following provisions shall apply with respect to this First Amendment:

(a) Except as modified herein, the Original Agreement is in full force and effect and is hereby ratified by the City and Licensee.

(b) In the event of any conflict between the Original Agreement and this First Amendment, the terms and conditions of this First Amendment shall control.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in triplicate.

**CITY OF BLACK HAWK, COLORADO**

By: \_\_\_\_\_  
David D. Spellman, Mayor

ATTEST:

\_\_\_\_\_  
Melissa A. Greiner, CMC, City Clerk



LICENSEE:

Monarch Growth, Inc.

By: 

Name: John Farahi  
Title: CEO

STATE OF NEVADA                    )  
  ) ss.  
COUNTY OF WASHOE            )

The foregoing instrument was subscribed, sworn to and acknowledged before me this  
20<sup>th</sup> day of February, 2020, by JOHN FARAHI  
as CEO of MONARCH GROWTH, INC.

My commission expires: 1-19-2022

(S E A L)



  
Notary Public

## EXHIBIT A

# EXHIBIT A

## LEGAL DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF MAIN STREET RIGHT-OF-WAY ADJACENT TO MONARCH CASINO, FILING NO. 1, AT RECEPTION NUMBER 152714 LOCATED IN THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF BLACK HAWK, COUNTY OF GILPIN, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 7; THENCE N32°19'54"W A DISTANCE OF 1,211.52 FEET TO THE POINT OF BEGINNING;  
THENCE N83°43'45"W A DISTANCE OF 18.35 FEET;  
THENCE S06°16'16"W A DISTANCE OF 1.91 FEET;  
THENCE N83°43'44"W A DISTANCE OF 7.58 FEET;  
THENCE N06°16'13"E A DISTANCE OF 1.00 FEET;  
THENCE N83°43'43"W A DISTANCE OF 16.12 FEET;  
THENCE S06°16'16"W A DISTANCE OF 6.54 FEET;  
THENCE N83°43'44"W A DISTANCE OF 51.17 FEET;  
THENCE N06°16'16"E A DISTANCE OF 6.54 FEET;  
THENCE N83°43'44"W A DISTANCE OF 8.12 FEET;  
THENCE S06°16'14"W A DISTANCE OF 1.00 FEET;  
THENCE N83°43'44"W A DISTANCE OF 7.67 FEET;  
THENCE S06°16'16"W A DISTANCE OF 3.29 FEET;  
THENCE N83°43'44"W A DISTANCE OF 58.25 FEET;  
THENCE S06°15'26"W A DISTANCE OF 3.56 FEET;  
THENCE N83°40'24"W A DISTANCE OF 43.75 FEET;  
THENCE N06°16'16"E A DISTANCE OF 3.52 FEET  
THENCE N83°43'44"W A DISTANCE OF 58.25 FEET;  
THENCE N06°16'14"E A DISTANCE OF 3.29 FEET;  
THENCE N83°43'44"W A DISTANCE OF 7.67 FEET;  
THENCE N06°16'16"E A DISTANCE OF 1.00 FEET;  
THENCE N83°43'44"W A DISTANCE OF 18.17 FEET;  
THENCE S06°16'16"W A DISTANCE OF 6.54 FEET;  
THENCE N83°43'44"W A DISTANCE OF 46.13 FEET;  
THENCE N06°16'16"E A DISTANCE OF 6.54 FEET;  
THENCE N83°43'44"W A DISTANCE OF 12.92 FEET;  
THENCE S06°16'16"W A DISTANCE OF 0.96 FEET;  
THENCE N83°43'44"W A DISTANCE OF 7.54 FEET;  
THENCE N06°16'15"E A DISTANCE OF 7.47 FEET TO A POINT ON THE NORTHERLY LINE OF SAID MAIN STREET RIGHT-OF-WAY;  
THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE THE FOLLOWING THREE (3) CONSECUTIVE COURSES; 1) S83°38'10"E A DISTANCE OF 271.34 FEET; 2) THENCE S83°21'31"E A DISTANCE OF 40.14 FEET; 3) THENCE S81°07'09"E A DISTANCE OF 50.60 FEET;  
THENCE DEPARTING SAID NORTHERLY RIGHT-OF-WAY LINE S13°50'47"W A DISTANCE OF 2.62 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 0.084 ACRES OR 3673 SQUARE FEET MORE OR LESS.

BASIS OF BEARINGS: BEARINGS ARE BASED ON AN ASSUMED BEARING OF N00°12'18"E, ALONG THE EASTERLY LINE OF THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE SIXTH PRINCIPAL MERIDIAN, AND BEING MONUMENTED BY A FOUND 3 ¼" BRASS CAP IN A MOUND OF STONES (BLM 1978) AT THE SOUTHEAST CORNER OF SAID SECTION AND A FOUND 1 1/2" ALUMINUM CAP P.L.S. NO. 865 AT THE EAST QUARTER CORNER OF SAID SECTION.

PREPARED BY DENNIS PETER  
REVIEWED BY RICK NOBBE, PLS #23899  
FOR AND ON BEHALF OF  
MARTIN/MARTIN, INC.  
12499 WEST COLFAX AVENUE,  
LAKEWOOD, CO, 80215  
JUNE 23, 2016





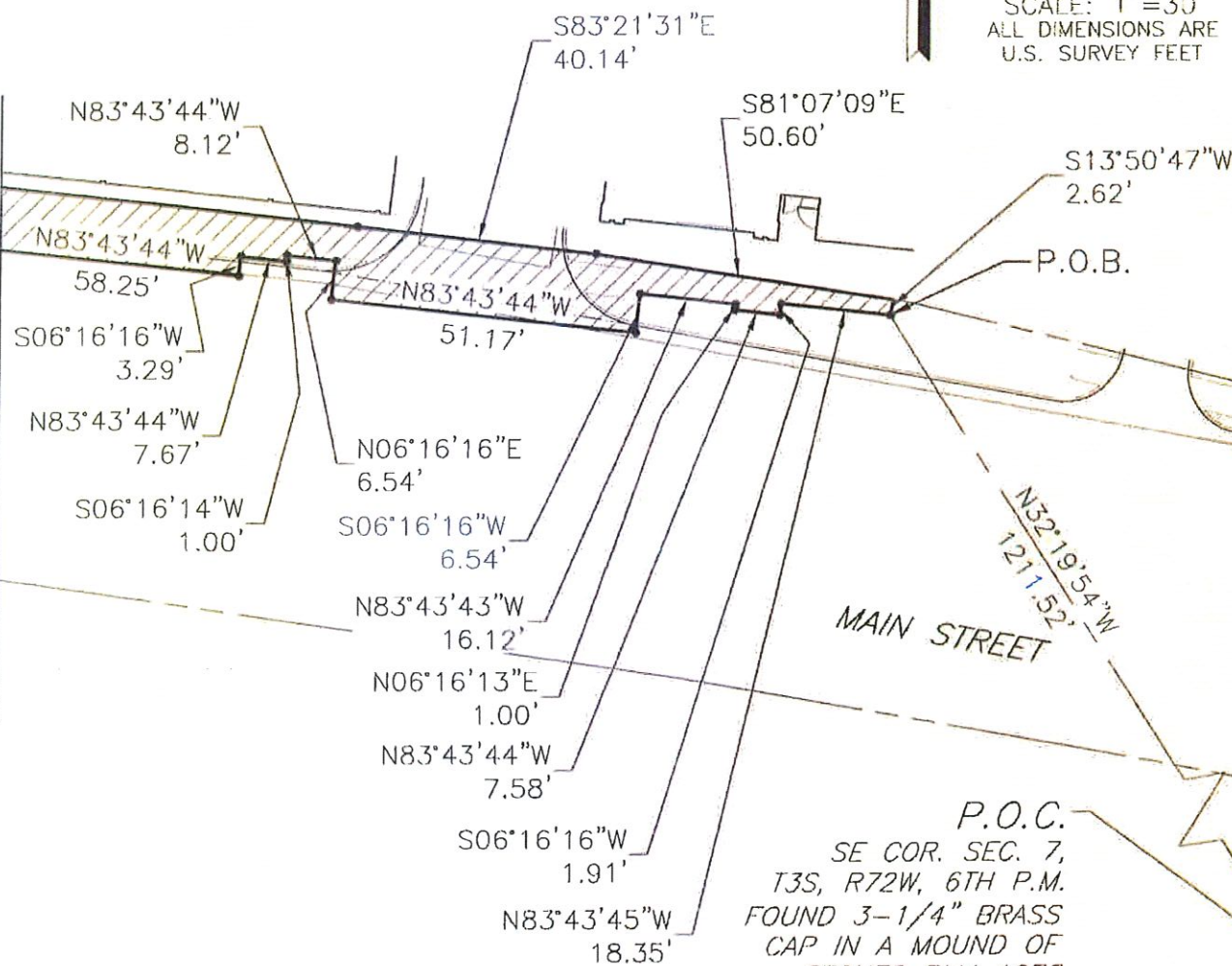
MONARCH CASINO FILING NO.1  
BLOCK 1, LOT 1

E1/4 COR. SEC. 7,  
T3S, R72W, 6TH P.M.  
FOUND 1-1/5" ALUM.  
LS #865



0 15 30  
SCALE: 1"=30'  
ALL DIMENSIONS ARE  
U.S. SURVEY FEET

MATCH LINE SEE SHEET 2 OF 2



EAST LINE OF THE SOUTHEAST QUARTER OF SEC. 7, T3S, R72W, 6TH P.M.

(BASIS OF BEARINGS N00°12'18"E)

OVERHANG EASEMENT  
SHEET 1 OF 2

JUNE 23, 2016



THIS EXHIBIT DOES NOT REPRESENT A  
MONUMENTED SURVEY. IT IS INTENDED  
ONLY TO DEPICT THE ATTACHED LEGAL  
DESCRIPTION.

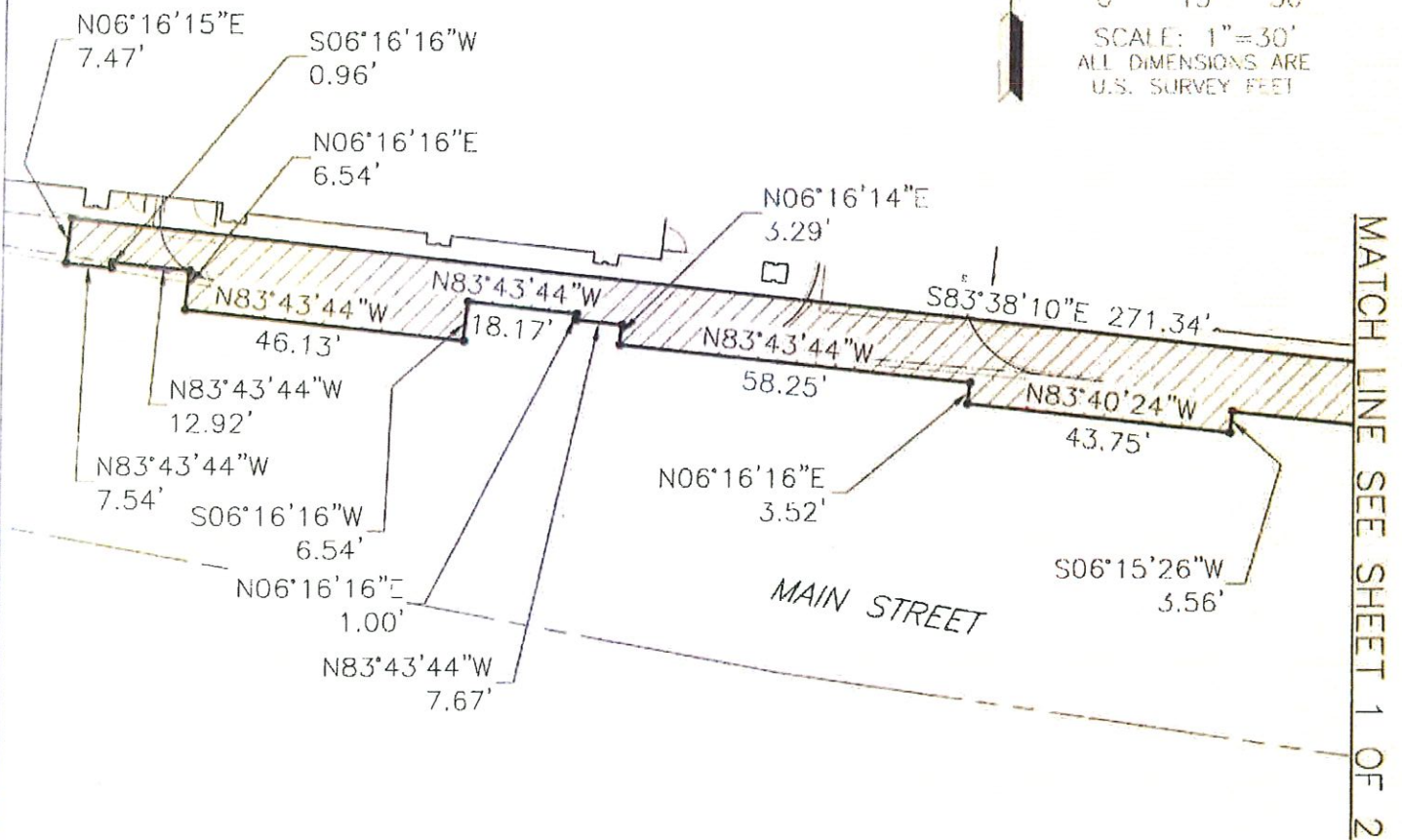
**MARTIN/MARTIN**  
CONSULTING ENGINEERS

12499 WEST COLFAX AVENUE, LAKEWOOD, COLORADO 80215  
303.431.6100 MARTINMARTIN.COM

MONARCH CASINO FILING NO.1  
BLOCK 1, LOT 1



SCALE: 1"=30'  
ALL DIMENSIONS ARE  
U.S. SURVEY FEET



MATCH LINE SEE SHEET 1 OF 2

MAIN STREET

OVERHANG EASEMENT  
SHEET 2 OF 2

JUNE 23, 2016



**MARTIN/MARTIN**  
CONSULTING ENGINEERS  
12499 WEST COLFAX AVENUE, LAKEWOOD, COLORADO 80215  
303.431.6100 MARTINMARTIN.COM

THIS EXHIBIT DOES NOT REPRESENT A  
MONUMENTED SURVEY. IT IS INTENDED  
ONLY TO DEPICT THE ATTACHED LEGAL  
DESCRIPTION.

## **EXHIBIT B**



# EXHIBIT B

SHEET 1 OF 2

## AIR RIGHTS

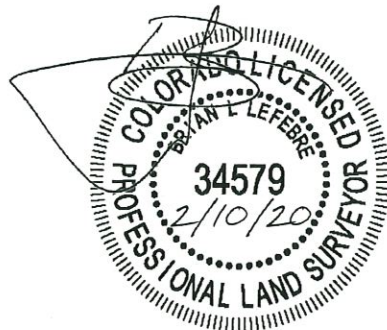
### LEGAL DESCRIPTION

A PORTION OF MAIN STREET RIGHT-OF-WAY IN THE CITY OF BLACK HAWK, AS RECORDED IN DECREE QUIETING TITLE FILED FEBRUARY 16, 1996 IN BOOK 594 AT PAGE 433 UNDER RECEPTION NUMBER 87513 OF THE GILPIN COUNTY RECORDS, LOCATED IN THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN, COUNTY OF GILPIN, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 7; THENCE N34°48'08"W, A DISTANCE OF 1246.03 FEET TO A POINT ON THE SOUTHERLY LINE OF THE OVERHANG EASEMENT DESCRIBED IN CITY OF BLACK HAWK RESOLUTION 60-2016 DATED AUGUST 10, 2016, SAID POINT BEING S06°35'55"W, 12.45 FEET, FROM THE NORTHERLY RIGHT-OF-WAY LINE OF MAIN STREET AS DESCRIBED BY THE ROAD OF USE CITY OF BLACK HAWK DECREE QUIETING TITLE RECORDED IN BOOK 594 AT PAGE 433 OF THE GILPIN COUNTY RECORDS, SAID POINT BEING THE POINT OF BEGINNING AND A POINT OF NON-TANGENT CURVE; THENCE DEPARTING SAID SOUTHERLY EASEMENT LINE AND ALONG THE ARC OF A CURVE TO THE RIGHT, WITH A RADIAL LINE TO THE CENTER POINT WHICH BEARS N07°59'43"W, A RADIUS OF 19.95 FEET, HAVING A CENTRAL ANGLE OF 28°31'57", A CHORD WHICH BEARS N83°43'44"W, 9.83 FEET, AN ARC DISTANCE OF 9.93 FEET TO A POINT ON SAID SOUTHERLY EASEMENT LINE, SAID POINT BEING S06°35'55"W, 12.51 FEET FROM THE SAID NORTHERLY RIGHT-OF-WAY LINE AND A POINT OF NON-TANGENCY; THENCE S83°43'44"E, ALONG SAID SOUTHERLY EASEMENT LINE, A DISTANCE OF 9.83 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 4 SQUARE FEET OR 0.0001 ACRES, MORE OR LESS.

BASIS OF BEARINGS: BEARINGS ARE BASED UPON AN ASSUMED BEARING OF N00°12'18"E, ALONG THE EASTERLY LINE OF THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 3 SOUTH, RANGE 72 WEST OF THE SIXTH PRINCIPAL MERIDIAN AND BEING MONUMENTED BY A FOUND 3 1/4" BRASS CAP IN A MOUND OF STONES (BLM 1978) AT THE SOUTHEAST CORNER OF SAID SECTION 7 AND A FOUND 1 1/2" ALUMINUM CAP PLS NO. 865 AT THE EAST QUARTER CORNER OF SAID SECTION, AS SHOWN ON THE PLAT OF MONARCH CASINO FILING NO. 1, RECORDED DECEMBER 12, 2014 AT RECEPTION NO. 152710 OF THE GILPIN COUNTY RECORDS.



PREPARED BY BRIAN L. Le FEBRE, PLS 34579  
FOR AND ON BEHALF OF  
ZYLSTRA BAKER SURVEYING, INC.  
1510 WEST TUFTS AVENUE  
ENGLEWOOD, CO 80110  
PH. (303) 781-0700  
E-MAIL mail@zbsinc.net

AIREXHBMS.DOCX  
2/10/20



# EXHIBIT B

SE 1/4 OF SECTION 7, T3S, R72W, 6TH PM,  
CITY OF BLACK HAWK,  
COUNTY OF GILPIN, STATE OF COLORADO

MONARCH CASINO FILING NO. 1

LOT 1, BLOCK 1  
RECEPTION NO. 152710

TRACT A  
MONARCH CASINO FILING NO. 1  
DEDICATED AS PUBLIC  
RIGHT-OF-WAY BY PLAT OF  
MONARCH CASINO FILING NO. 1  
RECEPTION NO. 152710

0 10 20 40  
SCALE: 1"=20'

N

E 1/4 COR SEC 7,  
T3S, R72W, 6TH P.M.  
FOUND 1 1/2" ALUMINUM CAP PLS  
NO. 865

BUILDING FOUNDATION PROPERTY LINE

ROAD OF USE CITY OF  
BLACK HAWK DECREE  
QUIETING TITLE BOOK  
594, PAGE 433

MAIN STREET

S83°43'44"E  
9.83'

D=28°31'57"

R=19.95'

Ch Brg=N83°43'44"W

C=9.83'

L=9.93'

CONTAINING  
4 SQUARE FEET  
OR 0.0001 ACRES  
MORE OR LESS

N07°59'43"W  
19.95'

S06°35'55"W  
12.51'

S06°35'55"W  
12.45'

RADIAL

OVERHANG EASEMENT  
PER CITY OF BLACK  
HAWK RESOLUTION  
NO. 60-2016

N34°48'08"W  
1246.03'

N00°12'18"E  
BASIS OF BEARINGS

POINT OF  
COMMENCEMENT  
SE COR SEC 7, T3S,  
R72W, 6TH P.M.  
FOUND 3 1/4" BRASS  
CAP IN A MOUND OF  
STONES (BLM 1978)

## NOTES

1. NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

2. THIS EXHIBIT DOES NOT REPRESENT A MONUMENTED SURVEY. IT IS INTENDED ONLY TO DEPICT THE ATTACHED DESCRIPTION.

3. NO PROVISION FOR ANY USE OF THIS DRAWING BY ANYONE OTHER THAN THE NAMED CLIENT IS INTENDED OR GRANTED WITHOUT WRITTEN AUTHORIZATION FROM THE PROFESSIONAL SURVEYOR NAMED HEREON. THIS DRAWING IS VALID ONLY WITH THE ORIGINAL OR ELECTRONIC SIGNATURE OF THE PROFESSIONAL LAND SURVEYOR NAMED HEREON.



BRIAN L. LeFEBRE  
PROFESSIONAL LAND SURVEYOR  
COLORADO NO. 34579

ZYLSTRA BAKER SURVEYING INC.  
1510 WEST TUFTS AVENUE ENGLEWOOD, CO 80110  
PHONE (303) 781-0700

MONARCH BLACK HAWK, INC.

AIR RIGHTS LICENSE

SCALE: 1"=20' DR: AIREXHBMS.DWG

DRN. JRT DATE: 2/10/20 CHK. BLF

JOB NO. 2019-1101 SHEET 2 OF 2

**RESOLUTION 21-2020**  
**A RESOLUTION**  
**APPROVING THE**  
**AGREEMENT OF LEASE**  
**BETWEEN THE CITY OF**  
**BLACK HAWK AS LESSOR**  
**AND BASIN & BEND PBC**  
**AS LESSEE**

STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK

Resolution No. 21-2020

**TITLE: A RESOLUTION APPROVING THE AGREEMENT OF LEASE  
BETWEEN THE CITY OF BLACK HAWK AS LESSOR AND BASIN &  
BEND PBC AS LESSEE**

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE  
CITY OF BLACK HAWK, COLORADO, THAT:

**Section 1.** The Agreement of Lease between the City of Black Hawk as Lessor and  
Basin & Bend PBC as Lessee, attached hereto as **Exhibit A**, is hereby approved, and the Mayor  
is authorized to execute the same on behalf of the City.

RESOLVED AND PASSED this 26<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
David D. Spellman, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Greiner, City Clerk

**CITY OF BLACK HAWK**  
**REQUEST FOR COUNCIL ACTION**

---

**SUBJECT:** Lease of 460 Gregory Street.

**RECOMMENDATION:** Staff recommends the following motion to the Mayor and Board of Aldermen:

**MOTION TO APPROVE:** Resolution #21-2020, A Resolution approving the agreement of lease between the City of Black Hawk as Lessor and Basin & Bend, PBC as Lessee.

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

**AGENDA DATE:** February 26, 2020

**WORKSHOP DATE:** N/A

**FUNDING SOURCE:** N/A

**DEPARTMENT DIRECTOR APPROVAL:** ☒ Yes ☐ No

**STAFF PERSON RESPONSIBLE:** Lance Hillis, Finance Director

**DOCUMENTS ATTACHED:** Agreement of Lease

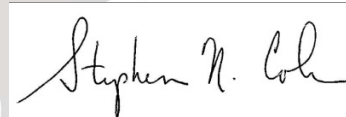
**RECORD:** ☐ Yes ☒ No

**CITY ATTORNEY REVIEW:** ☒ Yes ☐ N/A

**SUBMITTED BY:**

**REVIEWED BY:**





\_\_\_\_\_  
Lance Hillis, Finance Director

\_\_\_\_\_  
Stephen N. Cole, City Manager

## **AGREEMENT OF LEASE**

THIS LEASE is made and entered into this 26th day of February, 2020, by and between the City of Black Hawk ("Lessor") and Basin & Bend, PBC ("Lessee").

### **ARTICLE 1 - DEFINITIONS**

The following definitions apply when these terms are used in this Lease:

1.1 "Lessor" and "Lessee" include landlords and tenants and shall apply to persons, both men and women, companies, co-partnerships and corporations; and in reading this Lease, the necessary grammatical changes required to make its provisions mean and apply as aforesaid shall be made in the same manner as if written into the Lease.

1.2 "Premises" means the property with an address of 460 Gregory Street, Black Hawk, Colorado 80422, and commonly known as the "Stevenson House".

### **ARTICLE 2 - LEASED PREMISES**

In consideration of the rents, covenants and agreements herein reserved and contained, Lessor demises and leases to Lessee, and Lessee rents from Lessor, the Premises.

### **ARTICLE 3 - TERM AND RENT**

3.1 Term of the Lease. The term of this Lease shall commence on March 1, 2020, and shall expire on February 28, 2023.

3.2 Holding Over. If Lessee remains in possession of all or any part of the Premises after the expiration of the term hereof, with or without the express or implied consent of Lessor, such tenancy shall be from month to month only, and not a renewal hereof or an extension for any further term, and in such case, this Lease and such month to month tenancy shall be subject to every other term, covenant and agreement contained herein. A hold over monthly rental payment of the most recent monthly rent plus the current annual Denver-Boulder-Greeley Consumer Price Index for All Urban Consumers shall be paid by Lessee to Lessor in advance on the first (1st) day of each calendar month in which the hold over continues.

3.3 Rent. Lessee shall pay rent to Lessor in the amount of one hundred and fifteen dollars (\$115.00) per month for the first twelve months of this Lease, plus the cost of any utilities associated with the use of the Premises, including, but not limited to, gas, electricity, telephone, and water and sewer utility charges. Lessee shall also pay any possessory taxes which may be assessed against the Premises. Commencing on the one-year anniversary of this lease and on each annual anniversary thereafter during the lease term, the rent shall be adjusted to include the most recent annual Denver-Boulder-Greeley Consumer Price Index for All Urban Consumers.

3.4 Damage Deposit. Lessee shall upon execution of this Lease provide a deposit in the amount of Five Hundred Dollars (\$500.00) as security against damage to the Premises, normal wear and tear excepted.

3.5 Common Area Maintenance Fee (CAM Fee). Lessee agrees to pay monthly Common Area Maintenance Fees (CAM Fees) assessed by the Lessor. The CAM Fees offset the cost of maintenance of the common areas within Mountain City and are assessed equally to 420, 430, 440, 450 and 460 Gregory Street.

3.6 Termination. Lessor and Lessee may terminate this Lease upon ninety (90) days written notice, with or without cause.

#### **ARTICLE 4 - USE OF PREMISES AND TENANT IMPROVEMENTS**

4.1 The Premises shall be used as general office, retail and associated permitted activities. Lessee further covenants and agrees that the use of the Premises shall be at all times in accordance with applicable zoning regulations of the City. Moreover, the Parties hereto acknowledge and agree that the Premises do not include any parking spaces for the exclusive use of the Lessee.

4.2 Suitability. As of the date of his execution of this Lease, Lessee has inspected the physical condition of the Premises and has received the same in "as is" condition. LESSOR MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE CONDITION OR STATE OF THE PREMISES OR ITS FITNESS OR AVAILABILITY FOR ANY PARTICULAR USE, AND LESSOR SHALL NOT BE LIABLE TO LESSEE FOR ANY LATENT OR PATENT DEFECT THEREON. Lessee may use said Premises for the uses specified in this Lease, so long as such uses conform with zoning and use restrictions of all authorities affecting the Premises, and Lessee will not do, or permit to be done, any action or thing which is contrary to any legal or insurable requirement or which constitutes a public or private nuisance or waste.

4.3 Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, modifications or improvements, in, to or about the Premises.

4.4 Lessee shall not suffer nor permit any mechanic's liens or public works claims to be filed against the Premises by reason of work, labor, service or materials supplied or claimed to have been supplied to Lessee as a result of an agreement with, or the assent of Lessee. Nothing in this Lease shall be construed as constituting the consent or request of Lessor, expressed or implied, by inference or otherwise, to any contractor, subcontractor, laborer or materialman for the performance of any labor or the furnishing of any materials for any specific improvement, alteration, or repair of or to the Premises or any part thereof. Nothing in this Lease shall be construed as giving Lessee any



right, power or authority to contract for or permit the rendering of any services or the furnishing of any materials that would give rise to the filing of any mechanic's liens or public works claims against Lessor's interest in the Premises. If any such mechanic's lien or public works claims shall at any time be filed against the Premises, Lessee shall cause the same to be discharged of record within thirty (30) days after the date Lessee has knowledge of such filing. If Lessee shall fail to discharge such mechanic's lien or public works claims within such period, then, in addition to any other right or remedy of Lessor, Lessor may, but shall not be obligated to, discharge the same either by paying the amount claimed to be due or by procuring the discharge of such lien. However, Lessee shall not be required to pay or discharge any such mechanic's lien or public works claims so long as Lessee shall in good faith proceed to contest the same by appropriate proceedings; provided, however, Lessee shall give notice in writing to Lessor of its intention to contest the validity of such lien and/or claim.

#### **ARTICLE 5 - RIGHT OF ENTRY**

Lessor shall at all times have the right to enter upon the Premises to inspect its condition, and Lessor shall conduct as least an annual inspect of the condition of the Premises.

#### **ARTICLE 6 - INDEMNIFICATION**

Lessee agrees that Lessor shall not be liable for any damage, either to person or persons or property or the loss of property sustained by Lessee or Lessor or by any other person or persons due to the use of the Premises, due to the happening of any accident, or due to any act or neglect of Lessee, or any occupant of the Premises, or the use or misuse of any instrumentality or agency in or connected with the Premises, or occasioned by any nuisance made or suffered thereon. Lessee agrees to save Lessor harmless thereon and therefrom, and to indemnify Lessor on account thereof, subject to the limits of liability insurance contained in Article 7 herein; provided however, the limits of Article 7 shall not apply in the event Lessee's conduct is willful and wanton, or otherwise is not subject to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq.

#### **ARTICLE 7 - INSURANCE**

7.1 Lessee covenants and agrees that from the date hereof Lessee will procure and maintain throughout the term, at its sole cost and expense, general liability insurance in the amount of at least \$350,000 per person and \$990,000 per occurrence.

7.2 All policies or insurance provided for in Section 7.1 shall be issued by solvent and responsible insurance companies licensed to do business in the State of Colorado with a general policy holder's rating of not less than "A" and a financial rating of "AAA", as rated in the most current available "Bests" Insurance Reports, and qualified to write such policies in the State of Colorado. Each such policy shall be issued in the names of Lessor and Lessee, and their designees. Said policies shall be for the mutual and joint benefit and protection of Lessor and Lessee, and such

policy of insurance, or a certificate thereof, shall be delivered to each of Lessor and any such other parties in interest prior to the commencement of the term and thereafter within thirty (30) days prior to the expiration of each policy. As often as any such policy shall expire or terminate, renewal or additional policies shall be procured and maintained by Lessee in like manner and to like extent. All such policies of insurance shall contain provisions that (a) the company writing said policy will give to Lessor and such other parties in interest at least thirty (30) days' notice in writing in advance of any cancellations or lapses, or the effective date of any reduction in the amounts of insurance; and (b) the insurer waives the right of subrogation against Lessor and against Lessor's agents and representatives. All such public liability, property damage and other casualty policies shall be written as primary policies which do not contribute to and are not in excess of coverage which Lessor may carry. All such public liability and property damage policies shall contain a provision that Lessor and any such other parties in interest, although named as an insured, shall nevertheless be entitled to recover under said policies for any loss occasioned to it, its servants, agents and employees by reason of the negligence of Lessee. Lessee's failure to provide and keep in force any of the insurance policies required hereunder shall be regarded as a material default hereunder, entitling Lessor to exercise any or all of the remedies provided in this Lease in the event of Lessee's default.

## **ARTICLE 8 - REMEDIES UPON DEFAULT**

8.1 Events of Default Defined. The following shall be "events of default" by Lessee under this Lease and the term "event of default" shall mean, whenever it is used in this Lease, any one or more of the following events:

8.1.1 Failure by Lessee to pay any sums to Lessor when due hereunder, and continuation thereof for a period of ten (10) business days.

8.1.2 Failure by Lessee to observe and perform any covenant, condition or agreement on its part to be observed or performed hereunder, other than as referred to in subsection 8.1.1 of this section, for a period not to exceed thirty (30) days after written notice, specifying such failure and requesting that it be remedied and giving the time within which it will be cured, which time shall be reasonable under the circumstances, given to Lessee by Lessor.

8.2 Remedies on Default. Whenever any event of default shall have happened, Lessor may take any one or more of the following remedial steps:

8.2.1 Lessor may re-enter and take possession of the Premises, with court proceedings, and without terminating this Lease, and sublease the Premises for the account of Lessee, holding Lessee liable for the difference in the rent and other amounts payable by such sublessee in such subleasing and the rents and other amounts payable by Lessee hereunder.



8.2.2 Lessor may take whatever action at law or in equity may appear necessary or desirable to enforce performance and observance of any obligation, agreement or covenant of Lessee under this Lease.

8.2.3 If Lessor takes any of the remedial steps specified above and establishes default through appropriate court proceedings, then Lessor shall be entitled to recover all reasonable costs, including attorney fees. If Lessor fails to prove default in any such action, then Lessee will be entitled to costs and reasonable attorney fees from Lessor.

## **ARTICLE 9 - SUCCESSORS**

Successors. This Lease shall inure to the benefit of and be binding upon Lessor, Lessee and their respective heirs, successors, representatives, administrators, executors and devisees. Lessee shall not assign this Lease or sublet the Premises or any part thereof. Any attempted assignment or subletting shall be deemed void and of no effect.

## **ARTICLE 10 - SPECIAL COVENANTS OF LESSEE**

Lessee agrees that, at all times during the term of this Lease, it shall not place any refuse or rubbish on the Premises. With exception for refuse and rubbish generated in the normal course of business operations, which will be gathered and removed by the tenant in the normal course of daily activity.

## **ARTICLE 11 - SURRENDER OF PREMISES**

Upon the expiration or termination of the Lease term, Lessee shall peaceably and quietly leave and surrender the Premises in the same condition as it exists on the date of the execution of this Agreement.

## **ARTICLE 12 - MISCELLANEOUS PROVISIONS**

### **12.1 Captions; Attachments.**

12.1.1 The captions of the articles and sections of this Lease are for convenience only and shall not be deemed to be relevant in resolving any question of interpretation or construction of any section of this Lease.

12.1.2 Exhibits attached hereto, and addenda and schedules initialed by the parties, are deemed by attachment to constitute part of this Lease and are incorporated herein.

12.2 Entire Agreement. This instrument, along with any exhibits and attachments hereto, constitute the entire agreement between Lessor and Lessee relative to the Premises and the provisions of this Agreement and the exhibits and attachments may be altered, amended, waived or

revoked only by an instrument in writing signed by both Lessor and Lessee. Lessor and Lessee agree hereby that any and all prior or contemporaneous oral agreements between and among themselves and their agents or representatives relative to the leasing of the Premises are merged in or revoked by this Agreement.

12.3 Severability. If any term or provision (except those having to do with rent) of this Lease shall to any extent be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Lease shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforceable to the fullest extent permitted by law. In case the exception applies, the Lease shall be null and void after such determination.

12.4 Governing Law. This Lease shall be governed and construed in accordance with the laws of the State of Colorado.

12.5 Notices. All notices, demands and requests required to be given by either party to the other shall be in writing. All notices, demands and requests shall either be hand-delivered or shall be sent by certified or registered mail, return receipt requested, postage prepaid, addressed to the parties at the addresses set forth below, or at such other addresses as the parties may designate in writing delivered pursuant to the provisions hereof. Any notice when given as provided herein shall be deemed to have been delivered on the date personally served or two (2) days subsequent to the date that said notice was deposited with the United States Postal Service.

To Lessor:     City of Black Hawk  
                     Attn: Lance Hillis, Finance Director  
                     P.O. Box 68  
                     Black Hawk, CO 80422

To Lessee:     Basin & Bend, PBC  
                     Attn: Erik Myhre  
                     Post Office Box 747  
                     Black Hawk, CO 80422

IN WITNESS WHEREOF, the parties to this Lease have set their hands and seals the day and year first written above.

**CITY OF BLACK HAWK, COLORADO**

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David D. Spellman, Mayor

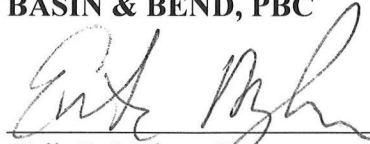
ATTEST:

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Melissa A. Greiner, City Clerk

**BASIN & BEND, PBC**

By: \_\_\_\_\_

  
Erik S. Myhre, Owner

STATE OF COLORADO

)

) ss.

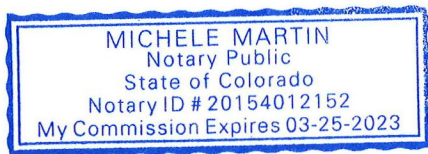
COUNTY OF

)

The foregoing instrument was subscribed, sworn to, and acknowledged before me this  
24 day of February, 2020, by Erik Myhre.

My commission expires: 3/25/2023

(S E A L)



  
\_\_\_\_\_  
Notary Public



## City of Central City

PO Box 249  
141 Nevada Street  
Central City, CO 80427

February 19, 2020

Stephen N. Cole  
City Manager  
City of Black Hawk  
PO Box 68  
Black Hawk, CO 80422

Re: 1999 Growth Intergovernmental Agreement – Invitation for Negotiation  
– Lake Gulch Whiskey Resort – Annexation –

Dear Mr. Cole:

The City of Central appreciates the formal meeting on February 4, 2020, in which the City of Black Hawk provided notice of its proposed annexation of certain property (the "Gold Mountain Annexation"), as well as a brief overview of the proposed development associated with that annexation. Staff is engaged in a comprehensive review of that proposal, which will include providing formal comment at an appropriate date in the near future.

**Due to possible time sensitivities operating upon the parties, however, Central feels compelled, now, to clearly and strongly express its position that annexation and development of the site, as it has been presented to us recently, would directly violate the 1999 Intergovernmental Agreement ("IGA"), an agreement still in effect and binding upon both Central and Black Hawk, as well as Gilpin County and the Black Hawk-Central City Sanitation District.** That IGA specifically provides that "the Gold Mountain Development Plan" shall continue to control the real property described in Exhibit H [at least a portion of which is the property which is the subject of Black Hawk's notice] even after this real property is annexed into Black Hawk," with Central (and the County) consenting to such annexation only if the property is zoned "in the manner provided in the [Gold Mountain Development Plan]." As you know, that plan contemplates residential land uses predominating on the site, land uses of which the proposed plan is – with the exception of a caretaker's residence – completely devoid. With respect to Lake Gulch Road, the proposal may also violate prohibitions against Black Hawk's annexation of any area within the Central City Growth Area. Other concerns with the proposal, as it relates to its consistency with the IGA, exist, but need not be set out here.

While expressly reserving all of Central's rights and remedies under the IGA and other governing law (including as to specific performance of the IGA), and being prepared to exercise



any options available to it to protect its rights and enforce obligations, we believe that, rather than a potential breach of the IGA by Black Hawk (and the judicial path on which that may well set the parties), engaging in near-term discussions to address this matter (and other outstanding issues related to the IGA on which the parties have formerly talked) – with an end goal of either replacing or amending the existing IGA – represents the best possibility of a “win-win” resolution. Central would therefore formally request that the parties to the IGA (or, perhaps, initially, Black Hawk and Central, given this specific development proposal) reopen good-faith negotiations on these matters, and that Black Hawk take no action on the proposed annexation pending the outcome of those discussions. Central City is prepared to move forward in this manner on an expedited basis.

We look forward to your reply.

Sincerely,



Daniel R. Miera  
City Manager

Cc: City of Central, City Council  
City of Black Hawk, City Council  
Gilpin County Board of County Commissioners  
Black Hawk – Central City Sanitation District Board  
Abel Montoya, Gilpin County Manager  
Lynn M. Hillary, Black Hawk – Central City Sanitation District Administrator  
Marcus A. McAskin, City of Central City Attorney  
Corey Hoffman, City of Black Hawk Attorney  
Brad Benning, Gilpin County Attorney  
Kim J. Seter, Black Hawk- Central City Sanitation District  
Cynthia L. Linker, Black Hawk Community Planning and Development Director  
Stephen Strohming, Gilpin County Community Development Director  
Ray Rears, City of Central Community Development Director