



BOULDER COUNTY COLORADO
invites applications for the position of:

Buildings and Historic Preservation Supervisor

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

SALARY

Monthly
\$5,010.00 - \$5,511.00

Annually
\$60,120.00 - \$66,132.00

OPENING DATE: 04/18/18

CLOSING DATE: 04/30/18 11:59 PM

DESCRIPTION:



Boulder County Parks & Open Space Department (BCPOS) is hiring a **Buildings and Historic Preservation Supervisor**. This position coordinates the various maintenance and construction projects for the Buildings & Historic Preservation work group. Buildings include: restrooms, kiosks, and shelters. Historic structures vary, but the department has a large portfolio that is under its care to preserve, maintain, and utilize to the manner compatible with the setting and historic character of the resources. Historic Preservation related work equates to about 50% of assigned work for the work group.

This is a **full-time, benefited** position with Boulder County. Work hours are **Tuesday through Friday, from 7:00 am to 5:30 pm**. The Buildings and Historic Preservation Supervisor will work out of **Longmont**. Under FLSA guidelines, this position is **exempt** from overtime.

Hiring salary range*: \$5,010 to \$5,511 per month

Full salary range: \$5,010 to \$7,216 per month

*New employees are typically hired 0-10% into the salary range, but is also contingent upon experience and expertise

EXAMPLES OF DUTIES

1. Plan, organize, assign and review the work of assigned staff
2. Coordinate with other county divisions and department teams on planning and implementing building & historic preservation and capital improvement related projects
3. Write scopes of work and requests for proposal type documents
4. Represent the department in a positive and professional manner
5. Read and interpret blueprints, engineer drawings, architect sketches and drawings
6. Coordinate and promote volunteer efforts
7. Conduct employee evaluations and counsel employees in areas concerning performance
8. Develop and track budgets, keep accurate records, provide project reports
9. Uses the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings
10. Performs related duties, as assigned
11. May be reassigned during emergency situations

REQUIRED QUALIFICATIONS

PLEASE NOTE: When submitting your application be sure to include all relevant education and experience, as applications are screened based on the qualifications listed in this position announcement. Applications that do not appear to meet minimum qualifications, as outlined below, will not be considered. Resumes are not accepted in lieu of completed applications.

EDUCATION:

- A high school diploma, or equivalent

EXPERIENCE:

- At least five years of parks or grounds maintenance experience, including one year in a supervisory capacity

Additional related education may count towards required experience

LICENSE:

- The hired candidate will be required to test and pass a Class C: Exam ID F13 (National Standard Residential Building Contractor -International Code

Council) to obtain their Contractors License

BACKGROUND INVESTIGATION:

- A job offer is contingent on passing a criminal background investigation

PRE-EMPLOYMENT PHYSICAL:

- Applicants must pass a pre-employment physical

DRIVER'S LICENSE:

- Applicants must have a valid driver's license

**SUPPLEMENTAL
INFORMATION****KNOWLEDGE, SKILLS, & ABILITIES:**

- Possesses a high understanding of historic preservation and its societal importance
- Thorough knowledge of the use of materials, equipment and procedures necessary for parks and building maintenance
- Thorough knowledge of the hazards and safety precautions common to parks and building maintenance
- Training and experience in supervision required
- Ability to work effectively with other employees, agencies and the public

PHYSICAL REQUIREMENTS:

- Frequently lifts up to 30 lbs. and carries up to 50 feet; occasionally lifts up to 30 lbs. from floor to knuckle; frequently lifts up to 20 lbs. from shoulder to overhead; occasionally pushes and pulls items weighing up to 50 lbs.; occasionally performs bi-lateral lift of 30 lbs. and carries up to 50 ft.; frequently lifts up to 35 lbs. from waist level and lowers to floor.
- Frequently bends at waist, squats, kneels, shovels, and rakes. Occasionally climbs ladder; must be able to stand and balance on ladder; occasionally walks over uneven terrain.

Boulder County is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.



An application must be completed for each position. Resumes are not accepted in lieu of application. Applications must be submitted online at www.bouldercounty.org. Please note that all new employees and rehires are required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.bouldercounty.org>

Job #2447(PM8)
BUILDINGS AND HISTORIC PRESERVATION SUPERVISOR
BF

ALTERNATIVE FORMAT APPLICATIONS MAY BE ACCEPTED ON A CASE-BY-CASE BASIS. OBTAIN AT:

Boulder County Courthouse Information Desk
1325 Pearl Street
Boulder, CO 80302
303-441-3525
jobs@bouldercounty.org

Buildings and Historic Preservation Supervisor Supplemental Questionnaire

- * 1. Do you have a high school diploma, or equivalent (required)?
 Yes No

- * 2. Do you have at least five years of experience in parks or grounds maintenance (required)?
 Yes No

- 3. If you do not have five years of parks or grounds experience, do you have any additional related education or experience you'd like us to consider?

- * 4. Do you have at least one year of experience in a supervisor capacity (required)?
 Yes No

- * 5. How many years of carpentry and construction experience do you have?
 No experience
 1 to less than 3 years
 3- to less than 5 years
 5 to less than 10 years
 10 or more years

- * 6. Have you passed the Class C: Exam ID F13 (National Standard Residential Building Contractor -International Code Council) within the past 3 years or do you have a valid contractor license with one of the participating ICC jurisdictions in Colorado?
 Yes No

- * 7. If you have not passed the Class C: F13 exam or do not have a valid contractor license, could you pass within four months if you were selected for this position?
 Yes No

- * 8. How would you rate your skill in using Microsoft Outlook?
 Basic
 Intermediate

Advanced

* 9. How would you rate your skill in using Microsoft Excel?

 Basic Intermediate Advanced

* 10. How would you rate your skill in using Microsoft Word?

 Basic Intermediate Advanced

* 11. How would you rate your skill in using Microsoft PowerPoint?

 Basic Intermediate Advanced

12. How has your education or experience prepared you for this position?

* Required Question