

STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: CB15

ORDINANCE NUMBER: 2024-15

**TITLE: AN ORDINANCE ADOPTING THE CITY OF BLACK HAWK 2024  
REVISED PAY PLAN AND NEW AND REVISED JOB DESCRIPTIONS**

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

Section 1. The City of Black Hawk 2024 Revised Pay Plan and new and revised job descriptions, attached hereto and incorporated herein by this reference is hereby adopted, 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 9<sup>th</sup> day of October, 2024.

  
David D. Spellman, Mayor

ATTEST:

  
Melissa A. Greiner, CMC, City Clerk



## 2024 Draft Salary Ranges

City of Black Hawk FT Job Titles		2024 Salary Range (Updated Oct. 1, 2024)	
Administrative Services		Minimum	Maximum
City Clerk/Administrative Services Director		\$169,082	\$236,715
Human Resources Generalist		\$80,537	\$112,752
Deputy City Clerk		\$81,538	\$114,153
Information Specialist		\$72,031	\$100,843
Community Planning & Development			
Community Planning & Development Director		\$163,815	\$229,341
Development Services Coordinator		\$100,588	\$140,823
Finance Department			
Finance Director		\$167,333	\$234,266
Senior Accountant		\$83,878	\$117,429
IT Manager		\$127,188	\$178,063
IT Systems Analyst		\$96,551	\$135,171
Fire Department			
Fire Chief		\$181,152	\$253,613
Fire Marshal		\$128,251	\$179,551
Fire Captain		\$133,899	\$150,792
Fire Lieutenant		\$122,825	\$138,321
Fire Engineer		\$111,750	\$125,849
Firefighter 1		\$100,676	\$113,378
Firefighter 2		\$90,608	\$102,039
Firefighter 3		\$80,541	\$90,702
Firefighter 4		\$70,473	\$79,364
Executive Administrative Assistant FD		\$71,597	\$100,236
Police Department			
PD Admin			
Police Chief		\$181,796	\$254,514
Police Commander		\$148,584	\$208,018
Police Sergeant		\$126,643	\$177,300
Police Detective & Police Rotational Detective		(Special Assignment Pay +5%)	
Police Officer		\$85,356	\$120,701
Police Recruit		\$77,871	\$77,871
Police Property Evidence/Digital Media Technician II		\$70,270	\$98,378
Police Property Evidence/Digital Media Technician I		\$63,882	\$89,435
Executive Administrative Assistant/Municipal Court Clerk		\$71,597	\$100,236
Records			
Police Records Supervisor		\$80,299	\$112,419
Police Records Specialist		\$53,187	\$74,462
Communications			
Communications Supervisor		\$86,059	\$120,483
Communications Officer III		\$74,499	\$104,298
Communications Officer II		\$69,301	\$97,021
Communications Officer I		\$64,466	\$90,252
Public Works Department			
Administration			
Public Works Director		\$170,397	\$238,556
Maintenance Services Manager		\$122,991	\$172,187
Executive Administrative Assistant PW		\$71,597	\$100,236
Engineering			
City Engineer		\$140,302	\$196,423
GIS Analyst/Engineer Associate		\$88,681	\$124,153
Facilities			
Facilities Maintenance Supervisor		\$93,306	\$130,628
Facilities Maintenance Technician III		\$60,918	\$85,286
Facilities Maintenance Technician II		\$57,470	\$80,458
Facilities Maintenance Technician I		\$54,217	\$75,904
Fleet			
Fleet Supervisor		\$94,258	\$131,961
Fleet Purchasing & Inventory Assistant		\$71,297	\$99,816
Lead Fleet Technician		\$78,148	\$109,408
Fleet Technician III		\$71,044	\$99,462
Fleet Technician II		\$64,585	\$90,420
Fleet Technician I		\$58,714	\$82,200
Fleet Support Technician		\$43,645	\$61,103
Maintenance			
Maintenance Supervisor		\$93,668	\$131,135
Lead Maintenance Worker		\$75,441	\$105,618
Maintenance Worker III		\$61,837	\$86,572
Maintenance Worker II		\$56,216	\$78,702
Maintenance Worker I		\$51,105	\$71,547
Water			
Water Resource Engineer		\$131,134	\$183,588
Water System Superintendent		\$115,926	\$162,296
Lead Water Utility Operator		\$80,038	\$112,053
Water Utility Operator IV		\$69,598	\$97,437
Water Utility Operator III		\$63,271	\$88,579
Water Utility Operator II		\$57,519	\$80,527
Water Utility Operator I		\$52,290	\$73,206

## Job Description Updates

**Fire:** New Firefighter steps associated with 2024 compensation plan review.

Former Job Title: Firefighter & Senior Firefighter

New Job Title: Firefighter IV, III, II, I

*The recommendation to modify the BHFD organizational structure is intended to be consistent with that of comparable organizations. Again, by instituting this change, comparison to other organizations is simplified, creating a clearer pathway for advancement and potentially aiding in recruitment and retention.*

**Police:** New steps associated with 2024 compensation plan review.

Former Job Title: Police Officer I, II, III, IV

New Job Title: Police Officer

Former Job Title: None

New Job Title: Communications Officer III

Former Job Title: None

New Job Title: Police Property Evidence Digital Media Technician II

*The Police Department's compensation plan reviewed twelve comparable agencies in the metropolitan area based on positions. Upon completing the review, it was determined that an opportunity exists to be more consistent with other competitive departments (sworn and non-sworn).*

**Public Works:** New steps associated with 2024 compensation plan review.

Former Job Title: None

New Job Title: Facilities Maintenance Technician III

Former Job Title: None

New Job Title: Fleet Technician III

Former Job Title: None

New Job Title: Maintenance Worker III

*The recommendation to modify the Public Works organization structure is consistent with the competitive set of Cities. Advancement would be based on experience and proficiency criteria. Upon completing the review, it was determined that an opportunity exists to add a third level to Facilities, Fleet, and Maintenance.*

## **CITY OF BLACK HAWK**

### **2024 Job Description**

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<b>JOB TITLE:</b>	<b>Firefighter (IV, III, II, I)</b>	<b>DEPARTMENT:</b> Fire Department
<b>REPORTS TO:</b>	<b>Fire Lieutenant</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>	<b>\$XX,XXX - \$XX,XXX / Annual</b>	

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#### **SUMMARY**

The Firefighter performs general firefighting duties and is required to remain prepared and ready to respond to all calls for assistance. Studies City street maps, pre-fire plans, and other material preparatory to being called on an alarm. Requires a high degree of independent judgment, initiative, and understanding of Fire Department policies, rules and regulations, and the organization's overall goals. Must have an in-depth understanding of fire behavior and response protocols. Must have the ability to understand complex orders and concepts and communicate the same. Must have a good understanding of machinery, preventative vehicle maintenance, and minor vehicle repair.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Firefighter is assigned to a 48/96 shift schedule. When not on an alarm, is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Firefighter spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- The Firefighter must be familiar with the buildings in the City, including the location of the annunciator panel, FDC, standpipe connections, read the panel, and locate the activated alarm device.
- Must maintain a high level of expertise in using all firefighting tools and equipment.
- Read and understand the Policies of the City of Black Hawk, the rules and regulations, and the Standard Operating Guidelines of the Department.
- Conducts studies and recommends to their Fire Lieutenant new or different equipment, methods, and supplies that will most effectively and efficiently accomplish the goals of the Department.
- Responds to alarms of fire or other emergencies and determines the resources needed.
- Attend department meetings and briefings relative to Fire Department operations and activities.
- Teach classes on a variety of subjects to other fire personnel and the community's citizens.
- Answer general questions about the functions of the Fire Department.
- Performs other related duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

- None.

## **MINIMUM QUALIFICATIONS**

The Firefighter must perform each essential duty satisfactorily to be successful. The requirements listed below represent the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods, and techniques of modern firefighting.
- Knowledge of City and the Fire Department organization policies and procedures.
- Knowledge of the principles and practices of the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and establish and maintain an effective and responsive working relationship with superiors and peers.
- Ability to research and prepare a report.
- Ability to analyze emergency situations and adapt quickly, effectively, and professionally.
- Must pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and a detailed background investigation.

## **OTHER SKILLS AND ABILITIES**

The Firefighter must be self-motivated and work well with very little supervision. Must have the ability to establish and maintain effective working relationships with superiors, peers, and the general public.

## **EQUIPMENT USED**

The Firefighter shall be capable of using a multitude of equipment, from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic-powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas, and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, and ambulances, including their associated equipment.

## **EDUCATION AND EXPERIENCE**

The Firefighter shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science/firefighting fields are highly desirable.

- The Firefighter must have a high school diploma or equivalency certificate.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

### **FIREFIGHTER IV**

- Must possess a Colorado Driver's License with a good driving record
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Firefighter I certification.
- Must have NIMS IS-100 and IS-700.
- Must have and maintain at a minimum a NWCG Wildland Firefighter II certification.

### **FIREFIGHTER III**

- Must meet time in rank requirement of a minimum of one year as a Firefighter IV with the City of Black Hawk Fire Department or a comparable career fire department.
- Must possess a Colorado Driver's License with a good driving record
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain an approved IV Therapy certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Firefighter II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Driver Operator certification.
- Must have NIMS IS-200 certification.
- Must have and maintain at a minimum a NWCG Wildland Firefighter II certification.

### **FIREFIGHTER II**

- Must meet time in rank requirement of a minimum of one year as a Firefighter III with the City of Black Hawk Fire Department or a comparable career fire department.
- Must possess a Colorado Driver's License with a good driving record
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain an approved IV Therapy certification.
- Must have and maintain a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification at a minimum.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Driver Operator Pumper certification.

- Must have and maintain at a minimum a NWCG Wildland Firefighter II certification.
- Must be approved to function as a Acting Engineer.

### **FIREFIGHTER I**

- Must meet time in rank requirement of a minimum of one year as a Firefighter II or two years as a Firefighter III with the City of Black Hawk Fire Department or a comparable career fire department.
- Must possess a Colorado Driver's License with a good driving record
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain an approved IV Therapy certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Instructor I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Officer I certification.
- Must have and maintain at a minimum a NWCG Wildland Firefighter II certification.
- Must be approved to function as a Acting Company Officer.

### **COMMUNICATION SKILLS**

The Firefighter must have the ability to read, write, and understand written rules, regulations, policies, and standard operating guidelines. Must be able to read and interpret technical data from trade journals and textbooks. Must be able to respond to common inquiries from the general public and have the ability to present information to superiors and the public effectively.

### **REASONING ABILITY**

The Firefighter must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and simultaneously deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here represent those that a Firefighter must meet to perform this job's essential functions successfully.

- The Firefighter is subject to high-stress situations with little or no warning and may be involved for long periods.
- Could come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Firefighter is regularly required to walk, run, and sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Firefighter is frequently required to detect odors and distinguish colors.

- The Firefighter must regularly lift and/or move more than 100 pounds.
- This job's specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical before employment.
- The Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

## WORK ENVIRONMENT

The work environment characteristics described here represent those a Firefighter encounters while performing the essential functions of their job.

- While performing the duties of this job, the Firefighter regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in highly precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Firefighter frequently drives or is a passenger in large apparatus operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Firefighter may be required to be seated for long 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 those authorized to work and live in the United States.

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

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



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

<b>JOB TITLE:</b>	<b>Police Officer I</b>	<b>DEPARTMENT:</b>	<b>Police Department</b>
<b>REPORTS TO:</b>	<b>Patrol Sergeant</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<del>\$37,9748 – \$53,1605 / HR</del>		

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**SUMMARY**

Performs general and specialized law enforcement duties in order to preserve public peace, to protect lives, property and the rights of the public. Enforce statutory laws and municipal ordinances. A Police Officer may be assigned to vehicle patrol, foot patrol and residential patrol. Maintains a public service approach towards the community and performs other job-related duties as assigned.

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**DISTINGUISHING CHARACTERISTICS**

Police Officers comprise the largest number of sworn officers in the Department. The Police Officer rank is part of a nine step pay grade, divided into four pay grade levels: Police Officer I, II, III and IV. A Police Officer I is considered an introductory officer. A Police Officer I may advance through the steps to Police Officer II upon the successful completion of his/her introductory period and then meets yearly training requirements of Police Officer set forth by Colorado POST and additional training set forth by the department's needs.

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**SUPERVISION RECEIVED**

Patrol Sergeants provide general supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Patrol assigned area in a motorized vehicle or on foot to prevent and detect crime.
- Provide rescue and first aid assistance as needed.
- Respond as dispatched to calls involving traffic accidents, crimes, and emergency situations.
- Communicate effectively and coherently over law enforcement radio channels while initiated and responding to radio communications.
- Operate a variety of tools and equipment specific to law enforcement duties to include a police radio, baton, handcuffs, handgun, various firearms and other weapons as required.
- Incumbents may perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing a minimum of 100 pounds.

- Prepare a variety of reports including criminal offense reports, accident reports, non-criminal incident reports, affidavits, and summonses.
- Prepare cases for prosecution and appear in court as a witness.
- Visit residences and businesses to establish a rapport, gain knowledge of businesses in the community and recognize quality of life issues.
- Collect, preserve and transport physical evidence.
- Investigate and act on municipal code violations, criminal statutes and traffic laws. Issue warnings, citations or makes arrests and transports prisoners when warranted.
- Respond to citizens' and visitors' questions or requests for assistance and performs numerous other activities in support of the community policing philosophy.
- Assist and cooperate with other law enforcement and public safety agencies.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern approved principles and practices of police work.
- Controlling laws and ordinances, modern investigation and interviewing techniques.
- Crime scene processing procedures.
- First aid techniques.

### **Ability to:**

- Interact tactfully, firmly and courteously with the public to obtain information through effective interviews and interrogation.
- Communicate clearly, concisely and effectively, orally and in writing.
- Analyze situations quickly and objectively to determine the proper courses of action to be taken.
- Deescalate situations utilizing verbal skills.
- Use of equipment, firearms, and vehicles used in law enforcement work.
- Read, analyze, and interpret general Department periodicals, professional journals, policies and procedures, or governmental regulations.
- Respond to common inquiries from the general public, citizens, regulatory, or law enforcement agencies.
- Write reports, and business correspondence.

### **Certifications:**

- Valid Colorado driver's license with safe driving record.
- Certified as having successfully completed the basic course of an accredited police academy meeting **P**eace **O**fficer **S**tandards and **T**raining requirements.
- Current First Aid and C.P.R. card.

### **Age:**

- Must be at least 21 years of age at time of appointment.

## **EXPERIENCE AND EDUCATION**

### **Experience:**

- None

### **Education:**

- High school diploma or general education degree (GED).
- Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado Peace Officer Standards and Training requirements.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be exposed to situations in which there are dangerous or deadly weapons.
- May be required to use physical force to restrain violent, combative individuals.
- May be required to use or be subjected to deadly physical force.
- May be involved in high-stress situations with little or no warning and be involved for long periods of time.
- May come into contact with individuals who have been exposed to infectious or contagious diseases.
- While performing the duties of this job, the employees are regularly required to walk, sit, use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee is regularly required to stand long periods of time and detect odors.
- The employee must regularly lift and/or move more than 100 pounds.
- The employee must be able to wear police uniform and related necessary equipment that can weigh up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision should be correctable to 20/20.
- May work in adverse weather conditions.
- May work near moving mechanical parts and in high, precarious places.
- While performing the duties of this job, the employee may be exposed to blood, other bodily fluids/products, communicable diseases, grease/oil, a variety of fumes or airborne particles, extreme temperatures, solvents or chemicals, electrical hazards, various weather conditions, vehicular traffic and smoke.
- Frequently drives or is a passenger in a motor vehicle. May be seated for long periods of time.
- May operate a motor vehicle in adverse weather conditions. May operate a motor vehicle or be a passenger in a vehicle operated at high speeds.

## NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a credit-reporting bureau.
- Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include but not limited to seat belts, body armor, safety glasses, ear protection etc.
- Must be able to perform in a busy environment with frequent interruptions.
- Willingness to work rotating shifts including nights, weekends and holidays.

## ADDITIONAL REQUIREMENTS FOR POLICE OFFICER ADVANCEMENT

See Police Officer Advancement Addendums for specific job-related duties of Police Officers ~~I, II, III and IV~~ to move through the nine-step pay plan,

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## COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

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

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

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

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<b>JOB TITLE:</b>	<b>Police Officer</b>	<b>DEPARTMENT:</b> Police Department
<b>REPORTS TO:</b>	<b>Patrol Sergeant</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>		

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**SUMMARY**

Performs general and specialized law enforcement duties in order to preserve public peace, to protect lives, property and the rights of the public. Enforce statutory laws and municipal ordinances. A Police Officer may be assigned to vehicle patrol, foot patrol and residential patrol. Maintains a public service approach towards the community and performs other job-related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Police Officers comprise the largest number of sworn officers in the Department. The Police Officer rank is part of a nine-step pay grade. A Police Officer may advance through the steps upon successfully completing his/her introductory period and then meets the yearly training requirements of Police Officers set forth by Colorado POST and additional training set forth by the department's needs.

**SUPERVISION RECEIVED**

Patrol Sergeants provide general supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Patrol assigned area in a motorized vehicle or on foot to prevent and detect crime.
- Provide rescue and first aid assistance as needed.
- Respond as dispatched to calls involving traffic accidents, crimes, and emergency situations.
- Communicate effectively and coherently over law enforcement radio channels while initiated and responding to radio communications.
- Operate a variety of tools and equipment specific to law enforcement duties to include a police radio, baton, handcuffs, handgun, various firearms and other weapons as required.
- Incumbents may perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing a minimum of 100 pounds.
- Prepare a variety of reports including criminal offense reports, accident reports, non-criminal incident reports, affidavits, and summonses.

- Prepare cases for prosecution and appear in court as a witness.
- Visit residences and businesses to establish a rapport, gain knowledge of businesses in the community and recognize quality of life issues.
- Collect, preserve and transport physical evidence.
- Investigate and act on municipal code violations, criminal statutes and traffic laws. Issue warnings, citations or makes arrests and transports prisoners when warranted.
- Respond to citizens' and visitors' questions or requests for assistance and performs numerous other activities in support of the community policing philosophy.
- Assist and cooperate with other law enforcement and public safety agencies.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern approved principles and practices of police work.
- Controlling laws and ordinances, modern investigation, and interviewing techniques.
- Crime scene processing procedures.
- First aid techniques.

### **Ability to:**

- Interact tactfully, firmly, and courteously with the public to obtain information through effective interviews and interrogation.
- Communicate clearly, concisely, and effectively, orally and in writing.
- Analyze situations quickly and objectively to determine the proper courses of action to be taken.
- Deescalate situations utilizing verbal skills.
- Use of equipment, firearms, and vehicles used in law enforcement work.
- Read, analyze, and interpret general Department periodicals, professional journals, policies and procedures, or governmental regulations.
- Respond to common inquiries from the general public, citizens, regulatory, or law enforcement agencies.
- Write reports and business correspondence.

### **Certifications:**

- Valid Colorado driver's license with safe driving record.
- Certified as having successfully completed the basic course of an accredited police academy meeting **Peace Officer Standards and Training** requirements.
- Current First Aid and C.P.R. card.

### **Age:**

- Must be at least 21 years of age at time of appointment.

## **EXPERIENCE AND EDUCATION**

### **Experience:**

- None

### **Education:**

- High school diploma or general education degree (GED).
- Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado Peace Officer Standards and Training requirements.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be exposed to situations in which there are dangerous or deadly weapons.
- May be required to use physical force to restrain violent, combative individuals.
- May be required to use or be subjected to deadly physical force.
- May be involved in high-stress situations with little or no warning and be involved for long periods of time.
- May come into contact with individuals who have been exposed to infectious or contagious diseases.
- While performing the duties of this job, the employees are regularly required to walk, sit, use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee is regularly required to stand long periods of time and detect odors.
- The employee must regularly lift and/or move more than 100 pounds.
- The employee must be able to wear police uniform and related necessary equipment that can weigh up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision should be correctable to 20/20.
- May work in adverse weather conditions.
- May work near moving mechanical parts and in high, precarious places.
- While performing the duties of this job, the employee may be exposed to blood, other bodily fluids/products, communicable diseases, grease/oil, a variety of fumes or airborne particles, extreme temperatures, solvents or chemicals, electrical hazards, various weather conditions, vehicular traffic, and smoke.
- Frequently drives or is a passenger in a motor vehicle. May be seated for long periods of time.
- May operate a motor vehicle in adverse weather conditions. May operate a motor vehicle or be a passenger in a vehicle operated at high speeds.

## NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to a polygraph examination, psychological assessment, and statement from a credit-reporting bureau.
- Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include but not limited to seat belts, body armor, safety glasses, ear protection etc.
- Must be able to perform in a busy environment with frequent interruptions.
- Willingness to work rotating shifts, including nights, weekends, and holidays.

## ADDITIONAL REQUIREMENTS FOR POLICE OFFICER ADVANCEMENT

See Police Officer Advancement Addendums for specific job-related duties of Police Officers to move through the nine-step pay plan

## COMMENTS

The intent of this classification is to describe the types of job tasks, levels of responsibility, and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

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

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



**CITY OF BLACK HAWK  
2024 Job Description**

**JOB TITLE:** Communications Officer II  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Communication Supervisor  
**EXEMPT:** No  
**SALARY RANGE:** \$30.6287 – \$42.8802 / HR add new salary rage

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**SUMMARY**

Under the direction and supervision of the Administrative Commander, the Communications Officer II serves as a team member with other personnel. As a Communications Officer II, the employee is responsible for the operation of the emergency communications console including the receipt of calls and proper dispatch of appropriate equipment and personnel to provide assistance to the citizens of Black Hawk in the areas of Police, Fire and Emergency Medical Services.

**DISTINGUISHING CHARACTERISTICS**

Communications Officer Rank is divided into two three pay grade levels: Communications Officer I, and II, and III. A Communications Officer III is a Communications Officer II who has successfully completed Communications Officer Training and an additional 12 months as a Communications Officer II and meets the requirements and additional training of a Communications Officer II.

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**SUPERVISION EXERCISED**

Generally, a Communications Officer does not supervise other employees. A Communications Officer II may be assigned specific supervisory duties by the Communication Supervisor Administrative Commander or higher rank.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The listed examples of work are not intended to be all-inclusive. They establish a flexible, functional base from which the employee operates. Duties may include, but are not limited to the following:

- Answers incoming phone calls which include; emergency and non-emergency calls for Police, Fire, Rescue and Public Works. Interviews callers to gather and record information in order to properly dispatch appropriate personnel and equipment.
- Studies geographical locations in order to dispatch the nearest available and most appropriate personnel.
- Operates FCC approved radio equipment in order to properly dispatch non-emergency and emergency personnel and equipment in a timely and efficient manner.
- Prioritizes routine requests for service on the basis of nature of call and availability of field units.
- Monitors and answers several radio frequencies of local services; also monitors additional frequencies for adjacent jurisdictions.

- Verifies completeness of information on documents for accuracy; assigns case report numbers; researches files for documenting paperwork.
- Maintains accurate and current awareness of the status and location of all personnel and equipment.
- Operates computer terminals to enter, query, modify and/or delete data from the NCIC/CCIC and CAD computer systems. Sends and receives information from various government agencies.
- Responds to a variety of routine and non-routine inquiries by telephone or in person requiring a working knowledge of departmental policies and applicable laws. Provides after hours informational assistance to the general public.
- Monitors building security via video monitors; monitors the main lobby/reception area, officer booking area, holding cell and prisoner receiving area.
- Assists in the training of new personnel in the operation of division equipment, methods and procedures.
- Processes Black Hawk Municipal Court bonds.
- Receives messages for various members of the Police Department.
- Receive, sort, disseminate, log, processes and files a variety of documents, reports, and other records alphabetically, numerically or by other established classification. Removes material from files upon request; checks records and papers for completeness and compliance with established standards and procedures; distributes reports to other divisions; uses independent judgment.
- May receive special assignments under the direct supervision of the Administrative Lieutenant relative to research and preparation of policy and procedure issues, training, development, etc.; is assigned special assignments in addition to regular duties (e.g. warrant entry, CCIC verification of records, NIBRS entry etc.); is assigned as team coordinators over communications functions (e.g. CCIC/NCIC, warrants, Code Red, SOPs, etc.).
- Is an instructor in communications disciplines (e.g. EMD, Code Red, CTO, etc.).
- Court Appearance – May appear in court to offer testimony relative to job for criminal and civil cases.
- Attends and participates in prescribed courses of classroom instruction and field observation (e.g. ride-along with criminal justice agencies); other training designed to improve one's abilities as a Communications Officer; (e.g. EMD training).

**Language Skills:**

- Understanding of the ability to read and comprehend instructions relating to Law Enforcement. Ability to type short correspondence clearly and concisely, using acceptable grammar, punctuation and spelling; sends teletypes via the CBI computer.
- Ability to speak in a clear, concise and understandable manner and comprehend various types of information, accounts of past events, directions, explanations and ideas.

- Ability to speak effectively and calmly with persons of diverse cultural and educational backgrounds.

**Mathematical Skills:**

- Ability to add, subtract, multiply and divide.
- Research techniques and procedures.
- Knowledge of all office procedures and computer software programs.
- Basic legal terms and concepts of criminal law.
- Organization procedures and operating details of a Law Enforcement Communications Center.

**Ability to:**

- Apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and emergency situations; make sound decisions in a timely manner; recognize and appraise crisis or emergency and non-emergency situations. Evaluate alternative courses of action and select the most acceptable course.
- Speak in a clear, understandable manner with proper pronunciation, projecting voice clearly; effectively use police radio and city telephone system.
- Listen to several conversations simultaneously and distinguish important factors from each.
- Be sensitive to the feelings of others and resolve conflicts in ways that do not arouse antagonism, displaying the ability to calm emotional people, listening with empathy and projecting a feeling of trust.
- Ability to develop and maintain effective working relationships with co-workers, supervisors, city personnel, state, county and federal authorities, civic leaders and the general public.
- Ability to assert self when necessary.
- Adjust and maintain composure and perform effectively in stressful situations; exercise restraint when dealing with irate or hostile persons, both in person and by telephone contact. Manage conflict effectively.
- Adapt to changes in work environment – changes in work schedules, shift changes, managing multiple tasks based on priority, changes in technology, sudden stressful situations.
- Be reliable, thorough, punctual, accurate, and assume responsibility for actions. Work with minimal or no supervision.
- Demonstrate history of personal and professional honesty and integrity.
- Follow orders, rules and regulations; has shown a history of compliance with municipal, state and federal laws and statutes.
- Accept criticism in a positive manner; demonstrate the ability to accept responsibility for one's own mistakes and learn from past mistakes, both personal and those of others.

## PHYSICAL DEMANDS

Perform the essential job functions physically. Maintain physical condition and fitness to meet the demands as follows:

- Ability to work varied hours, shifts and adjust sleep patterns.
- Ability to sit for extended periods of time, position oneself in front of various computer workstations, ability to function for extended periods of time.
- Ability to carry out light, physical work to include handling objects up to 25 pounds occasionally and/or up to 10 pounds frequently.
- Ability to reach overhead and bend down to retrieve items and documents from various locations.
- Ability to hear within an acceptable range to carry out conversations and understand relevant facts of an urgent nature over the radio, telephone and in person.
- Ability to reach, stoop, hear, see, bend and touch within levels that the essential job functions can be accomplished.
- Ability to pass a general physical exam and drug screen testing.
- Ability to pass a written exam, typing test, spelling test and oral interview.

## EXPERIENCE AND EDUCATION

Any combination of education and/or experience that would likely provide the required knowledge, skills and abilities. Example combination may include:

### Experience

~~Completion of the CTO program plus 12 months as a Black Hawk Communications Officer II and continuation of training.~~

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Demonstrate ability to type 20 correct words per minute.

### Education

Equivalent to completion of the twelfth grade.

## CERTIFICATES, LICENSES, REGISTRATIONS

Must hold current certification in the following:

- CCIC/NCIC ADVANCED OPERATIONS
- EMERGENCY MEDICAL DISPATCHING
- NOTARY PUBLIC – STATE OF COLORADO
- CPR/First Aid

## NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a computer simulation examination, psychological assessment and statement from a credit-reporting bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include but not limited to: seatbelts, safety glasses, and ear protection, if needed.

## ADDITIONAL REQUIREMENTS FOR COMMUNICATIONS OFFICER ADVANCEMENT

See Communications Officer Advancement addendums for specific job-related duties of Communications Officer II.

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## COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

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

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

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

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<b>JOB TITLE:</b>	<b>Communications Officer III</b>	<b>DEPARTMENT:</b> Police Department
<b>REPORTS TO:</b>	<b>Communication Supervisor</b>	<b>EXEMPT:</b> No
<b>SALARY RANGE:</b>		

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**SUMMARY**

Under the direction and supervision of the Communication Supervisor, the Communications Officer III serves as a team member with other personnel. As a Communications Officer III, the employee is responsible for the operation of the emergency communications console, including the receipt of calls and proper dispatch of appropriate equipment and personnel to provide assistance to the citizens of Black Hawk in the areas of Police, Fire, and Emergency Medical Services.

**DISTINGUISHING CHARACTERISTICS**

Communications Officer Rank is divided into three pay grade levels: Communications Officer I, II, and III. A Communications Officer III is a Communications Officer II who has successfully completed 12 months as a Communications Officer II and meets the requirements and additional training of a Communications Officer II.

**SUPERVISION EXERCISED**

Generally, a Communications Officer does not supervise other employees. A Communications Officer III may be assigned specific supervisory duties by the Communication Supervisor or higher rank.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The listed examples of work are not intended to be all-inclusive. They establish a flexible, functional base from which the employee operates. Duties may include, but are not limited to, the following:

- Answers incoming phone calls which include; emergency and non-emergency calls for Police, Fire, Rescue and Public Works. Interviews callers to gather and record information in order to properly dispatch appropriate personnel and equipment.
- Studies geographical locations in order to dispatch the nearest available and most appropriate personnel.
- Operates FCC approved radio equipment in order to properly dispatch non-emergency and emergency personnel and equipment in a timely and efficient manner.
- Prioritizes routine requests for service on the basis of nature of call and availability of field units.
- Monitors and answers several radio frequencies of local services; also monitors additional frequencies for adjacent jurisdictions.

- Verifies completeness of information on documents for accuracy; assigns case report numbers; researches files for documenting paperwork.
- Maintains accurate and current awareness of the status and location of all personnel and equipment.
- Operates computer terminals to enter, query, modify and/or delete data from the NCIC/CCIC and CAD computer systems. Sends and receives information from various government agencies.
- Responds to a variety of routine and non-routine inquiries by telephone or in person requiring a working knowledge of departmental policies and applicable laws. Provides after-hours informational assistance to the general public.
- Monitors building security via video monitors; monitors the main lobby/reception area, officer booking area, holding cell, and prisoner receiving area.
- Assists in the training of new personnel in the operation of division equipment, methods and procedures.
- Processes Black Hawk Municipal Court bonds.
- Receives messages for various members of the Police Department.
- Receive, sort, disseminate, log, process, and file a variety of documents, reports, and other records alphabetically, numerically, or by other established classification. Removes material from files upon request; checks records and papers for completeness and compliance with established standards and procedures; distributes reports to other divisions; uses independent judgment.
- May receive special assignments under the direct supervision of the Administrative Lieutenant relative to research and preparation of policy and procedure issues, training, development, etc.; is assigned special assignments in addition to regular duties (e.g. warrant entry, CCIC verification of records, NIBRS entry etc.); is assigned as team coordinators over communications functions (e.g. CCIC/NCIC, warrants, Code Red, SOPs, etc.).
- Is an instructor in communications disciplines (e.g. EMD, Code Red, CTO, etc.).
- Court Appearance – May appear in court to offer testimony relative to job for criminal and civil cases.
- Attends and participates in prescribed courses of classroom instruction and field observation (e.g., ride-along with criminal justice agencies); other training designed to improve one's abilities as a Communications Officer (e.g., EMD training).

#### **Language Skills:**

- Understanding of the ability to read and comprehend instructions relating to Law Enforcement. Ability to type short correspondence clearly and concisely, using acceptable grammar, punctuation, and spelling; sends teletypes via the CBI computer.
- Ability to speak in a clear, concise, and understandable manner and comprehend various types of information, accounts of past events, directions, explanations, and ideas.

- Ability to speak effectively and calmly with persons of diverse cultural and educational backgrounds.

#### **Mathematical Skills:**

- Ability to add, subtract, multiply, and divide.
- Research techniques and procedures.
- Knowledge of all office procedures and computer software programs.
- Basic legal terms and concepts of criminal law.
- Organization procedures and operating details of a Law Enforcement Communications Center.

#### **Ability to:**

- Apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and emergency situations; make sound decisions in a timely manner; recognize and appraise crisis or emergency and non-emergency situations. Evaluate alternative courses of action and select the most acceptable course.
- Speak in a clear, understandable manner with proper pronunciation, projecting voice clearly; effectively use police radio and city telephone system.
- Listen to several conversations simultaneously and distinguish important factors from each.
- Be sensitive to the feelings of others and resolve conflicts in ways that do not arouse antagonism, displaying the ability to calm emotional people, listening with empathy and projecting a feeling of trust.
- Ability to develop and maintain effective working relationships with co-workers, supervisors, city personnel, state, county and federal authorities, civic leaders and the general public.
- Ability to assert self when necessary.
- Adjust and maintain composure and perform effectively in stressful situations; exercise restraint when dealing with irate or hostile persons, both in person and by telephone contact. Manage conflict effectively.
- Adapt to changes in work environment – changes in work schedules, shift changes, managing multiple tasks based on priority, changes in technology, sudden stressful situations.
- Be reliable, thorough, punctual, accurate, and assume responsibility for actions. Work with minimal or no supervision.
- Demonstrate history of personal and professional honesty and integrity.
- Follow orders, rules and regulations; has shown a history of compliance with municipal, state and federal laws and statutes.
- Accept criticism in a positive manner; demonstrate the ability to accept responsibility for one's own mistakes and learn from past mistakes, both personal and those of others.



## **PHYSICAL DEMANDS**

Perform the essential job functions physically. Maintain physical condition and fitness to meet the demands as follows:

- Ability to work varied hours, shifts and adjust sleep patterns.
- Ability to sit for extended periods of time, position oneself in front of various computer workstations, ability to function for extended periods of time.
- Ability to carry out light, physical work to include handling objects up to 25 pounds occasionally and/or up to 10 pounds frequently.
- Ability to reach overhead and bend down to retrieve items and documents from various locations.
- Ability to hear within an acceptable range to carry out conversations and understand relevant facts of an urgent nature over the radio, telephone and in person.
- Ability to reach, stoop, hear, see, bend and touch within levels that the essential job functions can be accomplished.
- Ability to pass a general physical exam and drug screen testing.
- Ability to pass a written exam, typing test, spelling test and oral interview.

## **EXPERIENCE AND EDUCATION**

Any combination of education and/or experience that would likely provide the required knowledge, skills, and abilities. Example combination may include:

### **Experience**

12 months as a Black Hawk Communications Officer II and continuation of training.

Demonstrate the ability to type 20 correct words per minute.

### **Education**

Equivalent to completion of the twelfth grade.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold current certification in the following:

- CCIC/NCIC ADVANCED OPERATIONS
- EMERGENCY MEDICAL DISPATCHING
- NOTARY PUBLIC – STATE OF COLORADO
- CPR/First Aid

## NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a computer simulation examination, psychological assessment and statement from a credit-reporting bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include but not limited to: seatbelts, safety glasses, and ear protection, if needed.

## ADDITIONAL REQUIREMENTS FOR COMMUNICATIONS OFFICER ADVANCEMENT

See Communications Officer Advancement addendums for specific job-related duties of Communications Officer III

## COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

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

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

CITY OF BLACK HAWK  
2024 Job Description

JOB TITLE: Police Property & Evidence Technician/Digital Media Technician II DEPARTMENT: Police Department

REPORTS TO: ~~Administration Commander~~ Records Supervisor EXEMPT: No

SALARY RANGE: ~~\$29,8217 – \$41,7504 / HR~~

add new pay range

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### SUMMARY

The Evidence Technician / Digital Media Technician II is a non-sworn classified position responsible for providing functions associated with maintaining, preserving, disposing, and processing evidence collected by officers daily. The Evidence Technician / Digital Media Technician II is also responsible for collecting, storing, and disseminating all digital evidence, including body-worn camera footage, surveillance footage, and dispatch audio recordings. This employee must be a self-starter and work under minimal supervision. This employee has access to sensitive and confidential information and must adhere to strict policies concerning evidence preservation. The employee must keep current with laws, relevant legal opinions, and the Colorado Criminal Justice Records Act. This employee must be able to communicate effectively with all employees within the City, in addition to law enforcement agencies, the District Attorney's Office, vendors, and citizens. The employee must be able to prioritize the workload and effectively multi-task. The employee must be very knowledgeable in the area of grammar and spelling.

### DISTINGUISHING CHARACTERISTICS

The Evidence Technician / Digital Media Technician Rank is divided into two pay grade levels: Evidence Technician / Digital Media Technician I and II. An Evidence Technician / Digital Media Technician II is an Evidence Technician / Digital Media Technician I who has successfully completed Evidence Technician / Digital Media Technician I training and an additional 12 months as an Evidence Technician / Digital Media Technician I and meets the requirements of an Evidence Technician / Digital Media Technician II.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES (PHYSICAL EVIDENCE)

- Responsible for maintaining a complete and accurate chain of custody for all property and police evidence from intake through disposition.
- Ensures timely evidence disposition through workflow processes established with the Records Supervisor.
- Retrieves evidence from patrol evidence lockers, logs evidence into the evidence software, and stores in evidence vault daily.
- Maintains a secure environment to ensure evidence is not altered, lost, stolen, or damaged.
- Processes and researches District, County, and Municipal Court case dispositions.

- Submits recovered counterfeit currency to the Secret Service.
- Manages impounded vehicle inventory and processes all paperwork needed by the Colorado Department of Revenue and the City's contracted Tow Companies.
- Maintains a running inventory of all evidence equipment, including drug testing kits, blood testing supplies, and evidence packaging supplies.
- Assists with creating and updating Standard Operating Procedures for the Evidence Division.
- Creates a monthly report for incoming evidence and disposal of evidence.

- Effectively represents the organization to department employees, customers, other City departments, other criminal justice agencies, and the general public.
- Composes a variety of correspondence independently without verbal or written instruction.
- Maintains and cleans drying bins used for wet and bloody clothing.
- Trains officers on proper evidence processing and packaging.
- Organizes and coordinates drug burns with other agencies.
- Responsible for compliance with Colorado Department of Public Health and Environment requirements and maintenance of the air permit required for drug burn operations.
- Meets with victims, attorneys, and other law enforcement agencies as needed. Acts as a liaison between the department and other agencies as required in the judicial process, including testifying in court cases relevant to the Chain of Custody.
- Maintains all property and evidence in a secure environment with the ability to locate it promptly.
- Sends postcards and certified mailings to legal owners of property for their return. Uses evidence software to keep track of personal property timelines for timely destruction or release.
- Testifies in court regarding evidence chain of custody.
- Understands and keeps current with State Statutes and City Ordinances and best practices regarding evidence storage, disposition, and retention.
- Handles potentially hazardous materials and stores them properly to ensure employee safety and evidence integrity.
- Handles firearms, drugs, and contaminated items safely.
- Ensures regular audits of the Evidence room are conducted.
- Cleans equipment as needed and identifies equipment needing repairs.
- Transports items to and from the Colorado Bureau of Investigation Denver Forensic Science Laboratory for testing.
- Checks in and out evidence to detectives and patrol officers for court appearances.
- Works with the District Attorney's office to have evidence present at Jury Trials when required.
- Maintains the satellite evidence vault.
- Ensures proper storage of DNA, blood, and sexual assault kits.
- Conducts thorough research into cases using the Colorado State Courts – Data Access system and Municipal Court Software to ensure proper evidence retention.
- Performs general clerical tasks, including answering telephone calls, entering data into a computer, making copies, sending/receiving email.
- Prepares typed documents and forms as needed.
- Scans documents and attaches files in records management software.
- Wears necessary safety equipment while performing essential job duties.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (DIGITAL EVIDENCE)**

Digital evidence includes but is not limited to; body-worn camera footage, surveillance footage, recordings of radio and phone (911), audio recording of interviews, and computer-aided dispatch notes.

- Prepares and distributes digital evidence/media Discovery requests for the District Attorney's Office and Municipal Court Clerk.
- Prepares public requests for digital media, including redaction according to the Colorado Criminal Justice Records Act.
- Performs various digital and media-related tasks related to the storage, release, and redaction of body-worn camera digital media, digital surveillance footage held as evidence, and dispatch audio recordings.
- Assumes responsibility for chain of custody, storage, and final disposition of all body-worn camera evidence.
- Maintains inventory of and inspects body-worn camera equipment.
- Maintains a safe and secure environment to ensure digital evidence is not altered, lost, stolen, or damaged.
- Ensures all body-worn camera recording footage is properly cataloged and can be easily accessed and cross-referenced with case files.
- Reviews and modifies recordings, when appropriate, to ensure the privacy and safety of victims and innocent bystanders.
- Assists with quality assurance of body-worn camera functions.
- Operates a computer to enter, retrieve, review or modify data.
- Verifies accuracy of data entered by Police Officers and makes corrections.
- Manages and evaluates the storage capacity for all digital evidence.

## **SUPERVISION RESPONSIBILITIES**

Supervise as prescribed by law the destruction of evidence including, but not limited to, hazardous materials, drugs, and personal property. Supervise regular, accurate audits of evidence vaults. No employee supervision responsibilities.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern office procedures, techniques, and equipment.
- Software programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Proper work ethics and etiquette on the telephone and in person with co-workers, vendors, citizens, visitors, District Attorneys, other law enforcement agencies, Colorado Bureau of Investigation, suspects, and victims.
- Numerical and alphabetical filing systems.
- Lexus Nexis for research on defendants, statute of limitations, and permanent cases.
- Fully responsible for the function and operation of evidence section.

**Ability to:**

- Follow precise directions given by supervisors and working under minimal supervision.
- Work in an enclosed environment.
- Understand clerical support operations.
- Be a skilled problem solver to achieve logical solutions.
- Use resources effectively and efficiently.
- Maintain confidentiality of very sensitive information.
- Discern difference between original and duplicate documents.
- Anticipate and identify needs of the department and advise supervisor.
- Be a team player and establish and maintain an effective and responsive working relationship with peers.
- Maintain a professional demeanor in and out of the office.
- Work on projects with brief deadlines, exercising sound judgment when prioritizing work.
- Operate a City vehicle for transporting evidence.
- Handle hazardous materials such as syringes, blood, razor blades, ammunition, firearms, drugs, knives, and other weapons safely.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Ability to perform the essential physical job functions. Maintain physical condition and fitness to meet the demands as follows:

- Sit for extended periods; perform job functions positioned in front of various computer workstations for extended periods.
- Carry out light physical work to occasionally handle objects up to 25 pounds and/or up-to 10 pounds frequently.
- Reach overhead and bend down to retrieve items and documents from various locations.
- Hear within an acceptable range to carry out conversations and understand relevant facts of an urgent nature over the telephone and in person.
- Reach, stoop, hear, see, bend, and touch within levels that the essential job functions can be accomplished.
- Climb ladders and/or step stools.
- Ascend and descend several stairs while carrying items of evidence.

**NECESSARY REQUIREMENTS**

- Must be able to pass a thorough background investigation, including but not limited to a polygraph examination, psychological assessment, and statement from a Credit Reporting Bureau. Applicants with a conviction record for serious misdemeanors or felony crimes will be disqualified.

- Must be able to perform in a busy environment with frequent interruptions.
- Employees are expected to follow all types of safety rules and use the department-provided safety equipment to include, but not limited to, seat belts, body armor, safety glasses, ear protection, etc.

#### **EXPERIENCE and/or TRAINING**

- Two years office work experience with customer service experience.
- Experience in documentation, record keeping, and inventory systems.
- High School Diploma or GED
- Must possess a valid Colorado driver's license with a good driving record.
- Must obtain certification from the International Association for Property and Evidence within one year of employment.

#### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

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

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



## CITY OF BLACK HAWK 2024 Job Description

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<b>JOB TITLE:</b>	<b>Police Property &amp; Evidence Technician/Digital Media Technician II</b>	<b>DEPARTMENT:</b>	<b>Police Department</b>
<b>REPORTS TO:</b>	<b>Records Supervisor</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>			

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### **SUMMARY**

The Evidence Technician / Digital Media Technician II is a non-sworn classified position responsible for providing functions associated with maintaining, preserving, disposing, and processing evidence collected by officers daily. The Evidence Technician / Digital Media Technician II is also responsible for collecting, storing, and disseminating all digital evidence, including body-worn camera footage, surveillance footage, and dispatch audio recordings. This employee must be a self-starter and work under minimal supervision. This employee has access to sensitive and confidential information and must adhere to strict policies concerning evidence preservation. The employee must keep current with laws, relevant legal opinions, and the Colorado Criminal Justice Records Act. This employee must be able to communicate effectively with all employees within the City, in addition to law enforcement agencies, the District Attorney's Office, vendors, and citizens. The employee must be able to prioritize the workload and effectively multi-task. The employee must be very knowledgeable in the area of grammar and spelling.

### **DISTINGUISHING CHARACTERISTICS**

The Evidence Technician / Digital Media Technician Rank is divided into two pay grade levels: Evidence Technician / Digital Media Technician I and II. An Evidence Technician / Digital Media Technician II is an Evidence Technician / Digital Media Technician I who has successfully completed Evidence Technician / Digital Media Technician I training and an additional 12 months as an Evidence Technician / Digital Media Technician I and meets the requirements of an Evidence Technician / Digital Media Technician II.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (PHYSICAL EVIDENCE)**

- Responsible for maintaining a complete and accurate chain of custody for all property and police evidence from intake through disposition.
- Ensures timely evidence disposition through workflow processes established with the Records Supervisor.
- Retrieves evidence from patrol evidence lockers, logs evidence into the evidence software, and stores in evidence vault daily.
- Maintains a secure environment to ensure evidence is not altered, lost, stolen, or damaged.
- Processes and researches District, County, and Municipal Court case dispositions.
- Submits recovered counterfeit currency to the Secret Service.

- Manages impounded vehicle inventory and processes all paperwork needed by the Colorado Department of Revenue and the City's contracted Tow Companies.
- Maintains a running inventory of all evidence equipment, including drug testing kits, blood testing supplies, and evidence packaging supplies.
- Assists with creating and updating Standard Operating Procedures for the Evidence Division.
- Creates a monthly report for incoming evidence and disposal of evidence.
- Effectively represents the organization to department employees, customers, other City departments, other criminal justice agencies, and the general public.
- Composes a variety of correspondence independently without verbal or written instruction.
- Maintains and cleans drying bins used for wet and bloody clothing.
- Trains officers on proper evidence processing and packaging.
- Organizes and coordinates drug burns with other agencies.
- Responsible for compliance with Colorado Department of Public Health and Environment requirements and maintenance of the air permit required for drug burn operations.
- Meets with victims, attorneys, and other law enforcement agencies as needed. Acts as a liaison between the department and other agencies as required in the judicial process, including testifying in court cases relevant to the Chain of Custody.
- Maintains all property and evidence in a secure environment with the ability to locate it promptly.
- Sends postcards and certified mailings to legal owners of property for their return. Uses evidence software to keep track of personal property timelines for timely destruction or release.
- Testifies in court regarding evidence chain of custody.
- Understands and keeps current with State Statutes and City Ordinances and best practices regarding evidence storage, disposition, and retention.
- Handles potentially hazardous materials and stores them properly to ensure employee safety and evidence integrity.
- Handles firearms, drugs, and contaminated items safely.
- Ensures regular audits of the Evidence room are conducted.
- Cleans equipment as needed and identifies equipment needing repairs.
- Transports items to and from the Colorado Bureau of Investigation Denver Forensic Science Laboratory for testing.
- Checks in and out evidence to detectives and patrol officers for court appearances.
- Works with the District Attorney's office to have evidence present at Jury Trials when required.
- Maintains the satellite evidence vault.
- Ensures proper storage of DNA, blood, and sexual assault kits.
- Conducts thorough research into cases using the Colorado State Courts – Data Access system and Municipal Court Software to ensure proper evidence retention.
- Performs general clerical tasks, including answering telephone calls, entering data into a computer, making copies, sending/receiving email.
- Prepares typed documents and forms as needed.
- Scans documents and attaches files in records management software.
- Wears necessary safety equipment while performing essential job duties.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (DIGITAL EVIDENCE)**

Digital evidence includes but is not limited to; body-worn camera footage, surveillance footage, recordings of radio and phone (911), audio recording of interviews, and computer-aided dispatch notes.

- Prepares and distributes digital evidence/media Discovery requests for the District Attorney's Office and Municipal Court Clerk.
- Prepares public requests for digital media, including redaction according to the Colorado Criminal Justice Records Act.
- Performs various digital and media-related tasks related to the storage, release, and redaction of body-worn camera digital media, digital surveillance footage held as evidence, and dispatch audio recordings.
- Assumes responsibility for chain of custody, storage, and final disposition of all body-worn camera evidence.
- Maintains inventory of and inspects body-worn camera equipment.
- Maintains a safe and secure environment to ensure digital evidence is not altered, lost, stolen, or damaged.
- Ensures all body-worn camera recording footage is properly cataloged and can be easily accessed and cross-referenced with case files.
- Reviews and modifies recordings, when appropriate, to ensure the privacy and safety of victims and innocent bystanders.
- Assists with quality assurance of body-worn camera functions.
- Operates a computer to enter, retrieve, review or modify data.
- Verifies accuracy of data entered by Police Officers and makes corrections.
- Manages and evaluates the storage capacity for all digital evidence.

## **SUPERVISION RESPONSIBILITIES**

Supervise as prescribed by law the destruction of evidence, including, but not limited to, hazardous materials, drugs, and personal property. Supervise regular, accurate audits of evidence vaults. No employee supervision responsibilities.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern office procedures, techniques, and equipment.
- Software programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Proper work ethics and etiquette on the telephone and in person with co-workers, vendors, citizens, visitors, District Attorneys, other law enforcement agencies, Colorado Bureau of Investigation, suspects, and victims.
- Numerical and alphabetical filing systems.
- Lexus Nexis for research on defendants, statute of limitations, and permanent cases.
- Fully responsible for the function and operation of evidence section.

**Ability to:**

- Follow precise directions given by supervisors and working under minimal supervision.
- Work in an enclosed environment.
- Understand clerical support operations.
- Be a skilled problem solver to achieve logical solutions.
- Use resources effectively and efficiently.
- Maintain confidentiality of very sensitive information.
- Discern difference between original and duplicate documents.
- Anticipate and identify needs of the department and advise supervisor.
- Be a team player and establish and maintain an effective and responsive working relationship with peers.
- Maintain a professional demeanor in and out of the office.
- Work on projects with brief deadlines, exercising sound judgment when prioritizing work.
- Operate a City vehicle for transporting evidence.
- Handle hazardous materials such as syringes, blood, razor blades, ammunition, firearms, drugs, knives, and other weapons safely.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Ability to perform the essential physical job functions. Maintain physical condition and fitness to meet the demands as follows:

- Sit for extended periods; perform job functions positioned in front of various computer workstations for extended periods.
- Carry out light physical work to occasionally handle objects up to 25 pounds and/or up-to 10 pounds frequently.
- Reach overhead and bend down to retrieve items and documents from various locations.
- Hear within an acceptable range to carry out conversations and understand relevant facts of an urgent nature over the telephone and in person.
- Reach, stoop, hear, see, bend, and touch within levels that the essential job functions can be accomplished.
- Climb ladders and/or step stools.
- Ascend and descend several stairs while carrying items of evidence.

**NECESSARY REQUIREMENTS**

- Must be able to pass a thorough background investigation, including but not limited to a polygraph examination, psychological assessment, and statement from a Credit Reporting Bureau. Applicants with a conviction record for serious misdemeanors or felony crimes will be disqualified.

- Must be able to perform in a busy environment with frequent interruptions.
- Employees are expected to follow all types of safety rules and use the department-provided safety equipment to include, but not limited to, seat belts, body armor, safety glasses, ear protection, etc.

#### **EXPERIENCE and/or TRAINING**

- Two years office work experience with customer service experience.
- Experience in documentation, record keeping, and inventory systems.
- High School Diploma or GED
- Must possess a valid Colorado driver's license with a good driving record.
- Must obtain certification from the International Association for Property and Evidence within one year of employment.

#### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

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

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

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

**JOB TITLE:** Facilities Maintenance Technician III **DEPARTMENT:** Public Works  
**REPORTS TO:** Facilities Maintenance Supervisor **EXEMPT:** No  
**SALARY RANGE:** \$, \_\_\_\_\_

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**SUMMARY**

Performs a variety of 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.

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**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Facilities Maintenance Supervisor and Maintenance Services Manager.  
Provides functional technical supervision, mentoring and training of Facility Maintenance Technicians I, II

**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, including main line and replacing faucets.
- Repair and replace copper and plastic pipe.
- Basic troubleshooting and repair HVAC systems.
- Replace lighting, inspect exit sign lighting, emergency lighting, and makes necessary bulb, ballast, and fixture replacement.
- Electrical work, including replacing fans, motors, switches, and outlets, as well as any necessary wiring for new installs.
- 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.

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- Clean and fix air ducts.

- Repair and or replacement of hot water heaters.

- Repair and or replacement of stoves, dishwashers, refrigerators, and garbage disposals.

- Shovel snow at building entrances and building stairways.
- 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 Facility Maintenance Supervisor about city building issues and other City properties.
- Perform monthly elevator tests.
- Assist with performing annual inspections of all city buildings.
- 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.
- 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.
- Vendors to call for emergency repairs.

#### **Ability to:**

- Use a variety of building maintenance and custodial equipment and materials.
- Read and understand building, electrical and plumbing plans.
- 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.

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- Work early morning hours, weekends, and holidays.
- Safely operate a City vehicle and equipment.
- Use standard office equipment including, personal computer for word processing, spreadsheets, and email operations,
- Safety use all shop tools, including but not limited to, saws, routers, paint machines, drain snakes, etc.

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## QUALIFICATIONS



### Education and/or Experience

- High School Diploma or GED, five (5) years of experience in building or custodial maintenance work preferred.
- 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.

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

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

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

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<b>JOB TITLE:</b>	<b>Facilities Maintenance Technician III</b>	<b>DEPARTMENT: Public Works</b>
<b>REPORTS TO:</b>	<b>Facilities Maintenance Supervisor</b>	<b>EXEMPT: No</b>
<b>SALARY RANGE:</b>	<b>\$</b>	

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**SUMMARY**

Performs a variety of 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 AND EXERCISED**

Direction provided by Facilities Maintenance Supervisor and Maintenance Services Manager. Provides functional technical supervision, mentoring, and training of Facility Maintenance Technicians I, II

**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, including main line and replacing faucets.
- Repair and replace copper and plastic pipe.
- Basic troubleshooting and repair HVAC systems.
- Replace lighting, inspect exit sign lighting, emergency lighting, and makes necessary bulb, ballast, and fixture replacement.
- Electrical work, including replacing fans, motors, switches, and outlets, as well as any necessary wiring for new installs.
- 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.

- Clean and fix air ducts.
- Repair and or replacement of hot water heaters.
- Repair and or replacement of stoves, dishwashers, refrigerators, and garbage disposals.
- Shovel snow at building entrances and building stairways.
- 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 Facility Maintenance Supervisor about city building issues and other City properties.
- Perform monthly elevator tests.
- Assist with performing annual inspections of all city buildings.
- 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.
- 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.
- Vendors to call for emergency repairs.

**Ability to:**

- Use a variety of building maintenance and custodial equipment and materials.
- Read and understand building, electrical and plumbing plans.
- 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 standard office equipment including personal computer for word processing,

spreadsheets, and email operations.

- Safety use all shop tools, including but not limited to, saws, routers, paint machines, drain snakes, etc.

## **QUALIFICATIONS**

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

- High School Diploma or GED, five (5) years of experience in building or custodial maintenance work preferred.
- 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.

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

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

**CITY OF BLACK HAWK  
2024 Job Description**

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<b>JOB TITLE:</b>	<b>Fleet Technician III</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: \$32.1427 - \$44.9998 / HR</b>			

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**SUMMARY**

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.

Deleted: This is a working lead position.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Maintenance Services Manager and senior level technicians. Position fills in as the lead/supervisor in the absence of the Maintenance Services Manager. Position provides technical functional supervision, mentoring, and training of Fleet Tech I and II.

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**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
- Assist with 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

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#### 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.

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**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 five (5) 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.

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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**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>Fleet Technician III</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>			

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**SUMMARY**

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 Maintenance Services Manager and senior level technicians. Position fills in as the lead/supervisor in the absence of the Maintenance Services Manager. Position provides technical functional 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
- Assist with 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 five (5) 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**

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**

### **2024 Job Description**

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**JOB TITLE: Maintenance Worker III**

**DEPARTMENT: Public Works**

**REPORTS TO: Maintenance Supervisor**

**EXEMPT: No**

**SALARY RANGE:**

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#### **SUMMARY**

Performs routine 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 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 Worker Lead. Provides functional technical supervision, mentoring and training of Maintenance Worker I, II and seasonal personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs routine street, park, and open space maintenance and repair duties.
- Ability to identify noxious weeds and perform mitigation on city properties and right-of-ways.
- Constructs and maintains landscaping, turf, parks, and open space areas
- Identifies, evaluates and recommends 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.
- 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 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 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, drainage ways, gutters, and stairways.
- Resolves issues as directed by the Maintenance Supervisor or Maintenance Worker Lead.
- Maintains daily time 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.
- Designs, Installs, and maintains landscaping materials, 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 waterline 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 light and heavy 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 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 of directing traffic flow at job sites.
- Skill in defining problems, drawing valid conclusions, and reacting accordingly.
- Skill in changing methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in communicating effectively verbally and in writing
- Skill in the safe and lawful operation of a motor vehicle.
- Skill in basic horticulture concepts and techniques.
- Ability to set and read grade stakes
- Ability to safely and proficiently operate all equipment used in the division
- 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 work independently and show initiative and personal drive in the absence of supervision.
- Ability to prepare estimates of labor, materials, and expenses necessary to complete specific tasks.

## **EDUCATION AND EXPERIENCE**

High school diploma or GED. Five (5) years of municipal construction and maintenance work experience. Demonstrated proficiency in the operation of all equipment in the Maintenance Department including the programmable variable message boards and any other 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
- Traffic Control Supervisor certification within 1 year of hire
- 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, snow plows, excavators, 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 60 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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