



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, September 13, 2022

4:30 PM

Conference Room 330

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. July 5, 2022

Attachments: [July 5, 2022 Minutes \(Draft\)](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A1. Police Records & Technology Manager (revised including title change to Police Technology, Intelligence & Records Manager)

Attachments: [4A\(1\) Police Records & Technology Manager](#)

4A2. Senior Property Services Specialist (new)

Attachments: [4A\(2\) Senior Property Services Specialist](#)

4A3. Digital Navigator (new)

Attachments: [4A\(3\) Digital Navigator](#)

4A4. Industrial Equipment Technician (revised)

Attachments: [4A\(4\) Industrial Equipment Technician](#)

4A5. Vehicle Maintenance Technician (revised)

Attachments: [4A\(5\) Vehicle Maintenance Technician](#)

4A6. Vehicle Repair Specialist (revised)

Attachments: [4A\(6\) Vehicle Repair Specialist](#)

- 4A7.** Welder (revised)
Attachments: [4A\(7\) Welder](#)
- 4A8.** Master Electrician (revised including title change to Master Electrician - Public Works & Utilities)
Attachments: [4A\(8\) Master Electrician](#)
- 4A9.** Heavy Equipment Mechanic (revised)
Attachments: [4A\(9\) Heavy Equipment Mechanic](#)
- 4A10.** Plumbing Inspector (revised)
Attachments: [4A\(10\) Plumbing Inspector](#)
- 4A11.** Electrical Inspector (revised)
Attachments: [4A\(11\) Electrical Inspector](#)
- 4A12.** Construction Services Combination Inspector (revised)
Attachments: [4A\(12\) Construction Services Combination Inspector](#)
- 4A13.** HVAC&R Inspector (revised)
Attachments: [4A\(13\) HVAC&R Inspector](#)
- 4A14.** Construction Inspector (revised)
Attachments: [4A\(14\) Construction Inspector](#)
- 4A15.** Credit & Collections Administrator (revised)
Attachments: [4A\(15\) Credit & Collections Administrator](#)
- 4A16.** Payroll Practitioner (revised)
Attachments: [4A\(16\) Payroll Practitioner](#)
- 4A17.** Technical Services Coordinator (revised including title change to Assistant Chief of Special Operations)
Attachments: [4A\(17\) Technical Services Coordinator](#)
- 4A18.** Assistant City Attorney (new job description for existing job classification)
Attachments: [4A\(18\) Assistant City Attorney](#)

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

6C. ISD 709 - NOTICE OF SUSPENSION

Notice: Item 6C contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

7. NEXT REGULAR MEETING SCHEDULED

Tuesday, October 4, 2022 - 4:30 p.m. in Council Chambers

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, July 5, 2022

4:30 PM

Conference Room 330

Members Present: Joaquim Harris, Laura Perttula (Chair), John Strongitharm

HR Staff Present: Aimee Ott

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. June 8, 2022

This Civil Service Board Item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Seasonal Streets Laborer (revised)

This Civil Service Board item was approved.

4A(2) Executive Administrator - Police (new)

This Civil Service Board item was approved.

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

This item was received

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This item was received

7. NEXT REGULAR MEETING SCHEDULED

8. ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: September 6, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Police Records & Technology Manager

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF POLICE RECORDS & TECHNOLOGY MANAGER, INCLUDING A TITLE CHANGE TO POLICE TECHNOLOGY, INTELLIGENCE & RECORDS MANAGER.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Police Records & Records & Technology Manager was last revised in November of 2011. This position is responsible for providing services in support of the deployment and end user functionality for multiple law enforcement applications in conjunction with IT; developing workflow and advising on best practices pertaining to technologies available to the Police Department and Partner Agencies. Supporting the department with complex and confidential tasks using a variety of crime-related analyses. Planning, organizing, supervising, and managing the day-to-day activities and personnel of the records unit, crime and intelligence analysts, and related information technology areas in support of the mission.

The proposed revisions to the job classification were discussed with the Supervisory union and incumbent, and they are supportive of these updates.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Police Records & Technology Manager, including a title change to Police Technology, Intelligence & Records Manager.

Police Technology, Intelligence & Records Manager

SUMMARY/PURPOSE

To provide services in support of the deployment and end user functionality for multiple law enforcement applications in conjunction with IT; develop workflow and advise on best practices pertaining to technologies available to the Police Department and partner agencies. Support the City and Police Department through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses. Plan, organize, supervise and manage the day-to-day activities and personnel of the records unit, crime and intelligence analysts, and related information technology areas in support of the Police Department's mission, priorities, and directives.

DISTINGUISHING FEATURES OF THE CLASS

This is a non-sworn management classification within the Police Department, which receives general direction from the Deputy Chief of the Investigative/Administrative Division. Incumbents exercise direct supervision over non-sworn professional, technical, and clerical staff.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the Local Agency Security Officer (LASO) for all authorized Criminal Justice Information Services (CJIS) technology systems in the City of Duluth; ensure compliance with network security at the agency level in conjunction with IT, oversee the creation of user identifications and passwords, and determine security level for all Police personnel and CJIS-certified City staff for access to various law enforcement databases.
2. Monitor worksites at the Department and throughout the City to ensure CJIS compliance with established methods, guidelines, standards, and procedures. Develop and modify Department policies and procedures; interpret policies and procedures for subordinates.
3. Ensure compliance on use and security of assigned systems; maintain security logs and conduct audits or journal searches for misuse inquiries as necessary. Report misuse and security incidents to the Bureau of Criminal Apprehension and FBI.
4. Act as the technical contact and serve as systems administrator for the Records Management System/Mobile and other related systems. Coordinate the response to daily end user software concerns and inquiries. Oversee the day-to-day on-site troubleshooting, configuration, and testing of new systems and programs for DPD. Manage and monitor system integration across software, statutory services, and global settings.
5. Serve as the Police Department liaison with the City's Information Technology Services Department on CJIS requirements. Determine long- and short-term technical software and hardware needs for the Police Department, including researching, making recommendations, reviewing project proposals to determine timeframes, funding limitations, procedures for accomplishing projects, and staffing requirements based on current and projected needs of the Department.
6. Participate in the preparation and administration of the assigned program budget; submit budget recommendations; monitor expenditures.
7. Oversee operational research and productivity analyses, statistical data, preparation, and timely distribution of reports including tactical analysis to assist operations and investigations; administrative analysis focusing on economic, geographic, and social information; divisional operations in order to provide responsive service and optimize use of resources; and crime and intelligence analysis utilizing data from a variety of sources resulting in accurate and actionable intelligence and investigative leads pertaining to crimes and criminals.

8. Serve as the Custodian of Records for the Police Department. Prepare the release of police records and respond to all Court Orders, Duces Tecum subpoenas; and ensure Department compliance with the Minnesota Data Practice Act; testify in court on record procedures when a subpoena is received.
9. Demonstrate expert level knowledge in Minnesota Data Practice Laws and perform analysis especially as it relates to police records, body cameras, dashboard cameras, recording devices, and other data collection devices; research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, advisory opinions, and constitutions in order to respond to police data requests. Apply state statutes and federal regulations that guide the review and redaction of information, based on the established, internal guidelines; monitor and review how information is categorized and released for all requests.
10. Serve as the Records Manager and subject matter expert responsible for the maintenance, retrieval, protection, retention, and destruction of all police records; ensure compliance with the CJIS Security and Department policy. Direct police records preparation, processing, and file management activities; maintain security and protection of police records according to CJIS requirements and Department policies.
11. Complete and provide oversight of triennial FBI and BCA audits ensuring compliance with applicable statutes, regulations and policies. Provide updated agreements, training completion records, network diagrams, event log samples, encryption certificates, and portal lists.
12. Oversee partner agency support for law enforcement applications and interfaces including the development of training materials and resource documents in multiple formats: in-person, video, quick reference guides.
13. Provide business process analysis to optimize efficiency and effectiveness.
14. Develop Records-related goals, objectives, policies, and procedures in accordance with CALEA standards.
15. Establish schedules and methods for providing records management services; identify resource needs; review needs with appropriate management staff; and allocate resources accordingly.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of records management; incorporate new developments as appropriate into programs.
17. Manage employee performance, and provide training, coaching, and mentoring for employees.
18. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
19. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
20. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
21. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
22. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
23. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in criminal justice, law enforcement, police science, public or business administration, or a related professional field, and four (4) years of related professional experience in a law enforcement records and/or law enforcement technology setting; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional experience.
 - B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Ability to obtain Criminal Justice Information Services (CJIS) Certification within six (6) months of appointment and maintain certification thereafter.

3. Knowledge Requirements

- A. Comprehensive knowledge of the CJIS Security Policy with proven experience in audits and regulatory compliance.
- B. Comprehensive knowledge of modern quantitative research methods, including research design, statistical analysis, frequency distribution, association matrices and link analysis; computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining.
- C. Comprehensive knowledge of data gathering techniques and modern police methods related to crime prevention and crime analysis using public and law enforcement databases to identify evidence in crime investigations and crime trends.
- D. Comprehensive knowledge of advanced techniques in computer applications and software to enter, access, process, and merge a variety of data.
- E. Comprehensive knowledge of the intelligence cycle, analytical practices, and investigative process used in the acquisition, validation, and dissemination of criminal intelligence information.
- F. Comprehensive knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.
- G. Comprehensive knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI), and of Uniform Crime Reporting.
- H. Comprehensive knowledge of principles, practices, and operating characteristics of manual and computerized records management and related technology systems used in municipal law enforcement environments, including data retention and establishing, utilizing, and maintaining files and information retrieval systems.
- I. Comprehensive knowledge of business computer user applications such as MS Word, Excel, Access, and PowerPoint in order to update, retrieve, and prepare computerized records and reports, and other technical programs to monitor and maintain the security of police reports and documents.
- J. Comprehensive knowledge of Duluth Police Department policies, operating procedures, processes, and forms.
- K. Comprehensive knowledge of principles and practices of customer service.
- L. Knowledge of problem-solving and conflict-resolution techniques.
- M. Knowledge of applicable safety requirements.
- N. Knowledge of, or the ability to learn, City policies and procedures.
- O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- P. Knowledge of effective leadership and personnel practices.
- Q. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- R. Knowledge of budgetary, and management principles, practices, and procedures.
- S. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- A. Skill in analyzing complex technical and administrative problems, evaluating alternative solutions, recommending, and implementing effective courses of action.
- B. Skill in troubleshooting and identifying computer information system deficiencies.
- C. Skill in interpreting maps, researching, gathering, organizing, and analyzing data, drawing logical conclusions and preparing clear and concise reports, presentations, graphs, charts, visuals, letters, and memos.
- D. Skill in communicating clearly and concisely, both verbally and in writing for sound consultation to the public, professionals, and coworkers.
- E. Skill in organization and prioritization.
- F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in mediation and dispute resolution.

- J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- K. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- B. Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- C. Ability to research and communicate new methodologies, trends, techniques, software, and skills in the professional world of analysis and attend trainings as required to become proficient in the use of specialized job-related software.
- D. Ability to testify in court and conduct presentations before the department, various law enforcement agencies, and community stakeholders.
- E. Ability to execute job functions with a high attention to detail and accuracy and concentrate on fine detail with frequent interruption.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to recognize, analyze, and problem-solve a variety of situations.
- J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- K. Ability to handle difficult and stressful situations with professional composure.
- L. Ability to establish goals and objectives.
- M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- O. Ability to manage a budget and work within the constraints of that budget.
- P. Ability to enforce safety rules and regulations.
- Q. Ability to maintain confidential information.
- R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- S. Ability to exercise sound judgment in making critical decisions.
- T. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- U. Exhibits leadership qualities of dependability and accountability.
- V. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Supervisory	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:
FLSA Exemption Type: Executive				

Police ~~RECORDS & TECHNOLOGY~~Technology, Intelligence & Records Manager

SUMMARY/PURPOSE: Under general direction, to

To provide services in support of the deployment and end user functionality for multiple law enforcement applications in conjunction with IT; develop workflow and advise on best practices pertaining to technologies available to the Police Department and partner agencies. Support the City and Police Department through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses. Plan, organize, supervise and manage the day-to-day activities and personnel of the records unit, crime and intelligence analysts, and related information technology areas in support of the Police Department's Department's mission, priorities, and directives.

DISTINGUISHING FEATURES OF THE CLASS

This is a non-sworn management classification within the Police Department, which receives general direction from the Deputy Chief of the Investigative/Administrative Division. Incumbents exercise direct supervision over non-sworn professional, supervisory, technical, and clerical staff.

FUNCTIONAL AREAS:

1. ~~Manage and lead the activities of the Police Department's Records and Support Unit.~~

Plan, prioritize, assign, review, and coordinate SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the Local Agency Security Officer (LASO) for all authorized Criminal Justice Information Services (CJIS) technology systems in the City of Duluth; ensure compliance with network security at the agency level in conjunction with IT, oversee the creation of user identifications and passwords, and determine security level for all Police personnel and CJIS-certified City staff for access to various law enforcement databases.
2. Monitor worksites at the Department and throughout the City to ensure CJIS compliance with established methods, guidelines, standards, and procedures. Develop and modify Department policies and procedures; interpret policies and procedures for subordinates.
3. Ensure compliance on use and security of assigned systems; maintain security logs and conduct audits or journal searches for misuse inquiries as necessary. Report misuse and security incidents to the Bureau of Criminal Apprehension and FBI.
4. Act as the technical contact and serve as systems administrator for the Records Management System/Mobile and other related systems. Coordinate the response to daily end user software concerns and inquiries. Oversee the day-to-day activities on-site troubleshooting, configuration, and testing of new systems and programs for DPD. Manage and monitor system integration across software, statutory services, and global settings.
5. Serve as the Police Department liaison with the City's Information Technology Services Department on CJIS requirements. Determine long- and short-term technical software and hardware needs for the Police Department, including managing, researching, making recommendations, reviewing project proposals to determine timeframes, funding limitations, procedures for accomplishing projects, and staffing requirements based on current and projected needs of the Department.
6. Participate in the preparation and administration of the assigned program budget; submit budget recommendations; monitor expenditures.
7. Oversee operational research and productivity analyses, statistical data, preparation, and timely distribution of reports including tactical analysis to assist operations and investigations; administrative analysis focusing on economic, geographic, and social information; divisional operations in order to provide responsive service and

- optimize use of resources; and crime and intelligence analysis utilizing data from a variety of sources resulting in accurate and actionable intelligence and investigative leads pertaining to crimes and criminals.
8. Serve as the Custodian of Records for the Police Department. Prepare the release of police records and respond to all Court Orders, Duces Tecum subpoenas; and ensure Department compliance with the Minnesota Data Practice Act; testify in court on record procedures when a subpoena is received.
 9. Demonstrate expert level knowledge in Minnesota Data Practice Laws and perform analysis especially as it relates to police records, body cameras, dashboard cameras, recording devices, and other data collection devices; research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, advisory opinions, and constitutions in order to respond to police data requests. Apply state statutes and federal regulations that guide the review and redaction of information, based on the established, internal guidelines; monitor and review how information is categorized and released for all requests.
 - ~~* A-10. Serve as the Records Manager and subject matter expert responsible for the maintenance, retrieval, protection, retention, and destruction of all police records; ensure compliance with the CJIS Security and Department policy. Direct police records preparation, processing, and file management activities; maintain security and protection of police records according to CJIS requirements and Department policies.~~
 11. Complete and provide oversight of triennial FBI and BCA audits ensuring compliance with applicable statutes, regulations and policies. Provide updated agreements, training completion records, network diagrams, event log samples, encryption certificates, and portal lists.
 12. Oversee partner agency support for law enforcement applications and interfaces including the development of training materials and resource documents in multiple formats: in-person, video, quick reference guides.
 13. Provide business process analysis to optimize efficiency and effectiveness.
 14. Develop Records-related goals, objectives, policies, and procedures in accordance with CALEA standards.
 - ~~* B-15. Establish schedules and methods for providing records management services; identify resource needs; review needs with appropriate management staff; and allocate resources accordingly.~~
 - ~~* C. Direct police records preparation, processing and file management activities.~~
 - ~~* D. Maintain security and protection of police records according to mandated requirements and department policies.~~
 - ~~* E. Participate in the development of records related goals, objectives, policies and procedures~~
 - ~~* F. Participate in the implementation of approved policies and procedures; and monitor work activities to ensure compliance with established policies and procedures.~~
 - ~~* G. Develop, administer and conduct training programs in record keeping, office procedures, and forms processing for Police Department personnel.~~
 - ~~* H. Serve as liaison to other law enforcement agencies with regard to records related inquiries.~~
 - ~~* I. Compile statistical data, or directs such activities and prepares routine reports; conducts records audits.~~
 - ~~* J. Participate in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.~~
 - ~~* K. Perform the more technical and complex tasks of the work unit including ensuring compliance with applicable rules and regulations related to law enforcement records management.~~
 - ~~* L. Accept legal liability for the release of police records and respond to all Duces Tecum subpoenas; and ensure department compliance with the Data Protection Act and the Freedom of Information Act.~~
 - ~~* M. Perform other related duties as assigned.~~
- 2. Manage police information systems and departmental technology initiatives.**
- ~~* A. Plan, direct and coordinate activities of the departmental technology projects to ensure that goals or objectives of projects are accomplished within prescribed time frames and funding parameters.~~
 - ~~* B. Ensure that technology project goals are accomplished and in line with the Department's Strategic Plan.~~
 - ~~* C. Serve as a the System Security Officer for all authorized technology systems in the Police Department; oversee the implementation of network security at the agency level, and create user identifications and passwords and determines security level for all police personnel for access to various law enforcement databases;~~
 - ~~* D. Train staff on use and security of assigned systems; maintain security logs and conducts audits or journal searches for misuse inquiries as necessary.~~

- * ~~E. Act as the technical contact, and serve as systems administrator for the Records Management System, and other related systems.~~
- * ~~F. Serve as the Police Department Liaison with the City's Information Technology Services Department on computer hardware/software purchases, repairs, service and replacement.~~
- * ~~G. Plan and implement additions, deletions and major modifications to the supporting agency-wide infrastructure, in coordination with bureaus and other government agencies.~~
- * ~~H. Prepare a variety of analytical and statistical reports and correspondence on operations and activities.~~
- * ~~I.16. Attend and participate in professional group meetings; maintains/maintain awareness of new trends and developments in the field of records management; incorporates/incorporate new developments as appropriate into programs.~~
- * ~~J. Assess the technical software and hardware needs for the Police Department, including researching and developing specifications on technology; and make recommendations based on current and projected needs of the department~~
- * ~~K. Review project proposals or plans to determine timeframes, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available departmental resources to various project phases.~~

3. Supervise department clerical and support staff

- * ~~A. Prioritize, assign and direct work and projects.~~
- * ~~B. Coordinate work schedules and approve or reject leave requests.~~
- 17. Effectively Manage employee performance, and provide training, coaching, and mentoring for employees.
- 18. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
- 19. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
- * ~~C.20. Recommend the hire, transfer, assignment, promotion, reward, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.~~
- * ~~D. Establish work standards, provide coaching and feedback and conduct employee performance evaluations.~~
- * ~~E.21. Provide for ongoing training of employees in emerging methods, trends and, technologies, and proper and safe work methods and procedures.~~
- * ~~F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.~~
- * ~~G. Effectively recommend adjustments or other actions in employee grievances.~~
- * ~~H. Delegate authority and responsibilities to others as needed.~~
- * ~~I. Disseminate instructions and information to employees through verbal and written communications.~~
- 22. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- 23. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- 24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ** A. Bachelor's/Bachelor's Degree in criminal justice, law enforcement, police science, public or business administration, or a related professional field from an accredited college or university.
A. , and four (4) years of full-time, increasingly responsible/related professional experience in a law enforcement records and/or law enforcement technology setting, including; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional experience.

~~** B.B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.~~

~~** C. Or a combination of education and experience considered by Human Resources to be equivalent to the above.~~

2. License Requirements

~~A. Ability to obtain Criminal Justice Information Services (CJIS) Certification within six (6) months of appointment and maintain certification thereafter.~~

3. Knowledge Requirements

~~A. Comprehensive knowledge of principles the CJIS Security Policy with proven experience in audits and regulatory compliance.~~

~~** A.B. Comprehensive knowledge of public and police administration, organization, budgeting, modern quantitative research methods, including research design, statistical analysis, frequency distribution, association matrices and personnel management, link analysis; computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining.~~

~~** B. Knowledge of principles and practices of management, training, personnel administration and evaluation.~~

~~C. Comprehensive knowledge of data gathering techniques and modern police methods related to crime prevention and crime analysis using public and law enforcement databases to identify evidence in crime investigations and crime trends.~~

~~D. Comprehensive knowledge of advanced techniques in computer applications and software to enter, access, process, and merge a variety of data.~~

~~E. Comprehensive knowledge of the intelligence cycle, analytical practices, and investigative process used in the acquisition, validation, and dissemination of criminal intelligence information.~~

~~** C.F. Comprehensive knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.~~

~~G. Comprehensive knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI), and of Uniform Crime Reporting.~~

~~** D.H. Comprehensive knowledge of principles, practices, and operating characteristics of manual and computerized records management and related technology systems used in municipal law enforcement environments, including data retention and establishing, utilizing, and maintaining files and information retrieval systems.~~

~~** E.I. Comprehensive knowledge of business computer user applications such as MS Word, Excel, Access, and PowerPoint, and Word in order to update, retrieve, and prepare computerized records and reports, and other technical programs to monitor and maintain the security of police reports and documents.~~

~~** F. Comprehensive knowledge of basic mathematical principles.~~

~~** G. Knowledge of correct English usage, including spelling, grammar and punctuation.~~

~~** H. Knowledge of applicable laws, codes, and regulations governing the retention and dissemination of police reports and records.~~

~~** I.J. Knowledge of current Minnesota offense code systems and related classification, Duluth Police Department policies, operating procedures used by the Federal Bureau of Investigation (FBI), and of Uniform Crime Reporting, processes, and forms.~~

~~** J. Knowledge of the ways in which computer technology has been applied in the maintenance of police information systems and records.~~

~~** K.K. Comprehensive knowledge of principles and practices of customer service.~~

~~L. Extensive Knowledge of office procedures, methods, problem-solving and equipment including computers and conflict-resolution techniques.~~

~~** L.M. Knowledge of applicable software applications, safety requirements.~~

~~N. Basic Knowledge of, or the ability to learn, City policies and procedures.~~

~~O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.~~

~~P. Knowledge of effective leadership and personnel practices.~~

~~Q. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.~~

R. Knowledge of budgetary, and management principles and practices of municipal budget preparation, and administration procedures.

** M.S. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

~~** A. Skill in planning, assigning, supervising, and evaluating the work of assigned support personnel.~~

~~** B. Skill in selecting, training and instructing assigned personnel in work procedures.~~

** C.A. Skill in analyzing complex technical and administrative problems, evaluating alternative solutions, recommending, and implementing effective courses of action.

~~** D. Skill with interpersonal relations and customer service.~~

B. Skill in troubleshooting and identifying computer information system deficiencies.

C. Skill in interpreting maps, researching, gathering, organizing, and analyzing data, drawing logical conclusions and preparing clear and concise reports, presentations, graphs, charts, visuals, letters, and memos.

D. Skill in communicating clearly and concisely, both verbally and in writing for sound consultation to the public, professionals, and coworkers.

E. Skill in organization and prioritization.

F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

G. Skill in managing one's own time and the time of others.

H. Skill in completing assignments accurately and with attention to detail.

I. Skill in mediation and dispute resolution.

J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

K. Skill in motivating, developing, and leading people.

5. Ability Requirements

A. Ability to understand complex, high quantity, and sometimes contradictory information to effectively and clearly, both solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.

B. Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.

C. Ability to research and communicate new methodologies, trends, techniques, software, and skills in the professional world of analysis and attend trainings as required to become proficient in the use of specialized job-related software.

D. Ability to testify in court and conduct presentations before the department, various law enforcement agencies, and community stakeholders.

E. Ability to execute job functions with a high attention to detail and accuracy and concentrate on fine detail with frequent interruption.

F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

G. Ability to communicate and interact effectively with members of the public.

** E.H. Ability to communicate effectively both orally and in writing.

~~** F. Skill in handling public relations.~~

~~** G. Skill in using computer technology and applications in the performance of daily activities.~~

I. Ability to recognize, analyze, and problem-solve a variety of situations.

J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.

K. Ability to handle difficult and stressful situations with professional composure.

L. Ability to establish goals and objectives.

- M.** Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- ** **H.N.** Ability to interpret and apply laws, contracts, regulations, policies, and procedures, laws, and regulations.
- O.** Skill in utilizing discretion in the handling and disclosure of **Ability to manage a budget and work within the constraints of that budget.**
- P.** Ability to enforce safety rules and regulations.
- ** **I.Q.** Ability to maintain confidential information.
- ** **J.** Skill in organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines.
- ** **K.** Skill in preparing clear and concise program documentation, user procedures, reports of work performed, and other written materials.

Ability Requirements

- ** **A.** Ability to effectively lead, develop, and supervise professional, technical, maintenance and clerical staff.
- ** **B.** Ability to prepare succinct, coherent and technically accurate reports and analyses.
- ** **C.** Ability to deal effectively and tactfully with other professionals, elected officials, other agencies, and the general public.
- R.** Ability to demonstrate dependability, responsibility, and consistency in job performance.
- ** **D.S.** Ability to exercise sound independent judgment within established guidelines. **in making critical decisions.**
- ** **E.** Ability to assisting in the development of innovative municipal law enforcement practices.
- ** **F.** Ability to issue clear verbal **analyze, organize, and** written instructions.
- ** **G.T.** Ability to lead other workers, assign **prioritize work**, give instructions, and evaluate the quality of work completed **while meeting multiple deadlines.**
- U.** Exhibits leadership qualities of dependability and accountability.
- ** **H.** Ability to maintain the confidentiality and privacy of information on individuals.
- ** **I.** Ability to understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- ** **J.** Ability to apply applicable codes and regulations to records management.
- ** **K.V.** Ability to **attend work** cooperatively with other departments, City officials, and outside agencies **as scheduled and/or required.**
- ** **L.** Ability to establish and maintain effective working relationships with those contacted in the course of work.

Physical Requirements Demands

- ** **A.** Ability to frequently stand, walk, and sit.
- ** **B.** Vision sufficient to read computer screens and printed documents and to operate equipment.
- ** **C.** Ability to talk and hear to converse, provide assignments and instructions to subordinates, and resolve complaints in person or by telephone.
- ** **D.** Ability to lift and carry items weighing up to 25 pounds, such as office equipment.
- ** **E.** Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.)
- ** **F.** Ability to attend work on a regular basis.

* Essential functions of the position

** Job requirements necessary on the first day of employment

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: TSHD	Union: Supervisory	EEOC: Professionals_____	CSB: 20111004	Class No: 1343_____
WC: 8810_____	Pay: **1075- 1090_____	EEOF: Police Protection_____	CC: 20111128	Resolution: 11- 0622R_____
FLSA Exemption Type: Executive				



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Senior Property Services Specialist

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF SENIOR PROPERTY SERVICES SPECIALIST.

Background Information/Summary of Job

The new job classification of Senior Property Services Specialist is being created due to the scope of work evolving over time and to support the continued need for work performance at a higher level including more complex tasks and responsibilities. Since the Property Services Specialist position was created, it has evolved greatly resulting in a need to reflect that work in a more senior level job description.

This position will develop, negotiate, coordinate and manage the acquisition and disposal of real estate and real estate interests and the leasing and use of city-owned property; prepare agreements and documents relating to the same; assist with facility and park projects; and perform highly skilled title examination and review of legal descriptions and surveys and other related legal and technical work.

The proposed job description has been shared with the Basic Union, and they are in agreement.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Senior Property Services Specialist.

Senior Property Services Specialist

SUMMARY/PURPOSE

To develop, negotiate, coordinate, and manage the acquisition and disposal of real estate and real estate interests and the leasing and use of City-owned property; prepare agreements and documents relating to the same; assist with facility and park projects; and perform highly-skilled title examination and review of legal descriptions and surveys and other related legal and technical work.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous, training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate citywide property and real estate services and projects as assigned.
2. Assist in negotiation processes for acquisition and disposition of real property interests to support adopted City goals and priorities.
3. Act as project lead for complex programs and development projects, including preliminary negotiation and overall project or program coordination, and in so doing, establish professional relationships with developers, service professionals, non-profit partners, and state and federal partners.
4. Prepare purchase and sale agreements, deeds, easements, development agreements, notes and mortgages, redevelopment contracts, certificates of completion, leases, liens, escrow agreements, and other related legal and real estate documents to ensure that proper legal provisions are addressed.
5. Perform title examinations, identify title issues, and establish critical path for resolution of real property and title issues using knowledge of the legal framework for real property law in coordination with the City Attorney's office and state and county partners.
6. Work directly with federal and state environmental agencies to establish and implement plans to remediate contaminated sites and minimize City risk due to environmental liability.
7. Research, review, and revise surveys, legal descriptions, plats, and other real estate data and information, and provide oversight and direction to licensed surveyors working within the City.
8. Provide direct real estate services in support of City economic development and redevelopment and affordable and market rate housing initiatives and projects, including participating in the negotiation, development, and administration of development agreements.
9. Attend public meetings to supply information on land dispositions, sales contracts, and property acquisitions. Present reports, proposals, requests, and recommendations at public meetings.
10. Assist with the development of programs related to marketing real estate services and help develop and implement specific procedures to operate these programs.
11. Perform work needed to complete the purchase, sale, and other real estate transactions and functions. This includes the preparation in the scope of work for hiring of consultants (including but not limited to surveyors, appraisers, title companies, and environmental consultants) and evaluation of the work performed by such consultants for accuracy.
12. As directed, represent the City in negotiations with owners, developers, attorneys, agents, and citizens in selling, leasing, or purchasing City real estate within City policies to ensure reasonable consideration and value for assets.
13. Provide job coaching and mentoring to real estate interns, real estate technicians, Property Service Specialists, and staff in other departments relating to the acquisition, disposal, and development of real property.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
19. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
20. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in Business Administration, Real Estate, Law, Public Administration, Social Sciences, or a related professional field, and a minimum of three (3) years of full-time verifiable experience; OR a minimum of seven (7) years of related education and/or full-time, verifiable professional related experience.
 - B. A post-graduate degree in a closely-related field may be substituted for two (2) years of experience.
2. License Requirements
 - A. No specific licenses required.
 - B. Real Estate license preferred.
3. Knowledge Requirements
 - A. Knowledge of the principles and practices of real estate acquisition and disposition, appraisal methods and techniques, and housing and real estate financing.
 - B. Knowledge of legal descriptions, plats, and surveys.
 - C. Knowledge of Geographic Information Systems (GIS).
 - D. Knowledge of relevant market data and appraisal values.
 - E. Knowledge of problem-solving and conflict-resolution techniques.
 - F. Knowledge of applicable safety requirements.
 - G. Knowledge of, or the ability to learn, City policies and procedures.
 - H. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - I. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in communicating logically and accurately in oral and written forms.
 - B. Skill at negotiation.
 - C. Skill in public presentation.
 - D. Skill in gathering, evaluating, and transmitting technical legal information and other data.
 - E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - F. Skill in managing one's own time and the time of others.
 - G. Skill in completing assignments accurately and with attention to detail.
 - H. Skill in mediation and dispute resolution.
 - I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
 - A. Ability to interpret complex laws, legal concepts, case law, ordinances, and administrative policies and explain them to others.

- B. Ability to draft and prepare complex agreements and contracts.
- C. Ability to maintain a professional demeanor in stressful situations.
- D. Ability to respond to inquiries regarding contract obligations, renewals or revisions in a timely manner and with complete accuracy.
- E. Ability to prepare budget estimates.
- F. Ability to work effectively with other government agencies and private developers in various aspects of real estate acquisitions and sales.
- G. Ability to meet deadlines.
- H. Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- J. Ability to communicate and interact effectively with members of the public.
- K. Ability to communicate effectively both orally and in writing.
- L. Ability to recognize, analyze, and solve a variety of problems.
- M. Ability to organize and prioritize work while meeting multiple deadlines.
- N. Ability to handle difficult and stressful situations with professional composure.
- O. Ability to work successfully as a member of a team and independently with minimal supervision.
- P. Ability to train and lead others.
- Q. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- R. Ability to enforce safety rules and regulations.
- S. Ability to maintain confidential information.
- T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- U. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Basic	EEOC: Professionals	CSB:	Class No:
WC: 9015	Pay:	EEOF: Admin/Finance	CC:	Resolution:



Human Resources

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DATE: September 9, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Digital Navigator

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF DIGITAL NAVIGATOR.

Background Information/Summary of Job

The new job classification of Digital Navigator is being created to provide a critical service to the Duluth community by helping jobseekers navigate our new reality, where access to education, employment, and community services have primarily moved online. Digital Navigators work in the public-facing area of the Duluth CareerForce location, supporting customers seeking services, using the computer lab for job search, job applications, resume writing, and other employment and training related purposes.

The proposed job description has been shared with the Basic Union, and they are in support.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Digital Navigator.

Digital Navigator

SUMMARY/PURPOSE

To provide a critical service to the Duluth community by helping jobseekers navigate our new reality, where access to education, employment, and community services have primarily moved online. Digital Navigators work in the public-facing area of the Duluth CareerForce location, supporting customers seeking services and using the computer lab for job search, job applications, resume writing, and other employment- and training-related purposes.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Staff computer lab.
2. Serve as a resource to the Duluth community by helping job seekers build digital literacy skills.
3. Assist patrons with job search, online job applications, resume writing, etc.
4. Interact with public to provide in-person services.
5. Clean and sanitize computer workstations after use.
6. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
7. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of one (1) year of related education and/or full-time, verifiable professional customer service experience to include searching and applying for jobs and/or unemployment insurance online as a primary responsibility.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Knowledge of troubleshooting basic computer and website issues.
 - B. Knowledge of problem-solving and conflict-resolution techniques.
 - C. Knowledge of applicable safety requirements.
 - D. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Exceptional communication skills.
 - B. Willingness to enforce time limits, rules regarding the appropriate use of the computer lab, and CareerForce customer code of conduct.
 - C. Skill in navigating MinnesotaWorks.net and CareerForceMN.com. (Preferred)
 - D. Skill with Google apps, such as Docs, Gmail, Calendar, Sheets, and Slides. (Preferred)
 - E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - F. Skill in managing one's own time.
 - G. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements

- A. Ability to provide exceptional customer service in person, over the phone, and through email, or other forms of electronic communication.
- B. Ability to locate and use information resources to support customers.
- C. Ability to demonstrate patience and active listening.
- D. Ability to teach customers how to navigate computer programs and web-based applications.
- E. Ability to think critically and solve problems quickly.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to understand and follow instructions.
- J. Ability to problem-solve a variety of situations.
- K. Ability to set priorities and complete assignments on time.
- L. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Basic	EEOC: Office/Clerical	CSB:	Class No:
WC: 8810	Pay:	EEOF: C.D.	CC:	Resolution:



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Industrial Equipment Technician

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF INDUSTRIAL EQUIPMENT TECHNICIAN.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Industrial Equipment Technician was last revised in 1998. The purpose of this position is to maintain a wide variety of off-road and small engine equipment. The changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Industrial Equipment Technician.

Industrial Equipment Technician

SUMMARY/PURPOSE

The Industrial Equipment Technician is responsible for maintaining a wide variety of off-road and small engine equipment.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct detailed preventative maintenance, failure diagnostics, and repairs to complex systems by following factory manuals, using computer diagnostic equipment, and established maintenance schedules and procedures on gas and diesel small engines and off-road equipment.
2. Repair, adjust, or modify as necessary engines, fuel systems, ignition systems, brake systems, electrical systems, drive systems, hydraulic systems, and related systems and components.
3. Maintain vehicles and equipment in accordance with maintenance schedules, factory repair information, and industry standards.
4. Perform scheduled inspections and test operation of city-owned, leased, and operated equipment and vehicles.
5. Assist staff in providing operator training through consultation or by providing technical information and demonstration of maintenance procedures.
6. Perform general fabrication and metalworking using torches, grinders, and drill presses.
7. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
8. Assist in looking up or ordering parts required for repairs to equipment.
9. Perform emergency repairs away from the shop to return the vehicle or equipment to operation, or to enable returning the vehicle or equipment to the shop for further repair.
10. Complete cost estimates for time, labor, and materials so the supervisor can prioritize, budget and schedule equipment repair projects in an efficient manner.
11. Operate vehicles and equipment to transport to repair location, diagnose malfunctions, verify operation, or perform repairs.
12. Clean vehicles and equipment as necessary to perform repairs.
13. Clean and maintain shop equipment, tools, and the general shop area.
14. Maintain all required records using computerized record keeping systems. Document work completed, track labor time for each work code, document parts and fluids consumed.
15. Perform routine maintenance on light duty on-road vehicles and equipment according to established maintenance schedules. Examples of such maintenance include changing engine or transmission oil and oil filter, lubricating components, checking or inspecting the operation of major systems, etc.
16. Repair and change and balance tires and align wheels.
17. Inspect and replace suspension components such as springs, shocks, struts, and ball joints.
18. Install accessory equipment as required.
19. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
20. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's degree in automotive technology, diesel engine repair, or a closely related field, and two (2) years of related professional experience repairing off-road equipment, small engines or road vehicles; OR a combination of four (4) years of related education and/or working experience to include diagnosing and repairing off-road equipment, small engines or road vehicles.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. ASE Certification is preferred.
 - C. Must obtain forklift certification during the probation period and maintain certification thereafter.
 - D. Class B driver's license or privilege is preferred.
3. Knowledge Requirements
 - A. Thorough knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of off-road equipment, and gas and diesel powered 2 and 4 cycle small engines.
 - B. Thorough knowledge of all applicable safety standards, rules, laws, and procedures.
 - C. General knowledge of automotive vehicle and equipment maintenance procedures.
 - D. General knowledge of applicable driving laws and regulations.
 - E. General knowledge of vehicle inspection standards and procedures.
 - F. Working knowledge of problem-solving and conflict-resolution techniques.
 - G. Working knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Extensive skill in inspecting, diagnosing, and repairing off-road and small engine equipment malfunctions.
 - B. Extensive skill in disassembling and reassembling equipment and system components.
 - C. Skill in using electronic diagnostic equipment and precision measuring instruments.
 - D. Skill in the use of hand and power tools.
 - E. Skill in performing routine maintenance on on-road vehicles and equipment.
 - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - G. Skill in managing one's own time.
 - H. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to read and interpret technical manuals and schematic diagrams.
 - B. Ability to acquire increasingly complex mechanical skills.
 - C. Ability to become skilled in the use of computerized analysis and repair equipment.
 - D. Ability to record information in the proper manner in both written work orders and computer databases.
 - E. Ability to work outside in inclement weather.
 - F. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
 - G. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
 - H. Ability to identify wires and other parts by color and other identifying information.
 - I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - J. Ability to communicate and interact effectively with members of the public.

- K. Ability to communicate effectively both orally and in writing.
- L. Ability to understand and follow instructions.
- M. Ability to problem-solve a variety of situations.
- N. Ability to set priorities and complete assignments on time.
- O. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 4242
WC: 5506	Pay:	EEOF: Streets/Highways	CC:	Resolution:

Industrial Equipment Technician

SUMMARY/PURPOSE: ~~Repair~~

The Industrial Equipment Technician is responsible for maintaining a wide variety of off-road and maintain 2 & 4 cycle gas and diesel powered small engine equipment.

FUNCTIONAL AREAS:

1. ~~Repair 2 & 4 cycle gas and diesel powered equipment.~~

* ~~_____ A. Diagnose operational deficiencies in equipment.~~

* ~~_____ B. SUPERVISION RECEIVED~~

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct detailed preventative maintenance, failure diagnostics, and repairs to complex systems by following factory manuals, using computer diagnostic equipment, and established maintenance schedules and procedures on gas and diesel small engines and off-road equipment.

2. Repair, adjust, or modify as necessary engines, fuel systems, ignition systems, brake systems, electrical systems, drive systems, hydraulic systems, and related systems and components, often in the field and under time pressures.

3. * ~~_____ C. Maintain pollution control systems vehicles and equipment in accordance with manufacturer maintenance schedules, factory repair information, and industry standards.~~

4. * ~~_____ D. Clean~~ Perform scheduled inspections and test operation of city-owned, leased, and operated equipment and vehicles.

5. Assist staff in providing operator training through consultation or components as necessary by providing technical information and demonstration of maintenance procedures.

* ~~_____ E. Operate equipment as required for diagnosis and repair, or to move.~~

6. ~~_____ F. Order~~ Perform general fabrication and metalworking using torches, grinders, and drill presses.

7. Assist other technicians in the completion of their tasks by providing technical or physical assistance.

8. Assist in looking up or ordering parts required for repairs to equipment.

9. ~~_____ G. Maintain all~~ Perform emergency repairs away from the shop to return the vehicle or equipment to operation, or to enable returning the vehicle or equipment to the shop for further repair.

10. Complete cost estimates for time, labor, and materials so the supervisor can prioritize, budget and schedule equipment repair projects in an efficient manner.

11. Operate vehicles and equipment to transport to repair location, diagnose malfunctions, verify operation, or perform repairs.

12. Clean vehicles and equipment as necessary to perform repairs.

13. Clean and maintain shop equipment, tools, and the general shop area in a clean, safe manner.

14. ~~_____ H. Maintain all~~ required records using computerized record keeping systems. Document work completed, track labor time for each work code, document parts and fluids consumed.

2. ~~Perform routine maintenance on vehicles and equipment.~~

~~15. * A. Perform routine maintenance light duty on-road~~ vehicles and equipment according to established maintenance schedules. Examples of such maintenance ~~includes~~include changing engine or transmission oil and oil filter, lubricating components, checking or inspecting the operation of major systems, etc.

~~16. * B. Repair and change and balance tires and align wheels.~~

~~17. * C. Inspect and replace suspension components such as springs, shocks, struts, and ball joints, etc.~~

~~18. * D. Install accessory equipment as required.~~

~~19. MINIMUM Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.~~

~~20. Other duties may be assigned.~~

JOB REQUIREMENTS:

~~1. EDUCATION AND EXPERIENCE~~

~~H A. Two years verifiable shop experience maintaining and repairing 2 and 4 cycle gas and diesel-powered ("small engine") equipment and auxiliary components.~~

~~H B. One year verifiable experience providing routine maintenance on vehicle systems.~~

~~H C. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.~~

1. Education & Experience Requirements

A. Associate's degree in automotive technology, diesel engine repair, or a closely related field, and two (2) years of related professional experience repairing off-road equipment, small engines or road vehicles; OR a combination of four (4) years of related education and/or working experience to include diagnosing and repairing off-road equipment, small engines or road vehicles.

2. License Requirements

A. Possess and maintain a valid Minnesota Class "C" Commercial ~~D~~ driver's license or equivalent ~~privilege~~.

B. ~~D.~~ ASE Certification is considered a plus ~~preferred~~.

E. Ability to acquire and maintain MN DOT Inspector's Certification.

~~2. KNOWLEDGE~~

- ~~C. H A. Extensive~~ Must obtain forklift certification during the probation period and maintain certification thereafter.
- ~~D. Class B driver's license or privilege is preferred.~~

3. Knowledge Requirements

- ~~A. Thorough~~ knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of gas-off-road equipment, and gas and diesel -powered 2 and 4 cycle ("small engine") equipmentengines.
- ~~H B. Thorough~~ knowledge of automotive vehicle and equipment maintenance procedures.
- ~~B. H C. Knowledge of~~ all applicable safety standards, rules, laws, and procedures.
- ~~C. General~~ knowledge of automotive vehicle and equipment maintenance procedures.
- ~~D. D General~~ knowledge of applicable driving laws and regulations.
- ~~E. E General~~ knowledge of vehicle inspection standards and procedures.

3. SKILLS

- ~~F. H A. Working~~ knowledge of problem-solving and conflict-resolution techniques.
- ~~G. Working~~ knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- ~~A. Extensive~~ skill in inspecting and, diagnosing, and repairing off-road and small engine equipment malfunctions.
- ~~H B. Extensive~~ skill in repairing 2 and 4 cycle gas- and diesel-powered ("small engine") equipment.
- ~~B. H C. Extensive~~ skill in disassembling and reassembling equipment and system components.
- ~~C. H D. Skill~~ in using electronic diagnostic equipment and precision measuring instruments.
- ~~D. H E. Skill~~ in the use of hand and power tools.
- ~~E. H F. Skill~~ in performing routine maintenance on on-road vehicles and equipment.

4. ABILITIES

- ~~F. H A. Skill~~ in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- ~~G. Skill~~ in managing one's own time.
- ~~H. Skill~~ in completing assignments accurately and with attention to detail.

5. Ability Requirements

- ~~A. Ability~~ to read and interpret technical manuals and schematic diagrams.
- ~~B. H B. Ability~~ to write acquire increasingly complex mechanical skills.
- ~~C. Ability~~ to become skilled in the use of computerized analysis and repair equipment.
- ~~D. Ability~~ to record information, such as on- in the proper manner in both written work orders, maintenance records, etc and computer databases.
- ~~E. H C. Ability~~ to use computerized diagnostic and repair equipment work outside in inclement weather.
- ~~H D. Ability~~ to make accurate measurements.
- ~~H E. Ability~~ to keep accurate records.
- ~~H F. Ability~~ to perform simple welds on steel using various equipment.
- ~~F. H G. Ability~~ to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.

- G. Ability to establish, reach, hold, position, maneuver, and operate hand tools and replacement parts.
- H. Ability to identify wires and other parts by color and other identifying information.
- I. Ability to create and maintain effective working a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- J. ~~H~~ ~~H.~~ Ability to work outside in inclement weather year round communicate and interact effectively with members of the public.
- K. ~~H~~ ~~I.~~ Ability to perform HEAVY communicate effectively both orally and in writing.
- L. Ability to understand and follow instructions.
- M. Ability to problem-solve a variety of situations.
- N. Ability to set priorities and complete assignments on time.
- O. Ability to attend work as scheduled and/or required.

Physical Demands

The work (requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting 100 pounds maximum and/or frequently lifting or carrying heavy objects weighing up to over 50 pounds), and crouching or crawling in restricted areas.

* Essential functions of the classification:

H Minimum requirements necessary on the first day of employment.Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: CTLD	Union: Basic	EEOC: Skilled Craft Workers	CSB: 10080407 _____	Class No: 4242
WC: 5506	Pay: 27 _____	EEOF: St Streets/Highways	CC: 10080511 _____	Resolution: 98-0352R _____



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Vehicle Maintenance Technician

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF VEHICLE MAINTENANCE TECHNICIAN.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Vehicle Maintenance Technician was last revised in 2017. The purpose of this position is to perform a variety of basic maintenance and repairs of gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks. The changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Vehicle Maintenance Technician.

Vehicle Maintenance Technician

SUMMARY/PURPOSE

To perform a variety of basic maintenance and repairs of gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1, 2 and 3).

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Repair Specialist by the amount of guidance and instruction needed to perform duties as assigned and is not expected to function at the same proficiency or skill level as the Vehicle Repair Specialist. This position exercises less independent discretion and judgment related to work procedures and methods and is a journey-level position tasked with ensuring vehicles and equipment are fully functional and available for use in the best possible condition.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform basic inspection, repair, and preventative maintenance on vehicles and equipment including, but not limited to lubrication and oil changes, battery maintenance and replacement, ensuring proper fluid levels, tire changes and repair, brake maintenance and repair, suspension maintenance and repair, changing spark plugs, light bulbs, belts, and other basic vehicle repairs.
2. Perform DOT and safety inspections of vehicles and equipment.
3. Perform routine repair work and inspections, and immediately report any safety concerns or priority work discovered to the Leadworker or Vehicle Repair Specialist.
4. Perform basic auto electrical work (battery/charging issues, lighting, ignition issues).
5. Perform road testing, pickup, and delivery of vehicles to customers, on the road repairs.
6. Perform emergency and afterhours vehicle repairs as necessary.
7. Clean and maintain vehicles, equipment, tools, and the work area as necessary.
8. Maintain all required records using computerized recordkeeping systems. Document work completed, track labor time for each work code, document parts and fluids consumed.
9. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
10. Assist in looking up or ordering parts required for repairs to equipment.
11. Complete cost estimates for time, labor and materials so the supervisor can prioritize, budget and schedule equipment repair projects in an efficient manner.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Vocational Degree in automotive technology, diesel engine repair, or a related professional field; OR a minimum of two (2) years of related education and/or full-time, verifiable

professional experience performing basic repair and maintenance on passenger vehicles and trucks in an established repair facility.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
- B. Must obtain ASE Certifications for A5—Brakes and A4—Steering and Suspension and maintain during the probation period and maintain certification thereafter.
- C. Must obtain forklift certification during the probation period and maintain certification thereafter.
- D. Must obtain a MN DOT Inspector's Certification during the probation period and maintain certification thereafter.
- E. Additional ASE certification in the Automotive/Light Truck Series (A Series) is preferred.
- F. Class A or B driver's license or privilege is preferred.

3. Knowledge Requirements

- A. Thorough knowledge of vehicle preventative maintenance tasks, braking systems and steering and suspension systems.
- B. General knowledge of vehicle engine performance and electronic systems.
- C. General knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
- D. General knowledge of the operation and maintenance of a variety of hand, power, mechanical and computer diagnostic tools and equipment.
- E. General knowledge of the computer applications related to Fleet Services operation.
- F. Knowledge of problem-solving and conflict-resolution techniques.
- G. Knowledge of applicable safety requirements.
- H. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
- B. Skill in performing routine maintenance on vehicles and equipment.
- C. Skill in performing repair work on vehicles and equipment.
- D. Skill in disassembling and assembling vehicles, equipment, and system components.
- E. Skill in the use of hand and power tools
- F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- G. Skill in managing one's own time.
- H. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read and interpret technical manuals.
- B. Ability to record information in the proper manner in both written work orders and computer databases.
- C. Ability to acquire increasingly complex mechanical and repair skills.
- D. Ability to work outside in inclement weather.
- E. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- F. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
- G. Ability to identify wires and other parts by color and other identifying information.
- H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- I. Ability to communicate and interact effectively with members of the public.
- J. Ability to communicate effectively both orally and in writing.
- K. Ability to understand and follow instructions.

- L. Ability to problem-solve a variety of situations.
- M. Ability to set priorities and complete assignments on time.
- N. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Service/Maintenance	CSB:	Class No: 4437
WC: 5506	Pay:	EEOF: Streets/Highways	CC:	Resolution:

Vehicle Maintenance Technician

SUMMARY/PURPOSE

~~Under general supervision,~~ To perform a variety of basic maintenance and repairs of gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1-~~2~~, 2 and 3).

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Repair Specialist by the amount of guidance and instruction needed to perform duties as assigned and is not expected to function at the same proficiency or skill level as the Vehicle Repair Specialist. This position exercises less independent discretion and judgment related to work procedures and methods and is a journey-level position tasked with ensuring vehicles and equipment are fully functional and available for use in the best possible condition.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES (~~other duties may be assigned~~)

1. Perform basic inspection, repair, and preventative maintenance on vehicles and equipment including, but not limited to: lubrication and oil changes, battery maintenance and replacement, ensures~~ensuring~~ proper fluid levels, tire changes and repair, brake maintenance and repair, suspension maintenance and repair, changing spark plugs, light bulbs, belts, and other basic vehicle repairs.
2. Perform DOT and safety inspections of vehicles and equipment.
3. Perform routine repair work based on and inspections, and immediately report any safety concerns or priority work discovered to the Leadworker or Vehicle Repair Specialist.
4. Perform basic auto electrical work (battery/charging issues, lighting, ignition issues).
5. Perform road testing, pickup, and delivery of vehicles to customers, on the road repairs.
6. Perform emergency and afterhours vehicle repairs as necessary.
7. Clean and maintain vehicles, equipment, tools, and the work area as necessary.
8. Maintain all required ~~written and electronic~~ records using computerized recordkeeping systems. Document work completed, track labor time for each work code, document parts and fluids consumed.
9. ~~Perform related~~ Assist other technicians in the completion of their tasks by providing technical or physical assistance.
10. Assist in looking up or ordering parts required for repairs to equipment.
11. Complete cost estimates for time, labor and materials so the supervisor can prioritize, budget and schedule equipment repair projects in an efficient manner.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 9.13. Other duties as ~~may be~~ assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed ~~below~~ are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ~~A. Vocational Degree as an Automotive Service Technician, Automotive Technician in automotive technology, diesel engine repair, or a related, AND one (1) year professional field; OR a minimum of two (2) years of related education and/or full-time, verifiable professional experience performing basic repair and maintenance on passenger vehicles and trucks in an established repair facility; OR,~~

~~B. A combination of three (3) years of education, experience, or training considered by Human Resources to be equivalent to the above.~~
2. License Requirements
 - ~~A. Possession of Possess and maintain a valid Minnesota Class D driver's license or equivalent privilege.~~
 - B. Must obtain and maintain ASE Certifications for A5—Brakes and A4—Steering and Suspension and maintain during the probation period and maintain certification thereafter.
 - C. Must obtain forklift certification within during the probation period and maintain certification thereafter.
 - D. Must obtain a MN DOT Inspector's Certification during the probation period and maintain certification thereafter.
 - E. Additional ASE certification in the Automotive/Light Truck Series (A Series) is preferred.
 - B-F. Class A or B driver's license or privilege is preferred.
3. Knowledge Requirements
 - ~~A. Intermediate level of troubleshooting and repair practices and principles.~~
 - A. Thorough knowledge of vehicle preventative maintenance tasks, braking systems and steering and suspension systems.
 - B. General knowledge of vehicle engine performance and electronic systems.
 - B-C. General knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
 - ~~C. General knowledge of all applicable safety standards and procedures.~~
 - D. the operation and maintenance of a variety of hand, power, mechanical and computer diagnostic tools and equipment.
 - E. General knowledge of the computer applications related to Fleet Services operation.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
- ~~E.~~
 4. Skill Requirements
 - A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
 - B. Skill in performing routine maintenance on vehicles and equipment.
 - C. Skill in performing repair work on vehicles and equipment.
 - D. Skill in disassembling and assembling vehicles, equipment, and system components.
 - E. Skill in the use of hand and power tools.
 - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - G. Skill in managing one's own time.
 - H. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to read and interpret technical manuals.
 - B. Ability to record information in the proper manner in both written work orders and computer databases.
 - C. Ability to acquire increasingly complex mechanical and repair skills.
 - D. Ability to work outside in inclement weather.
 - E. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.

- ~~F. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.~~
- ~~G. Ability to identify wires and other parts by color and other identifying information.~~
- ~~A.H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- ~~B.A. Ability to read and interpret technical manuals.~~
- ~~I. Ability to communicate and interact effectively with members of the public.~~
- ~~C.J. Ability to record information about vehicles, communicate effectively both orally and equipment using the appropriate system or form in writing.~~
- ~~D.A. Ability to acquire increasingly complex mechanical and repair skills.~~
- ~~E.K. Ability to acquire, understand and maintain a valid Minnesota Class A or B Driver's License or privilege if requested, follow instructions.~~
- ~~6.L. Physical Ability Requirements to problem-solve a variety of situations.~~
- ~~A.M. Ability to transport oneself to, from, and around sites of projects, tests, and other set priorities and complete assignments on time.~~
- ~~• Ability to work outside year around in inclement weather.~~
- ~~X.N. Ability to attend work on a regular basis as scheduled and/or required.~~

Ability to perform HEAVY Physical Demands

A. The work (requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting 100 pounds maximum and/or frequently lifting and/or carrying heavy objects weighing up to over 50 pounds), and crouching or crawling in restricted areas.

HR: HD	Union: Basic	EEOC: Service/Maintenance	CSB: 06/06/2017	Class No: 4437
WC: 5506	Pay: 25	EEOF: St/Highways	CC: 06/26/2017	Resolution: 17-0481R

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Service/Maintenance	CSB: _____	Class No: 4437
WC: 5506	Pay: _____	EEOF: Streets/Highways	CC: _____	Resolution: _____



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802



218-730-5210



hrinformation
@duluthmn.gov

DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Vehicle Repair Specialist

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF VEHICLE REPAIR SPECIALIST.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Vehicle Repair Specialist was last revised in 2017. The purpose of this position is to inspect, diagnose, repair, rebuild and maintain gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks. The changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Vehicle Repair Specialist.

Vehicle Repair Specialist

SUMMARY/PURPOSE

To inspect, diagnose, repair, rebuild and maintain gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1, 2 and 3), including attachments and accessories.

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Maintenance Technician by the proficient performance of the full range of duties as assigned including performing highly skilled and complex mechanical repairs working independently and applying developed knowledge, judgment, and initiative. Employees at this level receive only occasional instruction or assistance as new situations arise, and are fully aware of the operating procedures and policies within Fleet Services. The Vehicle Repair Specialist works with greater independence and minimal instruction or assistance. This position serves as a trainer and mentor to the Vehicle Maintenance Technician.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts detailed preventative maintenance, failure diagnostics, and repairs to complex systems by following factory manuals, using computer diagnostic equipment, and established maintenance schedules and procedures on automobiles, light trucks, and accessories. These systems include gas and diesel engines, transmissions, rear axles, suspensions, cooling, brakes, fuel, electrical, computer systems, light snow plows, and emergency response equipment.
2. Modify and set up equipment and vehicles to improve safety, efficiency, and productivity of the equipment.
3. Maintain vehicles and equipment in accordance with maintenance schedules, factory repair information, and industry standards.
4. Perform mandatory regulated inspections and test operation of City-owned, leased, and operated equipment and vehicles.
5. Train and mentor Vehicle Maintenance Technician in all phases of work including the operation of equipment, use of tools and methods or procedures of work specific to the operation.
6. Maintain continuing education to stay current on rapidly changing vehicle and component technologies and standards.
7. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
8. Assist in looking up or ordering parts required for repairs to equipment.
9. Perform emergency repairs away from the shop to return the vehicle or equipment to operation, or to enable returning the vehicle or equipment to the shop for further repair.
10. Complete cost estimates for time, labor, and materials so the supervisor can prioritize, budget, and schedule equipment repair projects in an efficient manner.
11. Operate vehicles and equipment to transport to repair location, diagnose malfunctions, verify operation, or perform repairs.
12. Clean vehicles and equipment as necessary to perform repairs.
13. Clean and maintain shop equipment, tools, and the general shop area.
14. Maintain all required records using computerized record keeping systems. Document work completed, track labor time for each work code, document parts, and fluids consumed.
15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute

to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

16. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in automotive mechanic technology or a related professional field, and two (2) years of related professional experience performing complex vehicle repair and maintenance in an established repair facility; OR a combination of four (4) years of related education and/or full-time, verifiable professional experience performing complex vehicle repairs, diagnostics, and maintenance.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Must obtain ASE Automotive/Light Truck Master Certification (tests A1-A8) during the probation period and maintain certification thereafter.
 - C. Must obtain and maintain forklift certification within probation period.
 - D. Must obtain DOT inspection certification within probation period.
 - E. Class A or B driver's license or privilege is preferred.
3. Knowledge Requirements
 - A. Thorough knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
 - B. Thorough knowledge of all applicable safety standards, rules, laws, and procedures.
 - C. General knowledge of vehicle electrical and computer-controlled systems.
 - D. General knowledge of all state and federal motor vehicles laws and regulations.
 - E. General knowledge of the computer applications related to Fleet Services operation.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
 - B. Skill in performing routine maintenance on vehicles and equipment.
 - C. Skill in performing all repair work on vehicles, including component level repair of engines and transmissions.
 - D. Skill in disassembling and assembling vehicles, equipment, and system components.
 - E. Skill in the use of hand and power tools, especially those used in vehicular maintenance and repair.
 - F. Skill in using computerized diagnostic equipment and precision measuring instruments.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time.
 - I. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to read and interpret technical manuals and schematic diagrams.
 - B. Ability to record information in the proper manner in both written work orders and computer databases.
 - C. Ability to use computerized diagnostic and repair equipment.
 - D. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
 - E. Ability to identify wires, and other parts by color and other identifying information.

- F. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- G. Ability to work outside in inclement weather.
- H. Ability to acquire increasingly complex mechanical and repair skills.
- I. Ability to assist Industrial Equipment Technician in repair of 2 & 4 cycle gas and diesel-powered equipment.
- J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- K. Ability to communicate and interact effectively with members of the public.
- L. Ability to communicate effectively both orally and in writing.
- M. Ability to understand and follow instructions.
- N. Ability to problem-solve a variety of situations.
- O. Ability to set priorities and complete assignments on time.
- P. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 4430
WC: 5506	Pay:	EEOF: Streets/Highways	CC:	Resolution:
<i>Revised from Equipment Maintenance Specialist (17-0482R)</i>				

Vehicle Repair Specialist

SUMMARY/PURPOSE

To inspect, diagnose, repair, rebuild and maintain gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1- & 2 and 3), including attachments and accessories.

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Maintenance Technician by the proficient performance of the full range of duties as assigned including performing highly skilled and complex mechanical repairs working independently and applying developed knowledge, judgment, and initiative. Employees at this level receive only occasional instruction or assistance as new situations arise, and are fully aware of the operating procedures and policies within Fleet Services. The Vehicle Repair Specialist works with greater independence and minimal instruction or assistance. This position serves as a trainer and mentor to the Vehicle Maintenance Technician.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

- ~~1. Perform highly skilled and complex mechanical repairs of assigned vehicles and equipment.~~
- ~~2. Inspect and operate vehicles and equipment to determine necessity, complexity, and completion of repair work.~~
1. Determine and perform routine maintenance on Conducts detailed preventative maintenance, failure diagnostics, and repairs to complex systems by following factory manuals, using computer diagnostic equipment, and established maintenance schedules and procedures on automobiles, light trucks, and accessories. These systems include gas and diesel engines, transmissions, rear axles, suspensions, cooling, brakes, fuel, electrical, computer systems, light snow plows, and emergency response equipment.
2. Modify and set up equipment and vehicles to improve safety, efficiency, and productivity of the equipment.
3. Maintain vehicles and equipment in accordance with maintenance schedules, factory repair information, and industry standards.
- ~~4. Clean and maintain vehicles, equipment, tools, and the work area as necessary.~~
- ~~5. Diagnose and repair malfunctions in vehicles and equipment.~~
- ~~6. Perform safety mandatory regulated inspections and test operation of vehicles City-owned, leased, and operated equipment~~
- ~~7. Perform repair work on vehicle bodies, interiors, and related instruments and equipment.~~
- ~~8. Perform emergency and afterhours vehicle repairs as necessary.~~
- ~~9. Perform the overhaul of engines, transmissions, differentials, hydraulic systems, steering mechanisms, and suspension systems.~~
- ~~10. Remove and/or replace engines, transmissions, plows, and other major components and accessories used with vehicles and equipment.~~
- ~~11.4. Maintain all required written and electronic records vehicles.~~
- 12.5. Train and mentor Vehicle Maintenance Technician in all phases of work including the operation of equipment, use of tools and methods or procedures of work specific to the operation.
- ~~13. Recommend improved work methods and procedures, assist in training employees.~~
- 14.6. Maintain continuing education to stay current on rapidly changing vehicle and component technologies and standards.

- ~~15. A. Ability to assist Industrial Equipment Technician in repair of 2 & 4 cycle gas and diesel powered equipment.~~
7. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
 8. Assist in looking up or ordering parts required for repairs to equipment.
 9. Perform related emergency repairs away from the shop to return the vehicle or equipment to operation, or to enable returning the vehicle or equipment to the shop for further repair.
 10. Complete cost estimates for time, labor, and materials so the supervisor can prioritize, budget, and schedule equipment repair projects in an efficient manner.
 11. Operate vehicles and equipment to transport to repair location, diagnose malfunctions, verify operation, or perform repairs.
 12. Clean vehicles and equipment as necessary to perform repairs.
 13. Clean and maintain shop equipment, tools, and the general shop area.
 14. Maintain all required records using computerized record keeping systems. Document work completed, track labor time for each work code, document parts, and fluids consumed.
 15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
 16. Other duties as may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. ~~Two year Associate's Degree in automotive mechanic technology degree; AND~~
 - B. A. Five (5) or a related professional field, and two (2) years of verifiable related professional experience performing complex vehicle repair and maintenance in an established repair facility; AND/OR a combination of four (4) years of related education and/or full-time, verifiable professional experience performing complex vehicle repairs, diagnostics, and maintenance.
 - C. ~~ASE Master Technician Certification.~~
2. License Requirements
 - A. ~~Possession of Possess and maintain a valid Minnesota Class D driver's license or equivalent privilege.~~
 - B. Ability to Must obtain ASE Automotive/Light Truck Master Certification (tests A1-A8) during the probation period and maintain certification thereafter.
 - B.C. Must obtain and maintain forklift certification within probation period.
 - C.D. Ability to Must obtain DOT inspection certification within probation period.
 - E. Class A or B driver's license or privilege is preferred.
3. Knowledge Requirements
 - A. ~~Extensive Thorough~~ knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
 - B. Thorough knowledge of all applicable safety standards, rules, laws, and procedures.
 - C. General knowledge of Minnesota driving laws vehicle electrical and computer-controlled systems.
 - D. General knowledge of all state and federal motor vehicles laws and regulations.
 - E. General knowledge of the computer applications related to Fleet Services operation.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - C.G. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements

- A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
- B. Skill in performing routine maintenance on vehicles and equipment.
- C. Skill in performing all repair work on vehicles, including component level repair of engines and equipment transmissions.
- D. Skill in disassembling and assembling vehicles, equipment, and system components.
- E. Skill in the use of hand and power tools, especially those used in vehicular maintenance and repair.
- F. Skill in using computerized diagnostic equipment and precision measuring instruments.
- G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- H. Skill in managing one's own time.
- I. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read and interpret technical manuals and schematic diagrams.
- B. Ability to record information in the proper manner in both written work orders and computer databases.
- C. Ability to use computerized diagnostic and repair equipment.
- D. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
- E. Ability to identify wires, and other parts by color and other identifying information.
- F. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- G. Ability to work outside in inclement weather.
- H. Ability to acquire increasingly complex mechanical and repair skills.
- I. Ability to assist Industrial Equipment Technician in repair of 2 & 4 cycle gas and diesel-powered equipment.
- A-J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- B-K. Ability to ~~read~~communicate and ~~interpret technical manuals~~interact effectively with members of the public.
- C-L. Ability to ~~record information about vehicles~~communicate effectively both orally and equipment using the appropriate system or form in writing.
- ~~D-A. Ability to use computerized diagnostic and repair equipment.~~
- ~~E-A. Ability to acquire increasingly complex mechanical and repair skills.~~
- M. Ability to understand and follow instructions.
- N. Ability to problem-solve a variety of situations.
- F. Ability to establish and maintain effective working relationships with coworkers.
- G. Ability to acquire and maintain a valid Minnesota Class A or B Driver's License or privilege if requested.

6. Physical Ability Requirements

- A-O. Ability to transport oneself to, from, and around sites of projects, tests, and other set priorities and complete assignments on time.
- B. Ability to work outside year around in inclement weather.
- C-P. Ability to attend work on a regular basis as scheduled and/or required.

Ability to perform heavy

Physical Demands

D. The work (requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting 100 pounds maximum and/or frequently lifting and/or carrying heavy objects weighing up to over 50 pounds), and crouching or crawling in restricted areas.

HR: HD	Union: Basic	EEOC: Skilled Craft Workers	CSB: 06/06/2017	Class No: 4430
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WC: 5506	Pay: 27	EEOF: St/Highways	CC: 06/26/2017	Resolution: 17-0482R
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Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB: _____	Class No: 4430
WC: 5506	Pay: _____	EEOF: Streets/Highways	CC: _____	Resolution: _____

Revised from Equipment Maintenance Specialist (17-0482R)



Human Resources

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411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Welder

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF WELDER.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Welder was last revised in 2012. The purpose of this position is to perform skilled work in fabrication, and maintenance and repair welding on fleet vehicles and other city assets. The changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Welder.

Welder

SUMMARY/PURPOSE

Perform skilled work in fabrication, and maintenance and repair welding on fleet vehicles and other City assets.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled welding and fabrication work to modify, maintain, and repair fleet vehicles, plows, and other City assets.
2. Consult with Service Center Supervisor and other City staff to determine the need, scope, and timeline for repairs and fabrication.
3. Cut, grind, shape, and form metal items to size and shape necessary.
4. Create, read, and/or interpret fabrication plans.
5. Design patterns and modify equipment to increase functionally.
6. Disassemble and reassemble equipment to reach and repair component parts as listed above.
7. Clean metal parts by brushing, blasting, chemical application, etc. Prep, prime, and paint surfaces as necessary.
8. Maintain and clean tools, welding equipment, and the assigned work area. Dispose of scrap materials in accordance with EPA and City requirements.
9. Advise on the selection and purchase of necessary tools, materials, and equipment.
10. Follow all relevant safety practices and guidelines.
11. Maintain an adequate inventory of supplies and materials for operations assigned. Recommend new materials to inventory and provide input on suppliers.
12. Maintain a current body of knowledge concerning products and methods for joining metals.
13. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
14. Complete cost estimates for time, labor and materials so the supervisor can prioritize, budget, and schedule repair projects in an efficient manner.
15. Inspect, maintain, and repair trailers in accordance with City and DOT requirements.
16. Test and repair trailer lighting and braking systems.
17. Maintain all required records using computerized recordkeeping systems. Document work completed, track labor time for each work code, and document parts consumed.
18. Operate vehicles and equipment to transport to repair location, perform repairs, or load materials.
19. Operate repair vehicle with mobile welding equipment, complete repairs in the field as necessary.
20. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Certificate or degree in Welding or a related professional field, and two (2) years of related professional experience; OR a combination of four (4) years of related education and/or working experience to include professional fabricating, cutting, and joining metal items.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Must obtain overhead crane and forklift certification during the probation period and maintain certification thereafter.
 - C. Class B driver's license or privilege is preferred.
 3. Knowledge Requirements
 - A. Thorough knowledge of the properties of various metals.
 - B. Thorough knowledge of the tools, materials, and techniques of welding.
 - C. General knowledge of low voltage vehicle wiring and electrical systems and their repair.
 - D. General knowledge of vehicle braking systems, both hydraulic and air.
 - E. General knowledge of basic math including addition, subtraction, multiplication, and division.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 4. Skill Requirements
 - A. Skill at welding using various welding techniques (MIG/TIG/Arc) in all positions on variety of materials.
 - B. Skill at welding and cutting using oxygen/acetylene gas and plasma cutting equipment.
 - C. Skill at reading blueprints, drawings, plans, and patterns.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time.
 - F. Skill in completing assignments accurately and with attention to detail.
 5. Ability Requirements
 - A. Ability to weld using various processes and equipment.
 - B. Ability to drive various items of equipment into and out of the shop for repair.
 - C. Ability to use tools for disassembly and reassembly of equipment.
 - D. Ability to read, layout and create plans for welding projects and equipment modifications.
 - E. Ability to repair trailer electrical lighting systems.
 - F. Ability to repair trailer braking systems.
 - G. Ability to work outside in inclement weather.
 - H. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
 - I. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
 - J. Ability to identify wires, and other parts by color and other identifying information.
 - K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - L. Ability to communicate and interact effectively with members of the public.
 - M. Ability to communicate effectively both orally and in writing.
 - N. Ability to understand and follow instructions.
 - O. Ability to problem-solve a variety of situations.
 - P. Ability to set priorities and complete assignments on time.
 - Q. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 4431
WC: 5506	Pay:	EEOF: Admin/Finance	CC:	Resolution:

Welder

Purpose:

Fabricate, cut, join ~~SUMMARY/PURPOSE~~

Perform skilled work in fabrication, and maintenance and repair metal items.

Functions:

1. ~~_____ Fabricate, cut, join, and repair metal items.~~

* ~~_____ A. Read welding on fleet vehicles and interpret blueprints, drawings, plans, patterns, and specifications other City assets.~~

* ~~_____ B. Cut metal items using various methods, such as band saws, hack saws, hand and power shears and snips, gas torch and plasma cutting equipment, etc.~~

* ~~_____ C. _____~~

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled welding and fabrication work to modify, maintain, and repair fleet vehicles, plows, and other City assets.

2. Consult with Service Center Supervisor and other City staff to determine the need, scope, and timeline for repairs and fabrication.

3. Cut, grind, shape, and form metal items to size and shape necessary, to allow for finished weld bead and bead penetration, and to clean up the finished part.

4. Create, read, and/or interpret fabrication plans.

5. Design patterns and modify equipment to increase functionality.

* ~~_____ D. Join metal items using various methods and equipment, such as gas torch welder, stick electrode welder, wire feed welder, tungsten inert gas welder, plasma welder, etc.~~

* ~~_____ E. Repair cracked and broken components using methods and equipment such as those listed above.~~

6. * ~~_____ F. Disassemble and reassemble equipment to reach and repair component parts as listed above.~~

* ~~_____ G. Clean metal parts by brushing, blasting, chemical application, etc.~~

7. * ~~_____ H. Inspect vehicles to determine repairs. Prep, prime, and paint surfaces as necessary and to verify proper finished repair and road worthiness in accordance with DOT requirements.~~

2. ~~_____ Maintain vehicle pulled trailers.~~

* ~~_____ A. Repair trailers using methods and practices such as those listed above.~~

~~_____ B. Test and repair trailer lighting systems.~~

~~_____ C. Test and repair trailer braking systems.~~

~~_____ D. Inspect trailers to determine repairs necessary and to verify proper finished repair and road worthiness in accordance with DOT requirements.~~

3. ~~_____ Perform related duties.~~

* ~~_____ A. Move equipment into and out of the shop for repair.~~

* ~~_____ B. Operate repair vehicle with mobile welding equipment.~~

4. ~~_____ C. and clean Design patterns and modify equipment to increase functionality.~~

8. ~~_____ D. Maintain tools, welders, welding equipment, and the assigned work area. Dispose of scrap materials in accordance with EPA and City requirements.~~

9. ~~_____ E. Advise on the selection and purchase of necessary tools, materials, and equipment.~~

- 10. * F. Follow all relevant safety practices and guidelines.
- 11. G. Maintain an adequate inventory of supplies and materials for operations assigned.
Recommend new materials to inventory and provide input on suppliers.
- 4. H. Maintain a current body of knowledge concerning products and methods for joining metals.

Minimum Qualifications:

Assist other technicians in the

Education & Experience

- 12. + A. ~~Successful completion of a certified welding program either through an employer and their tasks by providing technical or an educational institution physical assistance.~~
- 13. + B. ~~Three years of full-Complete cost estimates for time, labor and materials so the supervisor can prioritize, budget, and schedule repair projects in an efficient manner.~~
- 14. Inspect, maintain, and repair trailers in accordance with City and DOT requirements.
- 15. Test and repair trailer lighting and braking systems.
- 16. Maintain all required records using computerized recordkeeping systems. Document work completed, track labor time for each work code, and document parts consumed.
- 17. Operate vehicles and equipment to transport to repair location, perform repairs, or load materials.
- 18. Operate repair vehicle with mobile welding equipment, complete repairs in the field as necessary.
- 19. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 20. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience ~~experience in Requirements~~

- A. Certificate or degree in Welding or a related professional field, and two (2) years of related professional experience; OR a combination of four (4) years of related education and/or working experience to include professional fabricating, cutting, and joining metal items.

2. License Requirements

- + A. ~~Possession of Possess and maintain a valid Minnesota Driver's License or equivalent.~~
 - A. A Commercial driver's Class D driver's license or privilege.
 - B. Must obtain overhead crane and forklift certification during the probation period and maintain certification thereafter.
 - B.C. Class B driver's license or privilege is preferred.

3. Knowledge Requirements

- A. + A. ~~Extensive Thorough~~ Extensive Thorough knowledge of the properties of various metals.
- B. + B. ~~Extensive Thorough~~ Extensive Thorough knowledge of the tools, materials, and techniques of welding.
- C. C. General ~~General~~ knowledge of low voltage vehicle wiring and electrical systems and their repair.
- D. D. General ~~General~~ knowledge of vehicle braking systems, both hydraulic and air.
- A. + E. General ~~General~~ knowledge of basic math including addition, subtraction, multiplication, and division.

Skills

- E. + A. Knowledge of problem-solving and conflict-resolution techniques.
- F. Knowledge of applicable safety requirements.
- G. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill at welding using electric arc welder, both AC and DC, and in various welding techniques (MIG/TIG/Arc) in all positions on variety of materials.
- B. + B. Skill at welding and cutting using oxygen/acetylene gas and plasma cutting equipment.
- ~~C. Skill at welding using metal/inert gas equipment~~
- C. + D. Skill at reading blueprints, drawings, plans, and patterns.

Abilities

- D. + A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time.
- F. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to weld using various processes and equipment.
- B. + B. Ability to drive various items of equipment into and out of the shop for repair.
- C. + C. Ability to use tools for disassembly and reassembly of equipment.
- D. + D. Ability to read, layout and fabricate create plans for welding projects and equipment modifications.
- E. + E. Ability to repair vehicle trailer electrical lighting systems.
- F. + F. Ability to repair vehicle trailer braking systems.

Physical Abilities

- G. + A. Ability to work outdoors outside in inclement weather.
- ~~B. Ability to work from ladders, scaffolds, or lift equipment.~~
- H. + C. Ability to work position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- I. + D. Ability to lift, carry, and reach, hold parts weighing up to 50 pounds to, position them for welding, maneuver, and operate hand tools and replacement parts.
- J. + E. Ability to stand, walk, kneel, crouch, and stoop as needed perform identify wires, and other parts by color and other identifying information.
- K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work activities practices, and developing trusting work relationships.
- L. + F. Ability to communicate and interact effectively with members of the public.
- M. Ability to communicate effectively both orally and in writing.
- N. Ability to understand and follow instructions.
- O. Ability to problem-solve a variety of situations.
- P. Ability to set priorities and complete assignments on time.
- Q. Ability to attend work on a regular basis as scheduled and/or required.

~~* Essential functions of the position~~

~~+ Job requirements necessary the first day of employment~~

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights

under extreme outdoor weather conditions or in similar situations in which conditions cannot be controlled).

HR: <u>CTLD</u>	Union: Basic	EEOC: Skilled Craft Workers	CSB: 02/07/2012 _____	Class No: 4431
WC: 5506	Pay: 28 _____	EEOF: Admin/Finance	CC: 02/27/2012 _____	Resolution: 12-0094R



Human Resources

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hrinformation
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DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Master Electrician

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF MASTER ELECTRICIAN, INCLUDING A TITLE CHANGE TO MASTER ELECTRICIAN - PUBLIC WORKS & UTILITIES.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Master Electrician was last revised in 2009. The purpose of this position is to provide oversight, guidance and quality control of Public Works and Utilities electrical infrastructure and applications. This position will properly plan, lay out, perform, and supervise the installation and repair of wiring apparatus and equipment for electrical light, heat, power, and other purposes. Only minor changes were made to this description including expansion of essential duties to include tasks that are specific to public works and utilities, including working at the water plant.

The proposed revisions to the job classification were discussed with the Basic union and incumbents, and they are supportive of these updates.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Master Electrician, including a title change to Master Electrician - Public Works & Utilities.

Master Electrician - Public Works & Utilities

SUMMARY/PURPOSE

To provide oversight, guidance, and quality control of Public Works & Utilities electrical infrastructure and applications. This position will properly plan, lay out, perform, and supervise the installation and repair of wiring apparatus and equipment for electrical light, heat, power, and other purposes.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide general oversight on Public Works & Utilities projects and electrical systems to ensure all regulations and codes are met.
2. Perform skilled electrical work in the installation, maintenance, and repair of electrical systems.
3. Perform the installation of conduit, including electrical-metallic tubing, plastic mold, and wire mold.
4. Perform the installation of transformers, control boards, electronic circuits, coils, circuit breakers, voltage regulators, switches, fuses, and related electrical equipment in electrical generating and distributing stations and buildings.
5. Perform additions, extensions, or alterations to electrical installations for power, light, heat, and appliances in buildings and on grounds.
6. Troubleshoot, perform repairs, and test a variety of motors, electrical circuits, machinery, transformers, meters, and recording instruments.
7. Perform installations and connections of motors, lights, controllers, voltage regulators, racks, and various electrical fixtures.
8. Inspect and perform cleaning and maintenance to electrical equipment and motors, including replacement of brushes and necessary parts.
9. Determine modifications required when obstructions are met while installing electrical systems.
10. Assist in operating and maintaining cathodic protection on gas and water distribution systems.
11. Ensure a safe work environment.
12. Maintain and perform repairs to equipment and tools.
13. Assist other staff as necessary.
14. Review and interpret blueprints and determine material lists and costs.
15. Estimate time and materials necessary to perform a job.
16. Assist with inspections of new installations and/or modifications performed by others.
17. Obtain electrical permits for the City of Duluth when required.
18. Secure meter applications when required.
19. Organize and direct the work of journeypersons and helpers as assigned.
20. Train journeypersons and helpers as assigned.
21. Schedule and conduct daily/weekly/monthly meetings with Water, Wastewater, Storm and Gas crews to review and schedule projects and repairs.
22. Ability to assemble, move, setup and dismantle tools and machinery in an industrial setting.
23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon
24. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
25. Provide training on new or modified procedures and policies to all affected parties.

26. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
27. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
28. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
29. Other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of one (1) year of related full-time, verifiable, professional experience as a licensed Master Electrician.
 - B. Experience working with high voltage, high horsepower motors and their associated control equipment in an industrial setting.
 - C. General working knowledge of residential or industrial plumbing and pipefitting with basic installation and repair experience is preferred.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class a Master Electrician License.
 - B. Possess and maintain a valid Minnesota Class D Driver's License or privilege.
 - C. Ability to obtain a Minnesota Class B Commercial Driver's License or equivalent.
 - D. Ability to obtain a Minnesota Department of Health Class D Water Supply System Operator Certificate.
 - E. Ability to become Operator Qualified to perform work on the Utilities natural gas distribution system within six months of employment.
3. Knowledge Requirements
 - A. Thorough knowledge of the National Electrical Code (NEC).
 - B. Thorough knowledge of all applicable laws, rules, and standards regulating electrical construction and installation practices.
 - C. Thorough knowledge of electrical test equipment, instruments, and appliances used in the electrical trade.
 - D. Knowledge of high voltage, high horsepower motor systems including their associated control and data acquisition systems.
 - E. Knowledge of electronics and electronic circuits.
 - F. Knowledge of system control and data acquisition systems and methods.
 - G. Knowledge of microcomputer operations.
 - H. Working knowledge of OSHA standards for arc flash protection.
 - I. Working knowledge of the installation and operation of equipment operating at or over 600 V nominal.
 - J. Proficient knowledge in the installation, maintenance, repair and troubleshooting of centrifugal pumps, air compressors, generators, electric motors, regulators and SCADA equipment.
 - K. General knowledge of industrial and residential plumbing.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.
 - N. Knowledge of, or the ability to learn, City policies and procedures.
 - O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - P. Knowledge of effective leadership and personnel practices.

4. Skill Requirements
 - A. Skill in safe work practices and procedures.
 - B. Skill in operating and maintaining electrical equipment, instruments, appliances, and other electrically operated or controlled devices.
 - C. Skill in the installation, maintenance, and repair of electrical systems.
 - D. Skills in troubleshooting techniques to solve mechanical issues.
 - E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - F. Skill in managing one's own time and the time of others.
 - G. Skill in completing assignments accurately and with attention to detail.
 - H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements
 - A. Ability to read blueprints, diagrams, and schematics.
 - B. Ability to calculate materials costs.
 - C. Ability to estimate time and materials necessary to complete a job.
 - D. Ability to complete the layout and replacement of equipment and machinery in factory settings to ensure minimum downtime.
 - E. Ability to assemble and install water, gas, sewer and storm water equipment then testing to ensure they are working correctly.
 - F. Ability to assist in preventive maintenance by identifying and correcting potential issues.
 - G. Ability to erect ladders and scaffolding in a safe manner.
 - H. Ability to use hand and power tools.
 - I. Ability to recognize safety hazards and take appropriate precautions.
 - J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - K. Ability to communicate and interact effectively with members of the public.
 - L. Ability to communicate effectively both orally and in writing.
 - M. Ability to recognize, analyze, and solve a variety of problems.
 - N. Ability to organize and prioritize work while meeting multiple deadlines.
 - O. Ability to handle difficult and stressful situations with professional composure.
 - P. Ability to work successfully as a member of a team and independently with minimal supervision.
 - Q. Ability to train and lead others.
 - R. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - S. Ability to enforce safety rules and regulations.
 - T. Ability to maintain confidential information.
 - U. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
 - V. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 5205
WC: 5190	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:

Master Electrician - Public Works & Utilities

SUMMARY/PURPOSE

To provide oversight, guidance, and quality control of Public Works & Utilities electrical infrastructure and applications. This position will properly plan, lay out, perform, and supervise the installation and repair of wiring apparatus and equipment for electrical light, heat, power, and other purposes.

FUNCTIONAL AREAS:

4. SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide general oversight on Public Works & Utilities projects and electrical systems to ensure all regulations and codes are met.
4. Perform skilled electrical work in the installation, maintenance, and repair of electrical systems.
2. p A. Perform the installation of conduit, including electrical-metallic tubing, plastic mold plastic mold, and wire mold wire mold.
3. p B. Perform the installation of transformers, control boards, electronic circuits, coils, circuit breakers, voltage regulators, switches, fuses, and related electrical equipment in electrical generating and distributing stations and buildings.
4. p C. Perform additions, extensions, or alterations to electrical installations for power, light, heat, and appliances in buildings and on grounds.
5. p D. Troubleshoot, perform repairs, and test a variety of motors, electrical circuits, machinery, transformers, meters, and recording instruments.
6. p E. Perform installations and connections of motors, lights, controllers, voltage regulators, racks, and various electrical fixtures.
7. p F. Inspect and perform cleaning and maintenance to electrical equipment and motors, including replacement of brushes and necessary parts.
8. p G. Determine modifications required when obstructions are met while installing electrical systems.
9. p H. Assist in operating and maintaining cathodic protection on gas and water distribution systems.
10. I. Ensure a safe work environment.
11. J. Maintain and perform repairs to equipment and tools.
- K. Attend related training sessions.
2. L. Assist other staff as necessary.
2. Perform other duties as assigned.
12. p A. Review and interpret blueprints and determine material lists and costs.
13. p B. Estimate time and materials necessary to perform a job.
14. C. Assist with inspections of new installations and/or modifications performed by others.
15. p D. Obtain electrical permits for the City of Duluth when required.
16. p E. Secure meter applications when required.
17. p F. Organize and direct the work of journeypersons and helpers as assigned.
18. p G. Train journeypersons and helpers as assigned.

- ~~H. Perform related tasks as assigned.~~
19. Schedule and conduct daily/weekly/monthly meetings with Water, Wastewater, Storm and Gas crews to review and schedule projects and repairs.
 20. Ability to assemble, move, setup and dismantle tools and machinery in an industrial setting.
 21. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon
 22. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
 23. Provide training on new or modified procedures and policies to all affected parties.
 24. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
 25. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
 26. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
 27. Other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

Education &

1. ~~License Requirements~~ Experience Requirements:

- A. A minimum of one (1) year of related full-time, verifiable, professional experience as a licensed Master Electrician.
- B. ~~B.~~ Experience working with high voltage, high horsepower motors and their associated control equipment in an industrial setting.
- C. General working knowledge of residential or industrial plumbing and pipefitting with basic installation and repair experience is preferred.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class a Master Electrician License.
- B. Possess and maintain a valid Minnesota Class D Driver's License or privilege.
- C. Ability to obtain a Minnesota Class B Commercial Driver's License or equivalent.
- D. Ability to obtain a Minnesota Department of Health Class D Water Supply System Operator Certificate.
- E. Ability to become Operator Qualified to perform work on the Utilities natural gas distribution system within six months of employment.

3. Knowledge Requirements:

- A. Thorough knowledge of the National Electrical Code (NEC).
- B. ~~B.~~ Thorough knowledge of all applicable laws, rules, and standards regulating electrical construction and installation practices.
- C. ~~C.~~ Thorough knowledge of electrical test equipment, instruments, and appliances used in the electrical trade.
- D. ~~D.~~ Knowledge of high voltage, high horsepower motor systems including their associated control and data acquisition systems.
- E. Knowledge of electronics and electronic circuits.
- F. Knowledge of system control and data acquisition systems and methods.
- G. Knowledge of microcomputer operations.
- H. Working knowledge of OSHA standards for ~~arc flash-over~~ protection.

- I. I.—Working knowledge of the installation and operation of equipment operating at or over 600 V nominal.
- J. J.—Proficient knowledge in the installation, maintenance, repair and troubleshooting of centrifugal pumps, air compressors, generators, electric motors, regulators and SCADA equipment.
- K. K.—General knowledge of industrial and residential plumbing.
- L. L.—Knowledge of problem-solving and conflict-resolution techniques.
- M. M.—Knowledge of applicable safety requirements.
- N. N.—Knowledge of, or the ability to learn, City policies and procedures.
- O. O.—Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- P. P.—Knowledge of effective leadership and personnel practices.

4. Skill Requirements:

- A. A.—Skill in safe work practices and procedures.
- B. B.—Skill in operating and maintaining electrical equipment, instruments, appliances, and other electrically operated or controlled devices.
- C. C.—Skill in the installation, maintenance, and repair of electrical systems.
- D. D.—Skills in troubleshooting techniques to solve mechanical issues.
- E. E.—Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- F. F.—Skill in managing one's own time and the time of others.
- G. G.—Skill in completing assignments accurately and with attention to detail.
- H. H.—Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements:

- A. A.—Ability to read blueprints, diagrams, and schematics.
- B. B.—Ability to calculate materials costs.
- C. C.—Ability to estimate time and materials necessary to complete a job.
- D.—Ability to perform soldering, complete the layout and mechanical work.
- D. E.—Ability to understand replacement of equipment and follow oral and written instructions machinery in factory settings to ensure minimum downtime.
- F.—Ability to direct assigned personnel.
- E. G.—Ability to assemble and install water, gas, sewer and storm water equipment then testing to ensure they are working correctly.
- F. F.—Ability to assist in preventive maintenance by identifying and correcting potential issues.
- G. G.—Ability to erect ladders and scaffolding in a safe manner.
- H. H.—Ability to use hand and power tools.
- I. I.—Ability to recognize safety hazards and take appropriate precautions.
- J.—Ability to work at heights up to 80 feet.
- J. K.—Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- Ability to work in damp, communicate and confined spaces.
- K. L.—Ability to establish and maintain effective working relationships interact effectively with co-workers and members of the public.
- L. M.—Ability to communicate effectively both orally and in writing.
- M. M.—Ability to recognize, analyze, and solve a variety of problems.
- N. N.—Ability to organize and prioritize work while meeting multiple deadlines.
- O. O.—Ability to handle difficult and stressful situations with professional composure.

P. Ability to work successfully as a member of a team and independently with minimal supervision.

Q. Ability to train and lead others.

R. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.

S. Ability to enforce safety rules and regulations.

T. Ability to maintain confidential information.

U. Ability to demonstrate dependability, responsibility, and consistency in their job performance.

V. Ability to attend work on a regular basis as scheduled and/or required.

~~N. Ability to frequently push, pull, lift to move and carry equipment weighing up to 50 pounds and occasionally up to 100 pounds.~~

~~p Essential functions of the job~~

~~Job requirements necessary on the first day of employment~~

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions).

HR: <u>CTLD</u>	Union: <u>Basic</u>	EEOC: <u>Skilled Craft Workers</u>	CSB: <u>20090303</u>	Class No: <u>5205</u>
WC: <u>5190</u>	Pay: <u>34</u>	EEOF: <u>Admin/Finance Utilities/Transportation</u>	CC: <u>20090413</u>	Resolution: <u>09-0200R</u>



Human Resources

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 218-730-5210
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DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Heavy Equipment Mechanic

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF HEAVY EQUIPMENT MECHANIC.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Heavy Equipment Mechanic was last revised in 2006. The purpose of this position is to diagnose, repair, and maintain heavy trucks, trailers, off-road equipment and self-powered portable equipment in a professional and expedient manner. The changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Heavy Equipment Mechanic.

Heavy Equipment Mechanic

SUMMARY/PURPOSE

To diagnose, repair, and maintain heavy trucks, trailers, off-road equipment and self-powered portable equipment in a professional and expedient manner.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts detailed preventative maintenance, failure diagnostics and repairs to complex systems by following factory manuals, using computer diagnostic equipment, and established maintenance schedules and procedures on heavy trucks, trailers, off-road equipment, and attachments. These systems include gas and diesel engines, transmissions, rear axles, suspensions, hydraulics, pneumatics, cooling, brakes, fuel, electrical, computer systems, snow equipment, and emergency response equipment.
2. Modify and set up equipment and vehicles to improve safety, efficiency, and productivity of the equipment.
3. Maintain vehicles and equipment in accordance with maintenance schedules, factory repair information, and industry standards.
4. Perform mandatory regulated inspections and test operation of city-owned, leased, and operated equipment and vehicles.
5. Assist staff in providing operator training through consultation or by providing technical information and demonstration of maintenance procedures.
6. Perform general fabrication and metalworking using torches, grinders, and drill presses.
7. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
8. Assist in looking up or ordering parts required for repairs to equipment.
9. Perform emergency repairs away from the shop to return the vehicle or equipment to operation, or to enable returning the vehicle or equipment to the shop for further repair.
10. Complete cost estimates for time, labor, and materials so the supervisor can prioritize, budget, and schedule equipment repair projects in an efficient manner.
11. Operate vehicles and equipment to transport to repair location, diagnose malfunctions, verify operation, or perform repairs.
12. Clean vehicles and equipment as necessary to perform repairs.
13. Clean and maintain shop equipment, tools, and the general shop area.
14. Maintain all required records using computerized record keeping systems. Document work completed, track labor time for each work code, document parts and fluids consumed.
15. Maintain continuing education to stay current on rapidly changing vehicle and component technologies and standards.
16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's degree in automotive technology, diesel engine repair, or a closely related field, and two (2) years of related professional experience diagnosing and repairing heavy trucks, passenger vehicles, diesel engines or heavy off-road equipment; OR a combination of four (4) years of related education and/or working experience to include diagnosing and repairing heavy trucks, passenger vehicles, diesel engines, or heavy off-road equipment.
2. License Requirements
 - A. Must possess and maintain a valid Minnesota Class B driver's license or privilege with Tanker endorsement.
 - B. Must obtain ASE Master Technician Certification (T series [preferred] or A series) and maintain certification thereafter.
 - C. Must obtain overhead crane and forklift certification during the probation period and maintain certification thereafter.
 - D. Must obtain a MN DOT Inspector's Certification during the probation period and maintain certification thereafter.
 - E. Class A driver's license or privilege is preferred.
3. Knowledge Requirements
 - A. Thorough knowledge of the principles, methods, tools, and equipment used in the repair of heavy trucks, trailers, off-road equipment, and self-powered portable equipment.
 - B. Thorough knowledge of all applicable safety standards, rules, laws, and procedures.
 - C. General knowledge of all state and federal motor vehicles laws and regulations.
 - D. General knowledge of vehicle electrical and computer-controlled systems.
 - E. General knowledge of welding and fabrication methods.
 - F. Working knowledge of problem-solving and conflict-resolution techniques.
 - G. Working knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in the use of hand and power tools, especially those used in vehicular maintenance and repair.
 - B. Skill in inspecting and diagnosing malfunctioning or poorly performing motor vehicles or self-powered equipment.
 - C. Skill in performing all repair work on vehicles and self-powered portable equipment, including component level repair of engines and transmissions.
 - D. Skill in disassembly and assembly of motor vehicles and portable self-powered equipment.
 - E. Skill in performing routine maintenance on motor vehicles and portable self-powered equipment.
 - F. Skill in using computerized diagnostic equipment and precision measuring instruments.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time.
 - I. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to read and interpret technical manuals and schematic diagrams.
 - B. Ability to acquire increasingly complex mechanical skills.
 - C. Ability to become skilled in the use of computerized analysis and repair equipment.
 - D. Ability to record information in the proper manner in both written work orders and computer databases.
 - E. Ability to work outside in inclement weather.
 - F. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
 - G. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
 - H. Ability to identify wires and other parts by color and other identifying information.

- I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- J. Ability to communicate and interact effectively with members of the public.
- K. Ability to communicate effectively both orally and in writing.
- L. Ability to understand and follow instructions.
- M. Ability to problem-solve a variety of situations.
- N. Ability to set priorities and complete assignments on time.
- O. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No: 4133
WC: 5506	Pay:	EEOF: Streets/Highways	CC:	Resolution:

Heavy Equipment Mechanic

Purpose:

SUMMARY/PURPOSE

To diagnose, repair, and maintain ~~automotive and self-powered portable~~ heavy trucks, trailers, off-road equipment.

Functions:

1. Diagnose, repair, and self-powered portable equipment in a professional and maintain ~~automotive and self-powered portable equipment~~ expedient manner.

* A. Inspect vehicles and equipment to diagnose malfunction or to determine road worthiness.

* B. SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts detailed preventative maintenance, failure diagnostics and repairs to complex systems by following factory manuals, using computer diagnostic equipment, and established maintenance schedules and procedures on heavy trucks, trailers, off-road equipment, and attachments. These systems include gas and diesel engines, transmissions, rear axles, suspensions, hydraulics, pneumatics, cooling, brakes, fuel, electrical, computer systems, snow equipment, and emergency response equipment.

2. Modify and set up equipment and vehicles to improve safety, efficiency, and productivity of the equipment.

3. Maintain vehicles and equipment in accordance with maintenance schedules, factory repair information, and industry standards.

* C. Clean vehicles. Perform mandatory regulated inspections and test operation of city-owned, leased, and operated equipment.

4. * D. Diagnose and repair malfunctions in fuel, electrical, ignition, exhaust, brake, and suspension systems vehicles.

* E. Diagnose and repair vehicle bodies and equipment enclosures, interiors, dashboards, and related equipment.

* F. Diagnose and repair electrical and simple electronic malfunctions.

5. * G. Assist staff in providing operator training through consultation or by providing technical information and demonstration of maintenance procedures.

6. Perform general fabrication and metalworking using torches, grinders, and drill presses.

7. Assist other technicians in the completion of their tasks by providing technical or physical assistance.

8. Assist in looking up or ordering parts required for repairs to equipment.

9. Perform emergency repairs away from the shop to return the vehicle or equipment to operation, or to assist in ~~enable~~ returning the vehicle or equipment to the shop for further repair.

* H. Remove and replace major systems and individual components for repair or replacement.

* I. Overhaul major systems or components such as engines, transmissions, differentials, etc.

- ~~* J. Perform skilled maintenance on systems and components such as computerized ignition, fuel injection, and other systems using specialized diagnostic and repair tools and equipment.~~
- 10. * K. Complete cost estimates for time, labor, and materials so the supervisor can prioritize, budget, and schedule equipment repair projects in an efficient manner.
- 11. Operate vehicles and equipment to transport to repair location, diagnose malfunctions, verify operation, or to move it into or out of the shop area perform repairs.
- 12. ~~L. Clean vehicles and equipment as necessary to perform repairs.~~
- 13. Clean and maintain shop equipment, tools, and the general shop area.
- 14. M. Maintain all required records using computerized record keeping systems. Document work completed, track labor time for each work code, document parts and fluids consumed.

Minimum Qualifications:

- 15. Maintain continuing education to stay current on rapidly changing vehicle and component technologies and standards.
- 16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

~~H A. Two years' experience as an Equipment Maintenance Specialist (promotional).~~

~~--OR--~~

~~H B. A verifiable combination of education and experience equivalent to four years experience in maintaining and repairing vehicles and/or self-powered equipment.~~

A. Associate's degree in automotive technology, diesel engine repair, or a closely related field, and two (2) years of related professional experience diagnosing and repairing heavy trucks, passenger vehicles, diesel engines or heavy off-road equipment; OR a combination of four (4) years of related education and/or working experience to include diagnosing and repairing heavy trucks, passenger vehicles, diesel engines, or heavy off-road equipment.

2. License and Certifications Requirements

A. H A. Must possess and maintain a valid Minnesota Class "D" B driver's license or privilege with Tanker endorsement.

B. H B. Must become certified as an obtain ASE Master Automotive Technician Certification (T series [preferred] or A series) and maintain certification thereafter.

C. Must obtain overhead crane and forklift certification during the probation period and maintain that certification thereafter.

G. Must be certified as obtain a Minnesota Commercial Motor Vehicle Inspector.

D. D. Additional ASE MN DOT Inspector's Certification induring the Medium/Heavy Truck Series (T Series) is desirable probation period and maintain certification thereafter.

E. Class A driver's license or privilege is preferred.

3. Knowledge Requirements

- A. H A. ~~Extensive~~ Thorough knowledge of the principles, methods, tools, and equipment used in the repair of ~~vehicles~~ heavy trucks, trailers, off-road equipment, and self-powered ~~equipment, including heavy~~ portable equipment.
- B. H B. ~~Thorough~~ Thorough knowledge of all applicable safety standards, rules, laws, and procedures.
- C. H C. ~~General~~ General knowledge of all state and federal motor vehicles laws and regulations.
- D. H D. ~~General~~ General knowledge of vehicle electrical and computer-controlled systems.
- E. H E. ~~General~~ General knowledge of welding and fabrication methods.
- F. Working knowledge of problem-solving and conflict-resolution techniques.
- G. Working knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. H A. Skill in the use of hand and power tools, especially those used in vehicular maintenance and repair.
- B. H B. Skill in inspecting and diagnosing malfunctioning or poorly performing motor vehicles or self-powered equipment.
- C. H C. Skill in performing all repair work on vehicles and self-powered portable equipment, including component level repair of engines and transmissions.
- D. H D. Skill in disassembly and assembly of motor vehicles and portable self-powered equipment.
- E. H E. Skill in performing routine maintenance on motor vehicles and portable self-powered equipment.
- F. F. Skill in using computerized diagnostic equipment and precision measuring instruments.

Abilities

- G. H A. ~~Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.~~
- H. Skill in managing one's own time.
- I. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read and interpret technical manuals and schematic diagrams.
- B. H B. Ability to acquire increasingly complex mechanical skills.
- C. H C. Ability to become skilled in the use of computerized analysis and repair equipment.
- D. H D. Ability to record information in the proper manner in both written work orders and computer databases.
- ~~H E. Ability to establish and maintain good working relationships with coworkers and customers.~~
- ~~H F. Ability to acquire a Minnesota Class "A" or "B" Driver's License or equivalent as required.~~

- ~~E. H G.~~ Ability to work outside in inclement weather.
- ~~F. H H.~~ Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- ~~G. H I.~~ Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
- ~~H. H J.~~ Ability to identify wires, and other parts by color and other identifying information.

- ~~H K.~~ Ability to use fine hand and finger movements to identify and work on parts not always visible.
- ~~H L.~~ Ability to lift, carry, position, and hold parts weighing up to 50 pounds alone and up to 100 pounds with assistance during repairs. With mechanical assistance, that could exceed 500 pounds.

~~* Essential functions of the classification.~~

~~H Minimum requirements necessary on the first day of employment.~~

- ~~I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- ~~J. Ability to communicate and interact effectively with members of the public.~~
- ~~K. Ability to communicate effectively both orally and in writing.~~
- ~~L. Ability to understand and follow instructions.~~
- ~~M. Ability to problem-solve a variety of situations.~~
- ~~N. Ability to set priorities and complete assignments on time.~~
- ~~O. Ability to attend work as scheduled and/or required.~~

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: CTLD	Union: Basic	EEOC: Paraprofessionals	CSB: 20060403 _____	Class No: 4133
WC: 5506	Pay: 28 _____	EEOF: St Streets/Highways	CC: 20060423 _____	Resolution: 06-0026R _____



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Plumbing Inspector

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PLUMBING INSPECTOR.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Plumbing Inspector was last revised in 1998. The purpose of this position is to protect the community and property from hazard, injury, and destruction by ensuring that work on water and waste systems performed by all plumbers and homeowners throughout the City of Duluth meets the standards required in the Minnesota Building Code, including the plumbing code, and other regulations, under the authority of the MN State Building Code and the Building Official. Only minor changes were made to this description.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Plumbing Inspector.

Plumbing Inspector

SUMMARY

To protect the community and property from hazard, injury, and destruction by ensuring that work on water and waste systems performed by all plumbers and homeowners throughout the City of Duluth meets the standards required in the Minnesota Building Code, including the plumbing code, and other regulations, under the authority of the Minnesota State Building Code and the Building Official.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the work of Master and Journey person Plumbers, Licensed Pipelayers, Licensed Backflow Prevention Testers and Rebuilders, and homeowners in the City of Duluth through inspection of all plumbing system installations.
2. Verify contractors are licensed in accordance with Minnesota licensing regulations.
3. Review permit applications and plans for compliance with MN Plumbing Code.
4. Inspect plumbing and fuel gas piping installations, materials, venting, fixtures, plumbing appliances, and apparatus inside or running to building or structures for compliance with codes and ordinances governing plumbing and fuel gas piping work.
5. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
6. Review plans, specifications, and other construction documents prepared by architects, mechanical engineers, and others to ensure that they meet established codes, regulations, and safety standards.
7. Determine conformance problems, issue notices regarding correction of defective work, provide advice on code compliant installations, and perform re-inspection.
8. Issue stop work orders when needed and conduct other enforcement action for code violations.
9. Ensure that all work is performed in a safe manner using approved methods.
10. Approve final inspection when work is complete and complies with applicable codes.
11. Consult with Department of Labor and Industry and municipal Building Official as needed.
12. Operate City vehicle to, from, and around inspection sites.
13. Maintain computerized and written records of inspections made and actions taken, and produce written forms and reports as required.
14. Review permit applications and stated valuations for accurate permit fee determinations.
15. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of developing technology, methods, and code requirements.
16. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing plumbing work.
17. Attend and participate in division meetings, and serve as a member of the Construction Services team.
18. Provide plumbing-code-related technical expertise to the Construction Services & Inspections team, plumbers, and others.
19. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.
20. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute

to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of five (5) years of experience as a licensed journeyman plumber or master plumber, including residential and commercial plumbing, or equivalent training and experience.
2. License Requirements
 - A. Licensure by the state of Minnesota as a Master Plumber by the date of appointment and thereafter.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Expert knowledge of the terms, principles, practices, methods, techniques, tools, materials, and equipment used in plumbing work.
 - B. Expert knowledge of the Minnesota Plumbing Code.
 - C. Thorough knowledge of all applicable laws, rules, and standards regulating plumbing construction and installation practices.
 - D. Knowledge of Minnesota building codes and including the applicable provisions of Minnesota energy codes.
 - E. Knowledge of state licensing requirements for plumbing contractors, workers, and homeowners.
 - F. Knowledge of multiple communication methods, such as mobile devices, email, and preparation of official correspondence in letter form.
 - G. Knowledge of communication methods effective at building and maintaining strong relationships with the community, contractors, and coworkers.
 - H. Knowledge of possible defects in plumbing system installations and system designs.
 - I. Knowledge of proper inspection methods and procedures.
 - J. Knowledge of legal procedures involved in the enforcement of plumbing codes and ordinances.
 - K. Knowledge of math for the purpose of measuring, reviewing estimated valuations and plumbing installation requirements.
 - L. Knowledge of traffic rules and regulations.
 - M. Knowledge of problem-solving and conflict-resolution techniques.
 - N. Knowledge of applicable safety requirements.
 - O. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting plumbing work for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting plumbing plans, specifications, blueprints, diagrams, and technical codes and ordinances.
 - C. Skill in understanding the operation and maintenance and repair requirements of plumbing systems in order to apply code requirements.
 - D. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - E. Skill in reading and interpreting construction documents and technical codes and ordinances.

- F. Skill in reviewing plans and communicating deficiencies in mechanical system design and installation.
 - G. Skill in assisting the architects and mechanical engineers in understanding required design and installation requirements.
 - H. Skill in coordinating with other inspection and construction disciplines and trades.
 - I. Skill in reviewing construction costs, including materials and labor.
 - J. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, mobile devices, and modern office equipment.
 - K. Skill in managing one's own time and coordinating schedules with contractors and homeowners.
 - L. Skill in completing assignments accurately and with attention to detail.
 - M. Skill in safe work practices and procedures.
5. Ability Requirements
- A. Ability to apply advanced understanding of terms, principles, regulations, policies, and procedures to plumbing inspections and assistance to contractors, homeowners, and coworkers.
 - B. Ability to initiate and follow through on enforcement actions related to plumbing code compliance.
 - C. Ability to read and understand construction plans and other documents.
 - D. Ability to read and write reports regarding plumbing systems, codes, inspections, and permits.
 - E. Ability to maintain accurate and complete records.
 - F. Ability to work in all types of environmental conditions.
 - G. Ability to manage multiple projects of varying complexities and coordinate and collaborate with coworkers.
 - H. Ability to effectively listen, speak, write, and interact in a tactful and persuasive manner in one-on-one or group situations.
 - I. Ability to remain calm and professional in adversarial situations.
 - J. Ability to effectively explain codes, laws, and enforcement policies and produce written and visual materials that are easily understood by the intended audience.
 - K. Ability to transport oneself to, from, and around various worksites.
 - L. Ability to participate in training to update plumbing code knowledge and expertise.
 - M. Ability to recognize safety hazards, interpret safety rules and apply them to hazardous situations.
 - N. Ability to use a computer to maintain inspection records and write reports.
 - O. Ability to provide exceptional customer service.
 - P. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - Q. Ability to communicate and interact effectively with members of the public.
 - R. Ability to communicate effectively both orally and in writing.
 - S. Ability to understand and follow instructions.
 - T. Ability to problem-solve a variety of situations.
 - U. Ability to set priorities and complete assignments on time.
 - V. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 5101
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

Plumbing Inspector

PURPOSE: ~~Conduct inspections, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.~~

FUNCTIONAL AREAS:

1. ~~Inspect plumbing construction, installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes and ordinances governing plumbing work.~~

* ~~_____~~ A. SUMMARY

To protect the community and property from hazard, injury, and destruction by ensuring that work on water and waste systems performed by all plumbers and homeowners throughout the City of Duluth meets the standards required in the Minnesota Building Code, including the plumbing code, and other regulations, under the authority of the Minnesota State Building Code and the Building Official.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the work of Master and Journeyman Plumbers, Licensed Pipelayers, Licensed Backflow Prevention Testers and Rebuilders, and homeowners in the City of Duluth through inspection of all plumbing system installations.
2. Verify contractors are licensed in accordance with Minnesota licensing regulations.
3. Review permit applications and plans for compliance with MN Plumbing Code.
4. Inspect plumbing and fuel gas piping installations, materials, venting, fixtures, plumbing appliances, and apparatus inside or running to building or structures for compliance with codes and ordinances governing plumbing and fuel gas piping work.
- * ~~_____~~ B. Inspect the quality of materials for approved plumbing installation.
5. * ~~_____~~ C. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
6. Review diagrams, prepared plans, and specifications, and other construction documents prepared by architects, mechanical engineers, and others to ensure that they meet established codes and regulations, and safety standards.
- * ~~_____~~ D. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.
7. * ~~_____~~ E. Determine conformance problems, issue notices regarding correction of defective work, provide advice on code compliant installations, and perform re-inspection.
8. * ~~_____~~ F. Issue citations or orders to stop work that is in violation of the proper codes orders when needed and conduct other enforcement action for code violations.
9. * ~~_____~~ G. Ensure that all work is performed in a safe manner using approved methods.
10. * ~~_____~~ H. Approve certification of final inspection when required work is complete and complies with applicable codes.
11. * ~~_____~~ I. Consult with Department of Labor and Industry and municipal Building Official and State Department of Public Health Plumbing Unit when necessary as needed.
12. * ~~_____~~ J. Operate City vehicle to, from, and around inspection sites.

2. ~~Do related work as required.~~

* ~~A. Maintain computerized and written records of ~~inspectors~~inspections made and actions taken.~~

13. * ~~B. Write, and prepare~~produce written forms and reports as required.

14. * ~~C. Review permit applications and estimate building costs ~~stated valuations~~ for accurate permit fee estimates ~~determinations~~.~~

15. * ~~D. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and developing technology, methods, and code requirements.~~

16. * ~~E. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing plumbing work.~~

17. * ~~F. Attend and participate in division meetings, and serve as a member of the Building Inspection ~~Construction Services team on~~.~~

18. Provide plumbing-code-related ~~projects~~ technical expertise to the Construction Services & Inspections team, plumbers, and others.

19. * ~~G. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.~~

* ~~H. Perform other related duties as assigned.~~

20. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience: Requirements

+ ~~A. Successful completion of a certified plumbing apprentice program plus three (3) minimum of five (5) years of experience as a licensed journey person plumber or master plumber. This experience must include three (3) years in, including residential plumbing and three (3) years in commercial plumbing;~~ or equivalent training and experience.

2. License Requirement: Requirements

+ ~~A. Possession Licensure by the state of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.~~

+ ~~A. B. Possession of a valid Minnesota as a Master Plumber license from the State Board of Health by the date of appointment and thereafter.~~

B. 3. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge: Requirements

A. ~~A. Extensive~~Expert knowledge of the terms, principles, practices, methods, techniques, tools, materials, and equipment used in plumbing work.

B. Expert knowledge of the Minnesota Plumbing Code.

+ ~~Thorough knowledge of Minnesota Building Code and other related codes, ordinances, all applicable laws, regulations ~~rules~~, and manuals governing plumbing work.~~

+ ~~C. B. Extensive knowledge of safe and proper methods of standards regulating plumbing construction, and installation, and repair ~~practices~~.~~

- D. ~~C.~~ Knowledge of Minnesota building codes and including the applicable provisions of Minnesota energy codes.
- E. Knowledge of state licensing requirements for plumbing contractors, workers, and homeowners.
- F. Knowledge of multiple communication methods, such as mobile devices, email, and preparation of official correspondence in letter form.
- G. Knowledge of communication methods effective at building and maintaining strong relationships with the community, contractors, and coworkers.
- H. Knowledge of possible defects in plumbing system installations and system designs.
- +I. Knowledge of proper inspection methods and procedures.
- +J. ~~D.~~ Knowledge of legal procedures involved in the enforcement of plumbing codes and ordinances.
- +K. ~~E.~~ Knowledge of math for the purpose of measuring and computing construction costs, reviewing estimated valuations and plumbing installation requirements.
- +L. ~~F.~~ Knowledge of traffic rules and regulations.
- +M. ~~G.~~ Knowledge of precautionary, safety, problem-solving and prevention methods involved in plumbing work conflict-resolution techniques.
- N. ~~H.~~ Knowledge of code applicable safety requirements.
- +O. Knowledge of, or the ability to learn, City policies and inspection methods in other trade areas procedures.

4. ~~4.~~ Skill: Requirements

- +A. ~~A.~~ Skill in inspecting plumbing work for adherence to regulations, requirements, ordinances, and procedures.
- +B. ~~B.~~ Skill in reading and interpreting plumbing plans, specifications, blueprints, diagrams, and technical codes and ordinances.
- C. ~~C.~~ Skill in ~~estimating~~ understanding the operation and maintenance and repair requirements of plumbing systems in order to apply code requirements.
- D. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- E. Skill in reading and interpreting construction documents and technical codes and ordinances.
- F. Skill in reviewing plans and communicating deficiencies in mechanical system design and installation.
- G. Skill in assisting the architects and mechanical engineers in understanding required design and installation requirements.
- H. Skill in coordinating with other inspection and construction disciplines and trades.
- I. Skill in reviewing construction costs, including materials and labor, and completion.
- J. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, mobile devices, and modern office equipment.
- +K. Skill in managing one's own time and coordinating schedules with contractors and homeowners.
- L. ~~5.~~ Skill in completing assignments accurately and with attention to detail.
- M. Skill in safe work practices and procedures.

5. Ability: Requirements

- + ~~A.~~ Ability to establish apply advanced understanding of terms, principles, regulations, policies, and maintain effective working relationships with procedures to plumbing inspections and assistance to contractors, workers, supervisors, peers, and the general public.

- A. ~~B.~~ homeowners, and coworkers.
- B. Ability to initiate and follow through on enforcement actions related to plumbing code compliance.
- C. Ability to read and understand construction plans and other documents.
- +D. Ability to read and write ~~report~~ reports regarding plumbing systems, codes, inspections, and permits.
- +E. ~~C.~~ Ability to maintain accurate and complete records.
- F. ~~D.~~ Ability to work in all types of environmental conditions.
- G. Ability to manage multiple projects of varying complexities and coordinate and collaborate with coworkers.
- +H. Ability to effectively ~~communicate with individuals and groups, both verbally and in writing~~ listen, speak, write, and interact in a tactful and persuasive manner in one-on-one or group situations.
- I. ~~E.~~ Ability to remain calm and professional in adversarial situations.
- J. Ability to effectively explain codes, laws, and enforcement policies and produce written and visual materials that are easily understood by the intended audience.
- +K. Ability to transport oneself to, from, and around various ~~work sites~~ worksites.
- +L. ~~F.~~ Ability to participate in training to update plumbing code knowledge and expertise.
- +M. ~~G.~~ Ability to recognize safety hazards, interpret safety rules and apply them to various hazardous situations.
- +N. ~~H.~~ Ability to use a computer to maintain inspection records and write reports.
- O. ~~I.~~ Ability to frequently walk provide exceptional customer service.
- +P. Ability to create and ~~elim~~ maintain a positive working environment that welcomes diversity, ensures cooperation, and ~~occasionally stoop, kneel, crouch, crawl~~ promotes respect by sharing expertise with team members, fostering safe work practices, and ~~reach overhead in order to conduct inspections inside and outside of buildings~~ developing trusting work relationships.
- Q. ~~J.~~ Ability to ~~occasionally lift~~ communicate and interact effectively with members of the public.
- +R. Ability to communicate effectively both orally and ~~carry up to 40 pounds such as ladder for conducting overhead inspections~~ in writing.
- +S. ~~K.~~ Ability to ~~work outside in inclement weather~~ understand and follow instructions.
- T. ~~L.~~ Ability to problem-solve a variety of situations.
- U. Ability to set priorities and complete assignments on time.
- +V. Ability to attend work ~~on a regular basis~~ as scheduled and/or required.

* ~~Essential job functions.~~

+ ~~Job requirements necessary on the first day of employment~~

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: <u>LD</u>	Union: Basic	EEOC: Skilled Craft Workers	CSB: 02/03/1998	Class No: 5101
WC: 9410	Pay: 34	EEOF: Housing	CC: 02/23/1998	Resolution: 98-0138R



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Electrical Inspector

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF ELECTRICAL INSPECTOR.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Electrical Inspector was last revised in 1998. The purpose of this position is to protect the community and property from hazard, injury, and destruction by ensuring that electrical work performed by all electricians and homeowners throughout the City of Duluth meets the standards required in the Minnesota Building Code, including the National Electrical Code, and other regulations. Only minor changes were made to this description.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Electrical Inspector.

Electrical Inspector

SUMMARY/PURPOSE

To protect the community and property from hazard, injury, and destruction by ensuring that electrical work performed by all electricians and homeowners throughout the City of Duluth meets the standards required in the Minnesota Building Code, including the National Electrical Code, and other regulations.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the work of electricians and homeowners in the City of Duluth through inspection of all electrical installations.
2. Verify contractors are licensed in accordance with Minnesota licensing regulations.
3. Inspect interior and exterior electrical light and power wiring, luminaires, appliances, equipment and materials used for compliance with codes and ordinances governing electrical work, ensuring all work is performed in a safe manner using approved methods, including testing all newly installed 15 and 20 amp receptacles with appropriate tools.
4. Review diagrams, prepared plans, and specifications to ensure that they meet established codes and regulations.
5. Determine conformance problems, issue notices regarding correction of defective work, advise on code compliant installation, and perform re-inspection.
6. Issue stop work orders when needed and conduct other enforcement action for code violations.
7. Ensure that all work is performed in a safe manner using approved methods.
8. Approve certification of final inspection when required.
9. Consult with Department of Labor and Industry and municipal Building Official as needed.
10. Operate City vehicle to, from, and around inspection sites.
11. Maintain computerized and written records of inspections made and actions taken, and produce written forms and reports as required.
12. Review permit applications and stated valuations for accurate permit fee determinations.
13. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep informed about developing technology, methods, and requirements.
14. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing electrical work.
15. Attend and participate in division meetings, and serve as a member of the Construction Services team.
16. Provide electrical-code-related technical expertise to the Construction Services & Inspections team, electricians, and others.
17. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.
18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. A minimum of five (5) years of related training and/or full-time, verifiable professional experience as a licensed journeyman electrician or master electrician, including residential and commercial wiring.

2. License Requirements

- A. Possession of a valid Minnesota Master Electrician license by date of appointment and thereafter; or valid Class A Journeyman license by date of appointment and licensure by the state of Minnesota as a Master Electrician within two (2) years of hire and thereafter.
- B. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge Requirements

- A. Expert knowledge of the terms, principles, practices, regulations, methods, techniques, tools, materials, and equipment used in electrical work.
- B. Expert knowledge of the National Electrical Code.
- C. Thorough knowledge of all applicable laws, rules, and standards regulating electrical construction and installation practices.
- D. Knowledge of state licensing requirements for electrical contractors, workers, and homeowners.
- E. Knowledge of the applicable provisions of Minnesota energy codes.
- F. Knowledge of proper inspection methods and procedures
- G. Knowledge of legal procedures involved in the enforcement of electrical codes and ordinances.
- H. Knowledge of math for the purpose of measuring, reviewing estimated valuations, and electrical equations.
- I. Knowledge of traffic rules and regulations.
- J. Knowledge of problem-solving and conflict-resolution techniques.
- K. Knowledge of applicable safety requirements.
- L. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in inspecting electrical work for adherence to regulations, requirements, ordinances, and procedures.
- B. Skill in reading and interpreting electrical plans, specifications, blueprints, diagrams, and technical codes and ordinances.
- C. Skill in reviewing construction costs, including materials and labor.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, mobile devices, and modern office equipment.
- E. Skill in managing one's own time and coordinating schedules with contractors, homeowners, and other inspectors.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in safe work practices and procedures.
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to apply advanced understanding of terms, principles, regulations, policies, and procedures to electrical inspections and assistance to contractors, homeowners, and coworkers.
- B. Ability to initiate and follow through on enforcement actions related to electrical code compliance.

- C. Ability to read and understand construction plans and other documents.
- D. Ability to read and write reports regarding electrical systems, codes, inspections and permits.
- E. Ability to maintain accurate and complete records.
- F. Ability to transport oneself to, from, and around various worksites.
- G. Ability to work indoors and outdoors all types of environmental conditions.
- H. Ability to manage multiple projects of varying complexities and coordinate and collaborate with coworkers.
- I. Ability to effectively listen, speak, write, and interact in a tactful and persuasive manner in one-on-one or group situations.
- J. Ability to remain calm and professional in adversarial situations.
- K. Ability to effectively explain codes, laws, and enforcement policies and produce written and visual materials that are easily understood by the intended audience.
- L. Ability to participate in training to update electrical knowledge and expertise.
- M. Ability to recognize safety hazards interpret safety rules and apply them to various hazardous situations.
- N. Ability to use a computer to maintain inspection records and write reports.
- O. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- P. Ability to communicate and interact effectively with members of the public.
- Q. Ability to communicate effectively both orally and in writing.
- R. Ability to understand and follow instructions.
- S. Ability to problem-solve a variety of situations.
- T. Ability to set priorities and complete assignments on time.
- U. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No:
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

Electrical Inspector

PURPOSE: Conduct inspections, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

FUNCTIONAL AREAS:

1. Inspect electrical construction, installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes and ordinances governing electrical work.

* A. Inspect SUMMARY/PURPOSE

To protect the community and property from hazard, injury, and destruction by ensuring that electrical work performed by all electricians and homeowners throughout the City of Duluth meets the standards required in the Minnesota Building Code, including the National Electrical Code, and other regulations.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the work of electricians and homeowners in the City of Duluth through inspection of all electrical installations.

2. Verify contractors are licensed in accordance with Minnesota licensing regulations.

Inspect interior and exterior electrical light and power wiring, fixtures, luminaires, appliances, and apparatus inside or running to buildings or structures, equipment and materials used for compliance with codes and ordinances governing electrical work.

3. * B. Inspect the quality of materials for, ensuring all work is performed in a safe manner using approved electrical installation methods, including testing all newly installed 15 and 20 amp receptacles with appropriate tools.

4. * C. Review diagrams, prepared plans, and specifications to ensure that they meet established codes and regulations.

* D. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.

5. * E. Determine conformance problems, issue notices regarding correction of defective work, advise on methods of correction, code compliant installation, and perform re-inspection.

6. * F. Issue citations or orders to stop work that is in violation of the proper codes, orders when needed and conduct other enforcement action for code violations.

7. * G. Ensure that all work is performed in a safe manner using approved methods.

8. * H. Approve certification of final inspection when required.

9. * I. Consult with Department of Labor and Industry and municipal Building Official and State Electrical Board when necessary as needed.

10. * J. Operate City vehicle to, from, and around inspection sites.

2. Do related work as required.

* A. Maintain computerized and written records of inspections made and actions taken.

11. * B. Write, and prepare, produce written forms and reports as required.

- 12. ~~* C. — Review permit applications and estimate building costs stated valuations for accurate permit fee estimates determinations.~~
- 13. ~~* D. — Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments informed about developing technology, methods, and requirements.~~
- 14. ~~* E. — Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing electrical work.~~
- 15. ~~* F. — Attend and participate in division meetings, and serve as a member of the Building Inspection Construction Services team on.~~
- 16. ~~Provide electrical-code-related projects technical expertise to the Construction Services & Inspections team, electricians, and others.~~
- 17. ~~* G. — Perform inspections, review permits, and provide technical assistance in other construction areas as needed.~~
- ~~* H. — Perform other related duties as assigned.~~
- 18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 19. Other duties may be assigned.

JOB REQUIREMENTS

4. — To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience: Requirements

- ~~A. H A. — Successful completion of a certified electrical apprentice program plus three (3) minimum of five (5) years of related training and/or full-time, verifiable professional experience as a licensed journeyman in the electrical trades. This experience must include three (3) years in electrician or master electrician, including residential wiring and three (3) years in commercial wiring; or equivalent training and experience.~~

2. License Requirement: Requirements

- ~~H A. — Possession of a valid Minnesota drivers license or privilege by the date of appointment and thereafter.~~
- ~~A. H B. — Possession of a valid Minnesota Master Electrician license by date of appointment and thereafter; or valid Class A Journeyman license by the date of appointment and licensure by the state of Minnesota as a Master Electrician within two (2) years of hire and thereafter.~~
- ~~B. 3. — Possess and maintain a valid Minnesota Class D driver's license or privilege.~~

3. Knowledge: Requirements

- ~~A. H A. — ExtensiveExpert knowledge of Minnesota Building Code and other related codes, ordinances, laws the terms, principles, practices, regulations, and manuals governing methods, techniques, tools, materials, and equipment used in electrical work.~~
- ~~B. H B. — ExtensiveExpert knowledge of safe the National Electrical Code.~~

HR: JG	Union: Basic	EEOC: Skilled Craft Workers	CSB: 19980203	Class No: 5104
WC: 9410	Pay: 31	EEOF: Housing	CC: 19980223	Resolution: 98-0137R

- C. Thorough knowledge of all applicable laws, rules, and proper methods of standards regulating electrical construction, and installation, and repair practices.
- D. ~~H C.~~ Knowledge of state licensing requirements for electrical contractors, workers, and homeowners.
- E. Knowledge of the applicable provisions of Minnesota energy codes.
- F. Knowledge of proper inspection methods and procedures
- G. ~~D.~~ Knowledge of legal procedures Involved in the enforcement of electrical codes and ordinances.
- H. ~~H E.~~ Knowledge of math for the purpose of measuring and computing construction costs, reviewing estimated valuations, and electrical equations.
- I. ~~H F.~~ Knowledge of traffic rules and regulations.
- J. ~~H G.~~ Knowledge of precautionary, safety, problem-solving and fire prevention methods involved in electrical work conflict-resolution techniques.
- K. ~~H.~~ Knowledge of code applicable safety requirements.
- L. Knowledge of, or the ability to learn, City policies and inspection methods in other trade areas procedures.

4. ~~4.~~ Skill: Requirements

- A. ~~H A.~~ Skill in inspecting electrical work for adherence to regulations, requirements, ordinances, and procedures.
- B. ~~H B.~~ Skill in reading and interpreting electrical plans, specifications, blueprints, diagrams, and technical codes and ordinances.
- C. ~~H C.~~ Skill in ~~estimating~~ reviewing construction costs, including materials and labor.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, mobile devices, and ~~completion~~ modern office equipment.
- E. Skill in managing one's own time and coordinating schedules with contractors, homeowners, and other inspectors.

HR: JG	Union: Basic	EEOC: Skilled Craft Workers	CSB: 19980203	Class No: 5104
WC: 9410	Pay: 31	EEOF: Housing	CC: 19980223	Resolution: 98-0137R

5. Abilities:

- F. ~~H~~ A. ~~Ability to establish~~ Skill in completing assignments accurately and maintain effective working relationships with attention to detail.
- G. Skill in safe work practices and procedures.
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to apply advanced understanding of terms, principles, regulations, policies, and procedures to electrical inspections and assistance to contractors, workers, supervisors, peers, and the general public/homeowners, and coworkers.
- B. ~~H~~ B. Ability to initiate and follow through on enforcement actions related to electrical code compliance.
- C. Ability to read and understand construction plans and other documents.
- D. Ability to read and write reports regarding electrical systems, codes, inspections and permits.
- E. ~~H~~ C. Ability to maintain accurate and complete records.
- H ~~H~~ D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- F. ~~H~~ E. Ability to transport oneself to, from, and around various work sites/worksites.
- G. ~~H~~ F. Ability to work indoors and outdoors all types of environmental conditions.
- H. Ability to manage multiple projects of varying complexities and coordinate and collaborate with coworkers.
- I. Ability to effectively listen, speak, write, and interact in a tactful and persuasive manner in one-on-one or group situations.
- J. Ability to remain calm and professional in adversarial situations.
- K. Ability to effectively explain codes, laws, and enforcement policies and produce written and visual materials that are easily understood by the intended audience.
- L. Ability to participate in training to update electrical knowledge and expertise.
- M. ~~H~~ G. Ability to recognize safety hazards interpret safety rules and apply them to various hazardous situations.
- N. ~~H~~ Ability to use a computer to maintain inspection records and write reports.
- H ~~H~~ I. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.
- O. ~~H~~ J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- P. Ability to occasionally lift/communicate and interact effectively with members of the public.
- Q. Ability to communicate effectively both orally and carry up in writing.
- R. Ability to 40 pounds such as ladders for conducting overhead inspections understand and follow instructions.
- S. ~~H~~ K. Ability to work outside in inclement weather/problem-solve a variety of situations.
- T. ~~H~~ L. Ability to set priorities and complete assignments on time.
- U. Ability to attend work on a regular basis as scheduled and/or required.

* Essential job functions

~~H~~ Job requirements necessary on the first day of employment. Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB: _____	Class No: _____
WC: 9410	Pay: _____	EEOF: Housing	CC: _____	Resolution: _____

HR: JG	Union: Basic	EEOC: Skilled Craft Workers	CSB: 19980203	Class No: 5104
WC: 9410	Pay: 31	EEOF: Housing	CC: 19980223	Resolution: 98-0137R



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Construction Services Combination Inspector

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CONSTRUCTION SERVICES COMBINATION INSPECTOR.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Construction Services Combination Inspector was last revised in January 2015. The purpose of this position is to protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the city of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code. The major/primary changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Construction Services Combination Inspector.

Construction Services Combination Inspector

SUMMARY/PURPOSE

To protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the City of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect building construction, HVAC and plumbing installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes, rules, ordinances, policies, and standards governing the work being inspected.
2. Inspect construction for compliance with approved building plans and applicable codes and regulations as a delegate of the Building Official and in keeping with building official policy and interpretation.
3. Review architectural and engineering plans, specifications, and other construction documents to ensure that they meet established codes, ordinances, and zoning requirements.
4. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
5. Determine conformance problems, issue orders regarding correction of defective work, stop work orders, and citations for violations of applicable codes as required.
6. Monitor assigned projects to ensure inspectors from all disciplines have approved installations prior to the covering of work.
7. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
8. Coordinate with inspectors from other disciplines and well as with plans examiners to ensure, timely, efficient, thorough inspections and documentation through the construction process.
9. Coordinate inspectors, other City departments, and contractors for final approval and scheduling final inspections.
10. As a deputy of the Building Official, pursuant to Minnesota State Building Code, after conducting final inspection and approving completed work, systems, and documentation, provide signature on certificate of occupancy indicating all final inspections are complete and approved.
11. Consult with City Building Official, other team members, and state and other agencies, when necessary.
12. Maintain written and computerized records, forms, or reports of inspections made and other information as needed.
13. Review permit applications and monitor work valuations provided by contractors to ensure proper fees are assessed.
14. Research permit and inspection histories as needed for administration of applicable codes.
15. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
16. Assist with the process for demolition of damaged or unsafe buildings.
17. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing construction work.

18. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
19. Operate City vehicle to, from, and around inspection sites.
20. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of six (6) years of related training and/or full-time, verifiable professional experience in residential or commercial construction.
 - B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Must obtain and maintain certification as a Certified Building Official from the Minnesota Department of Labor and Industry by date of hire.
3. Knowledge Requirements
 - A. Expert knowledge of the entirety of the Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work and application to construction projects.
 - B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.
 - C. Knowledge of City of Duluth zoning ordinances and regulations.
 - D. Thorough knowledge of proper inspection methods and procedures.
 - E. Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.
 - F. General knowledge of math for the purpose of measuring and computing construction costs.
 - G. General knowledge of traffic rules and regulations.
 - H. General knowledge of precautionary, safety, and fire prevention methods involved in construction work.
 - I. General knowledge of code requirements and inspection methods in plumbing, HVAC&R, and other trade areas.
 - J. Knowledge of problem solving and conflict resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - M. Skill in inspecting structures and construction for adherence to regulations, requirements, ordinances, and procedures.
 - N. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
 - O. Skill in estimating construction costs, including materials and labor, and completion schedules.
 - P. Skill in collaborating with others.
 - Q. Skill in applying requirements consistent with division and building official policy.
 - R. Skill in communication with permit holders, homeowners, and coworkers.

- S. Skill in maintaining good relationships and deescalating conflicts.
- T. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- U. Skill in managing one's own time.
- V. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read, understand, and discuss building codes and other regulations.
- B. Ability to apply complex technical regulations to details of construction to determine compliance.
- C. Ability to observe construction work and conditions in buildings and exterior sites.
- D. Ability to participate in training to update construction knowledge and expertise.
- E. Ability to read and write reports regarding inspections and permits.
- F. Ability to maintain accurate and complete records.
- G. Ability to transport oneself to, from, and around various work sites.
- H. Ability to interpret safety rules and apply them to various hazardous situations.
- I. Ability to use a computer to maintain inspection records and write reports.
- J. Ability to work outside in inclement weather.
- K. Ability to establish and maintain effective working relationships with contractors, construction workers, peers, and the general public.
- L. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- M. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- N. Ability to communicate and interact effectively with members of the public.
- O. Ability to communicate effectively both orally and in writing.
- P. Ability to understand and follow instructions.
- Q. Ability to problem-solve a variety of situations.
- R. Ability to set priorities and complete assignments on time.
- S. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: CK	Union: Basic	EEOC: Technicians	CSB:	Class No: 4740
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

Construction Services Combination Inspector

SUMMARY/PURPOSE

Conduct general construction inspections, assist with plumbing and HVAC inspections as needed, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

To protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the City of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Inspect building construction, HVAC and plumbing installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes, rules, ordinances, policies, and standards governing the work being inspected.
2. Inspect building footings and foundations for proper size, placement, and construction.
2. Review the placement of structures for compliance with codes, approved building plans and applicable codes and regulations as a delegate of the Building Official and in keeping with building official policy and interpretation.
3. Review architectural and engineering plans, specifications, and other construction documents to ensure that they meet established codes, ordinances, and zoning and planning requirements.
4. Review plans and specifications to ensure compliance with established codes, rules, ordinances, policies and standards.
5. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.
4. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
5. Determine compliance/conformance problems, issue notices/orders regarding correction of defective work, and perform re-stop work orders, and citations for violations of applicable codes as required.
6. Monitor assigned projects to ensure inspectors from all disciplines have approved installations prior to the covering of work.
7. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
8. Coordinate with inspectors from other disciplines and well as with plans examiners to ensure timely, efficient, thorough inspections and documentation through the construction process.
9. Coordinate inspectors, other City departments, and contractors for final approval and scheduling final inspections.
- 6.10. As a deputy of the Building Official, pursuant to Minnesota State Building Code, after conducting final inspection and approving completed work, systems, and documentation, provide signature on certificate of occupancy indicating all final inspections are complete and approved.
7. Issue citations or orders to stop work that is in violation of the proper codes.
8. Ensure that all work is performed in a safe manner using approved methods.
9. Approve certification of occupancy after final inspection when required.

- ~~10.11.~~ Consult with City Building Official, other team members, and state ~~Building Codes and Standards Division~~other agencies, when necessary.
- ~~11.1.~~ Operate City vehicle to, from, and around inspection sites.
- ~~12.~~ Maintain written and computerized records, forms, or reports of inspections made and other information as needed.
- ~~12.13.~~ Review permit applications and ~~estimate building costs for accurate fee estimates,~~ monitor work valuations provided by contractors to ensure proper fees are assessed.
- ~~13.~~ Maintain computerized records of inspections made and actions taken.
- ~~14.~~ Write and prepare forms and reports as required.
- ~~14.~~ Research permit and inspection histories as needed for administration of applicable codes.
- ~~15.~~ Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
- ~~16.~~ Assist with the process for demolition of damaged or unsafe buildings.
- ~~16.17.~~ Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing construction work.
- ~~17.18.~~ Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
- ~~19.~~ Operate City vehicle to, from, and around inspection sites.
- ~~20.~~ Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- ~~21.~~ Other duties may be assigned.
- ~~18.1.~~ Assist with the process for demolition of damaged or unsafe buildings.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed ~~below~~ are representative of the knowledge, skills, and abilities required.

- 1. Education & Experience Requirements
 - ~~A. Successful completion~~A minimum of a certified apprentice program plus three (3) six (6) years of related training and/or full-time, verifiable professional experience as a journey person in the same trade. This experience must include three (3) years in in residential construction and three (3) years in or commercial construction; or equivalent training and experience.
 - ~~B. Three (3) years of experience as a municipal inspector enforcing the building code.~~
 - B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.
- 2. License RequirementRequirements
 - ~~A. Possess and maintain a valid Minnesota Class D driver's license or privilege by the date of appointment and thereafter.~~
 - ~~B. Possess~~Must obtain and maintain certification as a Certified Building Official from the Minnesota Department of Labor and Industry by date of hire.
- 3. Knowledge Requirements
 - ~~A. Extensive~~Expert knowledge of the entirety of the Minnesota State Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work and application to construction projects.
 - B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.

- C. Knowledge of City of Duluth zoning ordinances and regulations.
- D. Thorough knowledge of proper inspection methods and procedures.
- E. Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.
- F. General knowledge of math for the purpose of measuring and computing construction costs.
- G. General knowledge of traffic rules and regulations.
- H. General knowledge of precautionary, safety, and fire prevention methods involved in construction work.
- I. General knowledge of code requirements and inspection methods in plumbing, HVAC&R, and other trade areas.
- J. Knowledge of problem solving and conflict resolution techniques.
- K. Knowledge of applicable safety requirements.
- L. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A-M. ~~Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.~~
- B-N. ~~Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.~~
- C-O. ~~Skill in estimating construction costs, including materials and labor, and completion schedules.~~
- D-P. ~~Skill in communicating and working as a member of a team collaborating with others.~~
- Q. Highly proficient Skill in computer skills, applying requirements consistent with division and building official policy.
- R. Skill in communication with permit holders, homeowners, and coworkers.
- S. Skill in maintaining good relationships and deescalating conflicts.
- E-T. Skill in the operation of office equipment including Microsoft Office, but not limited to, general computer systems, job required software applications and email applications, the internet, and modern office equipment.
- F. ~~Skill at working in a team-oriented, collaborative environment.~~
- G. ~~Exemplary customer service skills, including the ability to identify needs, provide prompt responses, exercise patience, respect, and professionalism in all interactions.~~
- H. ~~Analytical and problem solving skills.~~
- I. ~~Skill in documenting and maintaining configuration and process information.~~
- J-U. Skill in efficient managing one's own time-management.
- K. ~~Excellent communication skills, both orally and in writing.~~
- L. ~~Skill in preparing written materials.~~
- M-V. Strong organizational skills completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. ~~Ability to establish, read, understand, and maintain effective working relationships with contractors, workers, supervisors, peers, discuss building codes and the general public other regulations.~~
- B. Ability to apply complex technical regulations to details of construction to determine compliance.
- C. Ability to observe construction work and conditions in buildings and exterior sites.
- D. Ability to participate in training to update construction knowledge and expertise.
- B-E. ~~Ability to read and write reports regarding inspections and permits.~~
- C-F. ~~Ability to maintain accurate and complete records.~~
- D-A. ~~Ability to effectively communicate with individuals and groups, both verbally and in writing.~~
- E-G. ~~Ability to transport oneself to, from, and around various work sites.~~
- F-A. ~~Ability to participate in training to update construction knowledge and expertise.~~
- G-H. ~~Ability to interpret safety rules and apply them to various hazardous situations.~~
- H-I. ~~Ability to use a computer to maintain inspection records and write reports.~~

- I. ~~Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.~~
- J. ~~Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.~~

6. ~~Physical Ability Requirements~~

- A. ~~Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components.~~
- B. ~~J. Ability to work outside in inclement weather.~~
- K. ~~Ability to establish and maintain effective working relationships with contractors, construction workers, peers, and the general public.~~
- L. ~~Ability to effectively communicate with individuals and groups, both verbally and in writing.~~
- M. ~~Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- N. ~~Ability to communicate and interact effectively with members of the public.~~
- O. ~~Ability to communicate effectively both orally and in writing.~~
- P. ~~Ability to understand and follow instructions.~~
- Q. ~~Ability to problem-solve a variety of situations.~~
- R. ~~Ability to set priorities and complete assignments on time.~~
- G.S. ~~Ability to attend work on a regular basis as scheduled and/or required.~~
- D. ~~Physical Ability to sit for extended periods of time.~~

HR: MS	Union: Basic	EEOC: Technicians	CSB: 01/06/2015	Class No: 4740
WC: 9410	Pay: 32	EEOF: Housing	CC: 01/26/2015	Resolution: 15-0063R

Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: CK	Union: Basic	EEOC: Technicians	CSB: _____	Class No: 4740
WC: 9410	Pay: _____	EEOF: Housing	CC: _____	Resolution: _____



Human Resources

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Duluth, Minnesota 55802

 218-730-5210
 hrinformation
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DATE: September 6, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of HVAC&R Inspector

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF HVAC&R INSPECTOR.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The HVAC&R Inspector was last revised in October 2012. The purpose of this position is to protect the community, property, and first responders from hazard, injury, and destruction by ensuring that mechanical systems are designed and installed in accordance with the Minnesota Building Code and other regulations. Under the authority of the Minnesota State Building Code and the building official, oversee the work of HVAC equipment installers, sheet metal workers, and homeowners in the city of Duluth through inspection of all HVAC&R installations. Review permit applications and plans. Verify contractors are licensed in accordance with Minnesota licensing and bonding regulations. Provide mechanical-code-related technical expertise to the Construction Services & Inspections team, contractors, engineers, and others. The major/primary changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for HVAC&R Inspector.

HVAC&R Inspector

SUMMARY/PURPOSE

To protect the community, property, and first responders from hazard, injury, and destruction by ensuring that mechanical systems are designed and installed in accordance with the Minnesota Building Code and other regulations. Under the authority of the Minnesota State Building Code and the Building Official, oversee the work of HVAC equipment installers, sheet metal workers, and homeowners in the City of Duluth through inspection of all HVAC&R installations. Review permit applications and plans. Verify contractors are licensed in accordance with Minnesota licensing and bonding regulations. Provide mechanical-code-related technical expertise to the Construction Services & Inspections team, contractors, engineers, and others.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect HVAC&R systems, installations, alterations, and repairs for compliance with all applicable codes, regulations, and safety standards.
2. Review plans, specifications, and other construction documents prepared by architects, mechanical engineers, and others to ensure that they meet established codes, regulations, and safety standards.
3. Assist property owners in maintaining or bringing their properties into full compliance with all applicable codes, regulations, and safety standards.
4. Determine conformance problems, issue notices regarding correction of defective work, and perform re-inspection as necessary.
5. Issue citations or orders to stop work as necessary.
6. Approve final inspections as appropriate.
7. Maintain computerized records of inspections made and actions taken and write and prepare forms and reports.
8. Consult with the designated municipal Building Official, other division staff, and external regulatory agencies when necessary.
9. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing HVAC&R work.
10. Coordinate with the City Fire Marshal for inspection and testing of commercial kitchen hood fire suppression systems.
11. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
12. Coordinate with inspectors from other disciplines and well as with plans examiners to ensure, timely, efficient, thorough inspections, and documentation through the construction process.
13. Use plan review software and permitting technology to review plans, document work, and research permit history.
14. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
15. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
16. Coordinate work with inspectors from other trades and personnel from other City departments.
17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute

to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of six (6) years of experience in HVAC&R construction; OR equivalent training and experience; and
 - B. Accumulation of the minimum required points for application as a Minnesota State Certified Building Official-Limited (see MR 1301.0300) within one (1) year of employment.
 - C. Preferred – Completion of HVAC apprenticeship, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Expert knowledge of Minnesota Building Code, especially the Mechanical and Energy Codes, and other related codes, ordinances, laws, regulations, and manuals governing HVAC&R work.
 - B. Knowledge of construction documents for reviewing HVAC plans.
 - C. Knowledge of communication methods and technology for reviewing plans and writing clear plan review comments.
 - D. Extensive knowledge of safe and proper methods of HVAC&R systems installation and repair.
 - E. Knowledge of proper inspection methods and procedures.
 - F. Knowledge of legal procedures involved in the enforcement of HVAC&R systems codes and ordinances.
 - G. Knowledge of math for the purpose of measuring and computing construction costs.
 - H. Knowledge of traffic rules and regulations.
 - I. Knowledge of precautionary, safety, and fire prevention methods involved in HVAC&R systems.
 - J. Knowledge of the fundamentals of heating, ventilation, and electricity as they relate to HVAC&R systems.
 - K. Knowledge of simple algebra, geometry, physics, and chemistry as applied to HVAC&R systems.
 - L. Knowledge of code requirements and inspection methods in other trade areas.
 - M. Knowledge of problem-solving and conflict-resolution techniques.
 - N. Knowledge of applicable safety requirements.
 - O. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting HVAC&R systems for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting construction documents and technical codes and ordinances.
 - C. Skill in reviewing plans and communicating deficiencies in mechanical system design and installation.
 - D. Skill in assisting the architects and mechanical engineers in understanding required design and installation requirements.
 - E. Skill in coordinating with other inspection and construction disciplines and trades.

- F. Skill in estimating construction costs, including materials and labor, and completion schedules.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time.
 - I. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to establish and maintain effective working relationships with contractors and the general public.
 - B. Ability to read and write reports regarding inspections and permits.
 - C. Ability to maintain accurate and complete records.
 - D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
 - E. Ability to transport oneself to, from, and around various worksites.
 - F. Ability to participate in training to update HVAC&R knowledge and expertise.
 - G. Ability to interpret safety rules and apply them to various hazardous situations.
 - H. Ability to review mechanical plans.
 - I. Ability to read, understand, and discuss building codes and other regulations.
 - J. Ability to apply complex technical regulations to details of construction to determine compliance.
 - K. Ability to observe construction work and conditions in buildings and exterior sites.
 - L. Ability to understand building, energy, and mechanical code requirements.
 - M. Ability to use technology for reviews, documentation, and research.
 - N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - O. Ability to communicate and interact effectively with members of the public.
 - P. Ability to communicate effectively both orally and in writing.
 - Q. Ability to understand and follow instructions.
 - R. Ability to problem-solve a variety of situations.
 - S. Ability to set priorities and complete assignments on time.
 - T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: CK	Union: Basic	EEOC: Technicians	CSB:	Class No: 5103
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVAC&R) INSPECTOR

Summary/Purpose:

Conduct inspections, review permits before approval, and provide technical assistance for commercial, industrial, and residential construction, remodeling, and building projects.

This position is the primary customer contact for technical and safety issues with existing or planned HVAC&R systems.

HVAC&R Inspector

SUMMARY/PURPOSE

To protect the community, property, and first responders from hazard, injury, and destruction by ensuring that mechanical systems are designed and installed in accordance with the Minnesota Building Code and other regulations. Under the authority of the Minnesota State Building Code and the Building Official, oversee the work of HVAC equipment installers, sheet metal workers, and homeowners in the City of Duluth through inspection of all HVAC&R installations. Review permit applications and plans. Verify contractors are licensed in accordance with Minnesota licensing and bonding regulations. Provide mechanical-code-related technical expertise to the Construction Services & Inspections team, contractors, engineers, and others.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

- ~~1. Review diagrams, prepared plans, and specifications to ensure that they meet established codes, regulations, and safety standards.~~
1. 2-Inspect HVAC&R systems, installations, alterations, and repair/repairs for compliance with all applicable codes, regulations, and safety standards.
2. 3-Review plans, specifications, and other construction documents prepared by architects, mechanical engineers, and others to ensure that they meet established codes, regulations, and safety standards.
3. Assist property owners in maintaining or bringing their properties into full compliance with all applicable codes, regulations, and safety standards.
4. 4-Determine conformance problems, issue notices regarding correction of defective work, and perform re-inspection as necessary.
5. 5-Issue citations or orders to stop work as necessary.
6. 6-Approve final inspection/inspections as appropriate.
7. 7-Maintain computerized records of inspections made and actions taken and write and prepare forms and reports.
8. 8-Consult with the designated municipal Building Official, other division staff, and external regulatory agencies when necessary.
9. 9-Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing HVAC&R work.
10. Coordinate with the City Fire Marshal for inspection and testing of commercial kitchen hood fire suppression systems.

11. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
12. Coordinate with inspectors from other disciplines and well as with plans examiners to ensure, timely, efficient, thorough inspections, and documentation through the construction process.
13. Use plan review software and permitting technology to review plans, document work, and research permit history.
14. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
15. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
16. Coordinate work with inspectors from other trades and personnel from other City departments.
17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. 4. Education and Experience Requirements:

- A. ~~Five (5)~~ A minimum of six (6) years verifiable full-time of experience working within HVAC&R system installation and repair; or
- B. ~~A degree in Mechanical Engineering or related field plus two (2) years verifiable full-time experience working with HVAC&R system installation and repair; or~~
- C. ~~A combination of education and experience considered construction; OR equivalent by Human Resources training and experience; and~~
- B. 2. Accumulation of the minimum required points for application as a Minnesota State Certified Building Official-Limited (see MR 1301.0300) within one (1) year of employment.
- C. Preferred – Completion of HVAC apprenticeship, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.

2. License Requirement: Requirements

- A. ~~A. Possession of Possess and maintain a valid Minnesota driver's Class D driver's license or equivalent privilege.~~

3. 3. Knowledge Requirements:

- A. ~~A. Extensive Expert knowledge of Minnesota Building Code, especially the Mechanical and Energy Codes, and other related codes, ordinances, laws, regulations, and manuals governing HVAC&R work.~~
- B. ~~B. Knowledge of construction documents for reviewing HVAC plans.~~
- C. Knowledge of communication methods and technology for reviewing plans and writing clear plan review comments.
- D. Extensive knowledge of safe and proper methods of HVAC&R systems installation, and repair.
- E. ~~C. Knowledge of proper inspection methods and procedures.~~
- F. ~~D. Knowledge of legal procedures involved in the enforcement of HVAC&R systems codes and ordinances.~~

G. — E. — Knowledge of math for the purpose of measuring and computing construction costs.

H. — F. — Knowledge of traffic rules and regulations.

I. — G. — Knowledge of precautionary, safety, and fire prevention methods involved in HVAC&R systems.

J. — H. — Knowledge of the fundamentals of heating, ventilation, and electricity as they relate to HVAC&R systems.

K. — I. — Knowledge of simple algebra, geometry, physics, and chemistry as applied to HVAC&R systems.

L. — J. — Knowledge of code requirements and inspection methods in other trade areas.

M. 4. — Knowledge of problem-solving and conflict-resolution techniques.

N. Knowledge of applicable safety requirements.

O. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements:

A. — A. — Skill in inspecting HVAC&R systems for adherence to regulations, requirements, ordinances, and procedures.

B. — B. — Skill in reading and interpreting HVAC&R plans, specifications, blue prints, diagrams, construction documents and technical codes and ordinances.

C. — C. — Skill in reviewing plans and communicating deficiencies in mechanical system design and installation.

D. Skill in assisting the architects and mechanical engineers in understanding required design and installation requirements.

E. Skill in coordinating with other inspection and construction disciplines and trades.

F. Skill in estimating construction costs, including materials and labor, and completion schedules.

G. 5. — Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

H. Skill in managing one's own time.

I. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements:

A. — A. — Ability to establish and maintain effective working relationships with contractors, workers, supervisors, peers, and the general public.

B. — B. — Ability to read and write reports regarding inspections and permits.

C. — C. — Ability to maintain accurate and complete records.

D. — D. — Ability to effectively communicate with individuals and groups, both verbally and in writing.

E. — E. — Ability to transport oneself to, from, and around various work sites/worksites.

F. — F. — Ability to participate in training to update HVAC&R knowledge and expertise.

G. — G. — Ability to interpret safety rules and apply them to various hazardous situations.

H. — Ability to use a computer to maintain inspection records and write reports.

6. Physical Ability Requirements:

A. — Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.

B. — Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.

H. — C. — Ability to review mechanical plans.

I. — Ability to read, understand, and discuss building codes and other regulations.

- J. Ability to apply complex technical regulations to details of construction to determine compliance.
- K. Ability to observe construction work and conditions in buildings and exterior sites.
- L. Ability to understand building, energy, and mechanical code requirements.
- M. Ability to use technology for reviews, documentation, and research.
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work outside in inclement weather practices, and developing trusting work relationships.
- O. — D. — Ability to communicate and interact effectively with members of the public.
- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to understand and follow instructions.
- R. Ability to problem-solve a variety of situations.
- S. Ability to set priorities and complete assignments on time.
- T. Ability to attend work on a regular basis as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: <u>CTCK</u>	Union: Basic	EEOC: Technicians	CSB: <u>20121002</u>	Class No: 5103
WC: 9410	Pay: <u>34</u>	EEOF: Housing	CC: <u>20121008</u>	Resolution: <u>42-0516R</u>



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Construction Inspector

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CONSTRUCTION INSPECTOR.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Construction Inspector was last revised in February 1998. The purpose of this position is to protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the city of Duluth through inspection of all construction work and administration of the code. The major/primary changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Construction Inspector.

Construction Inspector

SUMMARY/ PURPOSE

To protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code; under the authority of the Minnesota State Building Code and the building official, oversee construction in the city of Duluth through inspection of all construction work and administration of the code.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect construction for compliance with approved building plans and applicable codes and regulations as a delegate of the building official and in keeping with building official policy and interpretation.
2. Review architectural and engineering plans, specifications, and other construction documents to ensure that they meet established codes, ordinances, and zoning requirements.
3. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
4. Determine conformance problems, issue orders regarding correction of defective work, stop work orders, and citations for violations of applicable codes as required.
5. Monitor assigned projects to ensure inspectors from all disciplines have approved installations prior to the covering of work.
6. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
7. Coordinate with inspectors from other disciplines and well as with Plans Examiners to ensure timely, efficient, thorough inspections and documentation through the construction process.
8. Coordinate inspectors, other city departments, and contractors for final approval and scheduling final inspections.
9. As a deputy of the building official, pursuant to Minnesota State Building Code, after conducting final inspection and approving completed work, systems, and documentation, provide signature on certificate of occupancy indicating all final inspections are complete and approved.
10. Consult with City building official, other team members, and state and other agencies, when necessary.
11. Maintain written and computerized records, forms, or reports of inspections made and other information as needed.
12. Review permit applications and monitor work valuations provided by contractors to ensure proper fees are assessed.
13. Research permit and inspection histories as needed for administration of applicable codes.
14. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
15. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing construction work.
16. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
17. Operate City vehicle to, from, and around inspection sites.

18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of six (6) years of related training and/or full-time, verifiable professional experience in residential or commercial construction.
 - A. Accumulation of the minimum required points for application as a Minnesota State Certified Building Official-Limited (see MR 1301.0300) within one (1) year of hire date.
 - B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Expert knowledge of the entirety of the Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work and application to construction projects.
 - B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.
 - C. Knowledge of City of Duluth zoning ordinances and regulations.
 - D. Thorough knowledge of proper inspection methods and procedures.
 - E. Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.
 - F. General knowledge of math for the purpose of measuring and computing construction costs.
 - G. General knowledge of traffic rules and regulations.
 - H. General knowledge of precautionary, safety, and fire prevention methods involved in construction work.
 - I. General knowledge of code requirements and inspection methods in other trade areas.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting structures and construction for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
 - C. Skill in estimating construction costs, including materials and labor, and completion schedules.
 - D. Skill in collaborating with others.
 - E. Skill in applying requirements consistent with division and building official policy.
 - F. Skill in communication with permit holders, homeowners, and coworkers.
 - G. Skill in maintaining good relationships and deescalating conflicts.
 - H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - I. Skill in managing one's own time.

J. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read, understand, and discuss building codes and other regulations.
- B. Ability to apply complex technical regulations to details of construction to determine compliance.
- C. Ability to observe construction work and conditions in buildings and exterior sites.
- D. Ability to participate in training to update construction knowledge and expertise.
- E. Ability to read and write reports regarding inspections and permits.
- F. Ability to maintain accurate and complete records.
- G. Ability to transport oneself to, from, and around various worksites.
- H. Ability to interpret safety rules and apply them to various hazardous situations.
- I. Ability to use a computer to maintain inspection records and write reports.
- J. Ability to work outside in inclement weather.
- K. Ability to establish and maintain effective working relationships with contractors, construction workers, peers, and the general public.
- L. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- M. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- N. Ability to communicate and interact effectively with members of the public.
- O. Ability to communicate effectively both orally and in writing.
- P. Ability to understand and follow instructions.
- Q. Ability to problem-solve a variety of situations.
- R. Ability to set priorities and complete assignments on time.
- S. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: CK	Union: Basic	EEOC: Technicians	CSB:	Class No: 5102
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

Construction Inspector

SUMMARY/ PURPOSE: — Conduct inspections, review permits

To protect the community, first responders, and provide technical assistance for commercial, industrial property from hazard, injury, and residential destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code; under the authority of the Minnesota State Building Code and the building official, oversee construction and building projects in the city of Duluth through inspection of all construction work and administration of the code.

FUNCTIONAL AREAS:

4. SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspect building construction, installation, alteration, and repair in residential, commercial, and industrial buildings and facilities construction for compliance with approved building plans and applicable codes and ordinances governing construction work.

1. * A. Inspect regulations as a delegate of the building footings and foundations for proper size, placement, and construction, and review the placement of structures for compliance with codes, ordinances, official and zoning in keeping with building official policy and planning requirements interpretation.

* B. Inspect the quality of materials for wood framing, lathing, plastering, tiling, masonry. Review architectural and engineering plans, specifications, and other construction work.

2. * C. Review diagrams, prepared plans, and specifications documents to ensure that they meet established codes, ordinances, and zoning requirements.

* D. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.

3. * E. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.

4. Determine conformance problems, issue notices orders regarding correction of defective work, advise on methods of correction, and perform re-inspection stop work orders, and citations for violations of applicable codes as required.

* F. Issue citations or orders. Monitor assigned projects to stop work that is in violation of the proper codes.

5. * G. Ensure that ensure inspectors from all work is performed in a safe manner using disciplines have approved methods installations prior to the covering of work.

* H. Approve certification of final inspection when required.

6. * I. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.

7. Coordinate with inspectors from other disciplines and well as with Plans Examiners to ensure timely, efficient, thorough inspections and documentation through the construction process.

8. Coordinate inspectors, other city departments, and contractors for final approval and scheduling final inspections.

9. As a deputy of the building official, pursuant to Minnesota State Building Code, after conducting final inspection and approving completed work, systems, and documentation, provide signature on certificate of occupancy indicating all final inspections are complete and approved.

10. ~~Consult with Building Official~~City building official, other team members, and state Building Codes and Standards Division~~other agencies, when necessary.~~
1. ~~* J. Operate City vehicle to, from, and around inspection sites.~~
2. ~~Do related work as required.~~
11. ~~* A. Maintain written and computerized records, forms, or reports of inspections made and actions taken~~other information as needed.
- * ~~B. Write and prepare forms and reports as required.~~
12. ~~* C. Review permit applications and estimate building costs for accurate fee estimates~~monitor work valuations provided by contractors to ensure proper fees are assessed.
13. ~~* D. Research permit and inspection histories as needed for administration of applicable codes.~~
14. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
15. ~~* E. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing construction work.~~
16. ~~* F. Attend and participate in division meetings, and serve as a member of the Building Inspection~~Construction Services and Inspections team on related projects.
17. Operate City vehicle to, from, and around inspection sites.
- * ~~G. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.~~
18. ~~* H. Perform other related~~Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Other duties as may be assigned.

JOB REQUIREMENTS

4. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience: Requirements

- A. ~~A. Successful completion of a certified apprentice program in Carpentry or Masonry plus three (3) minimum of six (6) years of related education and/or full-time, verifiable professional experience as a journey carpenter or mason. This experience must include three (3) years in residential construction and three (3) years in or commercial construction;~~
- A. Accumulation of the minimum required points for application as a Minnesota State Certified Building Official-Limited (see MR 1301.0300) within one (1) year of hire date.
- B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or equivalent training and experience~~post-secondary coursework in building design, construction, or management.~~

1. ~~2.~~ License Requirement: Requirements

- A. ~~H A. Possession of~~Possess and maintain a valid Minnesota driver's~~Class D driver's~~license or privilege by the date of appointment and thereafter.

2. ~~3.~~ Knowledge: Requirements

- A. ~~H A. Extensive~~Expert knowledge of the entirety of the Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work and application to construction projects.
- B. ~~H B.~~ Extensive knowledge of safe and proper methods of building construction, installation, and repair.
- C. ~~G.~~ Knowledge of City of Duluth zoning ordinances and regulations.

- ~~D. H D.~~ Thorough knowledge of proper inspection methods and procedures.
- ~~E. E.~~ Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.
- ~~F. H F.~~ General knowledge of math for the purpose of measuring and computing construction costs.
- G. General knowledge of traffic rules and regulations.
- H. General knowledge of precautionary, safety, and fire prevention methods involved in construction work.
- ~~A. I.~~ General knowledge of code requirements and inspection methods in other trade areas.
- ~~I. 4.~~ Knowledge of problem-solving and conflict-resolution techniques.
- J. Knowledge of applicable safety requirements.
- K. Knowledge of, or the ability to learn, City policies and procedures.

3. Skill: Requirements

- ~~A. H A.~~ Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.
- ~~B. H B.~~ Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
- ~~A.C. H C.~~ Skill in estimating construction costs, including materials and labor, and completion schedules.

5. Ability:

- ~~D. H A.~~ Skill in collaborating with others.
- ~~E. Skill in applying requirements consistent with division and maintain effective working building official policy.~~
- F. Skill in communication with permit holders, homeowners, and coworkers.
- ~~G. Skill in maintaining good relationships with contractors, workers, supervisors, peers, and and deescalating conflicts.~~
- H. Skill in the operation of office equipment including, but not limited to, general public computer systems, job required software applications, the internet, and modern office equipment.
- ~~A. H B. Ability to read and write reports regarding inspections and permits.~~
- ~~A. H C. Ability to maintain accurate and complete records.~~
- ~~A. H D. Ability to effectively communicate with individuals and groups, both verbally and in writing.~~
- ~~I. H E.~~ Skill in managing one's own time.
- J. Skill in completing assignments accurately and with attention to detail.

2. Ability Requirements

- A. Ability to read, understand, and discuss building codes and other regulations.
- B. Ability to apply complex technical regulations to transport oneself details of construction to, from, and around various determine compliance.
- C. Ability to observe construction work and conditions in buildings and exterior sites.
- ~~D. H F.~~ Ability to participate in training to update construction knowledge and expertise.
- ~~E. H G.~~ Ability to read and write reports regarding inspections and permits.
- F. Ability to maintain accurate and complete records.
- G. Ability to transport oneself to, from, and around various worksites.
- H. Ability to interpret safety rules and apply them to various hazardous situations.
- ~~I. H.~~ Ability to use a computer to maintain inspection records and write reports.
- ~~H I.~~ Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.
- ~~H J.~~ Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.
- J. ~~H K.~~ Ability to work outside in inclement weather.

- K. ~~H~~ L. Ability to establish and maintain effective working relationships with contractors, construction workers, peers, and the general public.
- L. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- M. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- N. Ability to communicate and interact effectively with members of the public.
- O. Ability to communicate effectively both orally and in writing.
- P. Ability to understand and follow instructions.
- Q. Ability to problem-solve a variety of situations.
- R. Ability to set priorities and complete assignments on time.
- S. Ability to attend work on a regular basis as scheduled and/or required.

* Essential job functions.

~~H~~ Job requirements necessary on the first day of employment. Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: MSCK	Union: Basic	EEOC: _____	CSB: _____	Class No: 5102
WC: 9410	Pay: _____	EEOF: Housing	CC: _____	Resolution: _____



Human Resources

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Duluth, Minnesota 55802

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Credit & Collections Administrator

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CREDIT & COLLECTIONS ADMINISTRATOR.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Credit & Collections Administrator was last revised in August 2011. The purpose of this position is to manage the City's accounts receivable asset to maximize cash generation and minimize risk by managing the over-arching credit and collection operation process. The major/primary changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Credit & Collections Administrator.

Credit & Collections Administrator

SUMMARY/PURPOSE

To manage the City's accounts receivable asset to maximize cash generation and minimize risk by managing the over-arching credit and collection operation process.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitor and analyze outstanding accounts receivable balances across the Finance Department, Parking Department, and other City departments as necessary.
2. Collect City tourism tax revenue, parking tickets, administrative fines, and other miscellaneous receivables as needed.
3. Maintain a City revenue recapture account with the Minnesota Department of Revenue.
4. Develop relationships and maintain contact with internal and external customers.
5. Develop and maintain collection procedures for parking and administrative fine tickets and other receivables as needed.
6. Prepare accounts for referral to collection agencies or collection attorneys.
7. Document all collection efforts in a manner that will provide sufficient detail of all collections efforts.
8. Ensure collection efforts and correspondence are in accordance to policy and procedures and applicable regulatory requirements.
9. Create and manage payment plans, settlements, and other recovery efforts, including evaluating and negotiating terms with collection agencies and collection attorneys.
10. Notify City management when problems arise, or potential problems occur that may affect collection activities, and make recommendations to correct or avoid these problems.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in Business or a related professional field, and five (5) years of related professional experience; OR a Bachelor's Degree in Business Administration or a related professional field, and three (3) years of related professional experience; OR a minimum of seven (7) years of related education and/or full-time, verifiable credit and collections experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. General knowledge of commercial collections processes.
 - B. General knowledge of applicable state and federal law regarding commercial collections.

- C. Working knowledge of accounting practices in a government setting.
- D. Working knowledge of data analysis techniques and processes.
- E. Working knowledge of collection data management and documentation..
- F. Knowledge of problem-solving and conflict-resolution techniques.
- G. Knowledge of applicable safety requirements.
- H. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skills related to gathering, evaluating, and transmitting accounting, legal, and other related data.
- B. Skill in verbal negotiations.
- C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- D. Skill in managing one's own time.
- E. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to respond to written and phone inquiries in a timely and accurate manner.
- B. Ability to handle difficult and stressful situations with professional composure.
- C. Ability to work independently and use sound judgment to make logical decisions.
- D. Ability to interpret laws, ordinances, contracts, and policies and procedures.
- E. Ability to maintain a professional demeanor and integrity at all times.
- F. Ability to perform mathematical computations related to financial analysis and the collections process.
- G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H. Ability to communicate and interact effectively with members of the public.
- I. Ability to communicate effectively both orally and in writing.
- J. Ability to understand and follow instructions.
- K. Ability to problem-solve a variety of situations.
- L. Ability to set priorities and complete assignments on time.
- M. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, files, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, (e.g., use of safe work practices with office equipment, avoidance of trips and falls, , etc.). The work area is adequately lighted, heated, and ventilated.

HR: CK	Union: Basic	EEOC: Professionals	CSB:	Class No: 1824
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

Credit & Collections Administrator

SUMMARY/PURPOSE: ~~This classification will~~

To manage the City's/City's accounts receivable asset to maximize cash generation and minimize risk by managing the over-arching credit and collection operation process.

FUNCTIONAL AREAS:

~~1. Perform duties related to collecting outstanding receivables.~~

~~A. SUPERVISION RECEIVED~~

~~For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.~~

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

~~*1. Monitor and analyze outstanding accounts receivable balances across the Finance Department, Parking Department, and other City departments as necessary.~~

~~* B. Collect property damage claims.~~

~~* C. Collect City tourism tax revenue.~~

~~* D. Collect parking tickets and administrative fines.~~

~~*2. E. Collect, and other miscellaneous and other receivables as needed.~~

~~2. Develop and maintain customer service practices and standards.~~

~~3. A. Maintain a City revenue recapture account with the Minnesota Department of Revenue.~~

~~*4. Develop relationships and maintain contact with internal and external customers.~~

~~* B. Assist various business functions of the City in operating efficiently and minimizing A/R risk.~~

~~* C. Maintain positive relationships with all customers.~~

~~3. Develop, manage, and maintain standard collection processes and procedures.~~

~~* A. Develop or update City policies and procedures that will aid various City divisions or departments in collecting accounts receivables.~~

~~*5. B. Develop and maintain collection procedures for parking and administrative fine tickets and other receivables as needed.~~

~~*6. C. Prepare accounts for referral to collection agencies or collection attorneys.~~

~~* D. Maintain accurate and up to date computer files, confidential customer records and internal management reports.~~

~~7. E. Document all collection efforts in a manner that will provide sufficient detail of all collections efforts.~~

~~* Ensure all necessary collection efforts and correspondence and documentation for A/R assets happens in~~

~~8. are in accordance to policy and procedures and applicable regulatory requirements.~~

~~* F. Ensure legal documents are properly prepared and maintained.~~

~~9. G. Create and manage payment plans, settlements, and other recovery efforts, including evaluating and negotiating terms with collection agencies and collection attorneys.~~

~~* H. Regularly review and recommend updates to applicable contracts to minimize risk to the City and negotiate commercial contracts.~~

- *10. ~~I. Notify City management when problems arise, or potential problems occur that may affect collection activities, and make recommendations to correct or avoid these problems.~~
 - * ~~J. Prepare reports that define and evaluate accounts receivables and the potential for bad debt.~~
- 11. ~~K. Perform other credit and collections job~~ Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- *12. Other duties as may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ❖ ~~A. Bachelor's/Associate's Degree in Business Administration, or a related professional field AND, and five (5) years of commercial collections experience. OR~~
- ❖ ~~B. Two year degree in Business or related professional experience; OR a Bachelor's Degree in Business Administration or a related professional field AND 7, and three (3) years of commercial collections~~
 - A. related professional experience; OR a minimum of seven (7) years of related education and/or full-time, verifiable credit and collections experience.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- ❖ ~~A. A. General knowledge of commercial collections processes.~~
- ❖ ~~B. Knowledge of contract content, including terms and conditions, hold harmless clauses, and indemnity clauses.~~
- ❖ ~~B. C. General knowledge of applicable state and federal law regarding commercial collections.~~
- ❖ ~~D. Knowledge of accounting principles.~~
 - ❖ ~~C. E. Working knowledge of accounting practices in a government setting.~~
 - ❖ ~~D. F. Working knowledge of data analysis techniques and processes.~~
 - E. G. Working knowledge of collection data management and documentation.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of enterprise reporting systems applicable safety requirements.
 - ❖ H. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- ❖ ~~A. Personal computer and job related software applications skills~~
- ❖ ~~B. Skilled in MS office.~~
 - A. C. Skills related to gathering, evaluating, and transmitting accounting, legal, and other related data.
- ❖ ~~D. Effective written and oral communication skills.~~
 - B. E. Effective Skill in verbal negotiation skills negotiations.
 - C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - D. Skill in managing one's own time.

- ❖ E. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- ❖ A. A. Ability to respond to written and phone inquiries in a timely and accurate manner.
- ❖ B. B. Ability to ~~read~~ handle difficult and ~~negotiate commercial contracts~~ stressful situations with professional composure.
- ❖ C. C. Ability to work independently and use sound judgment and to make logical decisions.
- ❖ D. D. Ability to define and analyze problems based on the available information.
- ❖ E. E. Ability to interpret laws, ordinances, contracts, and policies and procedures and to explain them to others.
- ❖ F. F. Ability to maintain a professional demeanor at all times.
- ❖ G. G. Ability to complete work and to meet deadlines.
- ❖ H. H. Ability to maintain and integrity at all times.
- ❖ I. I. Ability to work independently.
- ❖ J. J. Ability to operate computers and other office equipment.
- ❖ K. K. Ability to accurately and effectively exchange information with others.
- ❖ L. L. Ability to perform mathematical computations related to financial analysis and the collections process.

Physical Requirements

- ❖ A. Ability to sit for extended periods of time.
- ❖ B. Fine dexterity to operate computers and other office equipment.
- ❖ C. Visual acuity to read material and inspect documents for accuracy.
- ❖ D. Occasionally lift and carry office items weighing up to 20 pounds.
- ❖ E. Occasionally bend, stoop, and reach for supplies and files.
- ❖ F. F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ❖ G. G. Ability to communicate and interact effectively with members of the public.
- ❖ H. H. Ability to communicate effectively both orally and in writing.
- ❖ I. I. Ability to understand and follow instructions.
- ❖ J. J. Ability to problem-solve a variety of situations.
- ❖ K. K. Ability to set priorities and complete assignments on time.
- ❖ L. L. Ability to attend work on a regular basis as scheduled and/or required.

* Essential functions of the position

Job requirements necessary the first day of employment
Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, files, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, (e.g., use of safe work practices with office equipment, avoidance of trips and falls, , etc.). The work area is adequately lighted, heated, and ventilated.



HR: JACK	Union: Basic	EEOC: Professionals	CSB: 20110607_____	Class No: 1824
WC: 8810	Pay: 135_____	EEOF: Admin/Finance	CC: 20110845_____	Resolution: 11-0418R_____



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Payroll Practitioner

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PAYROLL PRACTITIONER.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Payroll Practitioner was last revised in December 2010. The purpose of this position is to assist with all aspects of the City's payroll activities, ensuring employees are paid accurately and on time. The major/primary changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Payroll Practitioner.

Payroll Practitioner

SUMMARY/PURPOSE

To assist with all aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review employee timecards imported into the payroll system, checking for accuracy and appropriate approvals.
2. Process timecards; research and communicate with supervisors regarding questions/problems.
3. Review payroll documentation for accuracy through audit reports and make necessary adjustments, obtaining necessary approvals.
4. Collaborate with Human Resources on all payroll-related issues, including benefit deductions.
5. Review computed wages and correct errors to ensure accuracy of earnings.
6. Check timesheets utilizing electronic time and attendance software product(s) for compliance with policy, collective bargaining agreements, government, and regulatory requirements.
7. Respond to employment verification inquiries, employee inquiries, and requests regarding payroll matters.
8. Perform file maintenance of deductions and payment direction such as deferred compensation and direct deposit accounts.
9. Create and distribute payroll-related reports.
10. Assist with compliance assurance regarding operational policies and procedures.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in Accounting or a related professional field; OR a minimum of three (3) years of related education and/or full-time applicable experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. General knowledge of human resource policies and procedures relating to salary administration.
 - B. Working knowledge of state and federal laws and regulations relating to payroll processing and transactions.
 - C. General knowledge of basic accounting principles and practices.
 - D. General knowledge of job-related software applications including spreadsheet and word processing.

- E. General knowledge of the terms and conditions of the collective bargaining agreements.
- F. General knowledge of city policies and procedures impacting payroll operations.
- G. Knowledge of problem-solving and conflict-resolution techniques.
- H. Knowledge of applicable safety requirements.
- I. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in performing complex calculations.
- B. Skill in processing payroll.
- C. Skill in generating payroll reports.
- D. Skill in computer applications including HRIS, spreadsheet, and word processing.
- E. Skill in customer service.
- F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- G. Skill in managing one's own time.
- H. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to perform basic research.
- B. Ability to read, understand, and interpret policies, procedures, and other written materials.
- C. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately; ability to develop formulas to carry out payroll functions.
- D. Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
- E. Ability to adapt to frequent change, delay, or unexpected events.
- F. Ability to maintain confidential records.
- G. Ability to provide a high level of customer service, responding promptly and meeting commitments.
- H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- I. Ability to communicate and interact effectively with employees and members of the public.
- J. Ability to communicate effectively both orally and in writing.
- K. Ability to understand and follow instructions.
- L. Ability to problem-solve a variety of situations.
- M. Ability to set priorities and complete assignments on time and to meet rigorous deadlines.
- N. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: CK	Union: Basic	EEOC: Office/Clerical	CSB:	Class No: 3317
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

PAYROLL PRACTITIONER

Payroll Practitioner

SUMMARY/PURPOSE: _____

To assist with all City aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

FUNCTIONAL AREAS: _____ Under direction of the Payroll Administrator:

~~1. Perform a wide variety of payroll processing activities.~~

A. SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~*1. Review employee time cards~~time cards~~ imported into the payroll system, checking for accuracy and appropriate approvals.~~
- ~~*2. B. Process time cards and out of class slips~~time cards~~; research and communicate with supervisors regarding questions/problems.~~
- ~~*3. C. Review payroll documentation for accuracy through audit reports and make necessary adjustments; obtain~~obtaining~~ necessary approvals.~~
- ~~*4. D. Collaborate with Human Resources on all payroll-related issues, including benefit deductions.~~
- ~~*5. E. Review computed wages and correct errors to ensure accuracy of earnings.~~
- ~~*6. F. Check time sheets~~timesheets~~ utilizing electronic time and attendance software product(s) for compliance with policy, collective bargaining agreements, government, and regulatory requirements.~~
- ~~* G. Maintain accurate payroll records and employee files.~~
- ~~* H. Respond to employment verification inquiries.~~
- ~~*7. I. Respond to employee inquiries and requests regarding payroll matters.~~
- ~~*8. J. Perform file maintenance of deductions and payment direction such as deferred compensation and direct deposit accounts.~~
- ~~* K. Calculate and verify transactions.~~
- ~~*9. L. Create and distribute payroll-related reports.~~

~~2. Perform related duties.~~

- ~~* A. Provide input into the creation of payroll policies and procedures.~~
- ~~* B. Respond to requests for payroll related information from supervisors, managers, employees, etc.~~
- ~~*10. C. Assist with compliance assurance regarding operational policies and procedures.~~
- ~~* D. Perform related tasks as assigned.~~

11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

12. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ~~A. A two-year certificate~~ A. Associate's Degree in Accounting or a related professional field, plus; OR a minimum of three (3) years of comprehensive payroll-related education and/or full-time applicable experience; or five (5) years of direct payroll processing experience.

2. License Requirements

- ❖ A. No specific licenses required.

3. Knowledge Requirements

- ❖ A. General knowledge of human resource policies and procedures relating to salary administration.
❖ B. Working knowledge of state and federal laws and regulations relating to payroll processing and transactions.
❖ C. General knowledge of basic accounting principles and practices.
❖ D. General knowledge of job-related software applications including spreadsheet and word processing.
E. General knowledge of the terms and conditions of the collective bargaining agreements.
F. General knowledge of city policies and procedures impacting payroll operations.
G. Knowledge of problem-solving and conflict-resolution techniques.
H. Knowledge of applicable safety requirements.
I. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- ❖ A. Skill in performing complex calculations.
❖ B. Skill in processing payroll.
❖ C. Skill in generating payroll reports.
❖ D. Skill in computer applications including HRIS, spreadsheet, and word processing.
❖ E. Skill in customer service.
F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
G. Skill in managing one's own time.
H. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- ❖ A. Ability to perform basic research.
❖ ~~B. Ability to communicate effectively via email, phone and face to face with employees.~~
❖ B. C. Ability to read, understand, and interpret policies, procedures, and other written materials.
❖ C. D. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately; and ability to develop formulas to carry out payroll functions.
❖ D. E. Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
❖ ~~F. Ability to prioritize and plan work activities, using time efficiently.~~

- ~~❖ E. G.~~ Ability to adapt to frequent change, delay, or unexpected events.
- ~~❖ H.~~ ~~Ability to establish and maintain effective working relationships with supervisors, co-workers, other city departments and outside agencies.~~
- ~~❖ F. I.~~ Ability to maintain confidential records.
- ~~❖ G. J.~~ Ability to provide a high level of customer service, responding promptly and meeting commitments.
- ~~H. K.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ~~I.~~ Ability to communicate and interact effectively with employees and members of the public.
- ~~J.~~ Ability to perform duties under communicate effectively both orally and in writing.
- ~~K.~~ Ability to understand and follow instructions.
- ~~L.~~ Ability to problem-solve a variety of situations.
- ~~❖ M.~~ Ability to set priorities and complete assignments on time and to meet rigorous time constraints and to meet deadlines.
- ~~N.~~ Ability to attend work as scheduled and/or required.

Physical Requirements Demands

- ~~❖ A.~~ ~~Ability to sit for long periods of time working at a computer.~~
- ~~❖ B.~~ ~~Ability to occasionally lift and carry office items weighing up to 10 pounds.~~
- ~~❖ C.~~ ~~Fine dexterity to operate computer, calculator and other office equipment.~~
- ~~❖ D.~~ ~~Visual acuity to inspect documents for accuracy.~~
- ~~❖ E.~~ ~~Ability to hear and speak to exchange information.~~
- ~~❖ F.~~ ~~Ability to attend work on a regular basis.~~

- ~~* Essential functions of the position~~
- ~~❖ Job requirements necessary the first day of employment~~

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: JACK	Union: Basic	EEOC: Office/Clerical	CSB: 20404005_____	Class No: 3317
WC: 8810	Pay: 429_____	EEOF: Admin/Finance	CC: 20404206_____	Resolution: 40-0604R_____



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: September 6, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Technical Services Coordinator

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF TECHNICAL SERVICES COORDINATOR, INCLUDING A TITLE CHANGE TO ASSISTANT CHIEF OF SPECIAL OPERATIONS.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Technical Services Coordinator was last revised in September 2015. The purpose of this position is to assist with the development, implementation, coordination, and evaluation of the, fire department/state response teams and to assist with the coordination of the City's emergency and contingency planning efforts. The major/primary changes to the job description were minimal.

The proposed revisions to the job classification were discussed with the Fire union and incumbents, and they are supportive of these updates.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Technical Services Coordinator, including a title change to Assistant Chief of Special Operations.

Assistant Chief of Special Operations

SUMMARY/PURPOSE

To assist with the development, implementation, coordination, and evaluation of the fire department/state response teams and to assist with the coordination of the City's emergency and contingency planning efforts.

DISTINGUISHING FEATURES OF THE CLASS

The Assistant Chief of Special Operations' main priorities are to coordinate special operations, assist emergency managers, and work collaboratively in the training division.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, direct, and monitor strategic plans as assigned.
2. Review performance and outcomes to determine effectiveness.
3. Plan, coordinate, and monitor emergency services as assigned.
4. Determine priorities and coordinate schedules in assigned areas.
5. Establish standards in accordance with local, state, and national standards.
6. Monitor worksites and ensure compliance with established methods, guidelines, standards, and procedures.
7. Provide for the education and training of assigned personnel in a safe and effective manner.
8. Participate as an active member of the Department management team.
9. Serve as a technical advisor to the Emergency Manager.
10. Disseminate technical information to employees and administrators.
11. Conduct administrative assignments in accordance with Department procedures as assigned.
12. Provide information to the media and the general public.
13. Provide technical assistance and support to civic organizations, regional partners, and the general public.
14. Research and maintain up-to-date awareness of pertinent legislation, regulations, and development, which could affect the Department.
15. Develop and monitor budget, and approve purchases of supplies, parts, and equipment for assigned areas.
16. Develop and maintain a capital equipment replacement program for assigned areas.
17. Prepare written reports, correspondence, and bid specifications as necessary.
18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
20. Provide training on new or modified procedures and policies to all affected parties.
21. In collaboration with the supervisor, organize, and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of five (5) years of experience with the City of Duluth Fire Department.
2. License Requirements
 - A. Certified Hazardous Materials Technician or above.
 - B. Possess and maintain a valid state issued Class D driver's license or privilege.
 - C. Within two (2) years of appointment, successful completion of the State of Minnesota Emergency Manager Basic Certification if not certified at time of appointment.
3. Knowledge Requirements
 - A. Thorough knowledge of the National Incident Management Systems, the Incident Command System, and Emergency Operations Center operational protocols.
 - B. Thorough knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws that are applicable.
 - C. Thorough knowledge of the City of Duluth and Fire Department policies, procedures, and guidelines.
 - D. Knowledge of special operations training techniques and practices.
 - E. Knowledge of recordkeeping principles and practices.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.
 - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
4. Skill Requirements
 - A. Skill in communicating on a one-to-one basis and before groups for the purpose of obtaining or providing information.
 - B. Skill in rapidly analyzing and determining appropriate action in crisis situations.
 - C. Skill in reading and interpreting complex technical and legal materials.
 - D. Skill in supervising assigned personnel.
 - E. Skill in public and media relations.
 - F. Skill in maintaining accurate records.
 - G. Skill in analyzing and organizing information to develop, evaluate, and improve emergency services programs.
 - H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - I. Skill in managing one's own time and the time of others.
 - J. Skill in completing assignments accurately and with attention to detail.
 - K. Skill in mediation and dispute resolution.
 - L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
 - A. Ability to develop and maintain effective working relationships with coworkers, administrators, employees, media representatives, and the general public.
 - B. Ability to maintain required certifications.
 - C. Ability to manage multiple grant programs.
 - D. Ability to prepare and maintain accurate records.

- E. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
- F. Ability to identify training needs and to facilitate and/or provide educational programs to meet those needs; and to conduct training on a variety of subjects.
- G. Ability to understand and implement oral and written instructions.
- H. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- J. Ability to communicate and interact effectively with members of the public.
- K. Ability to communicate effectively both orally and in writing.
- L. Ability to recognize, analyze, and solve a variety of problems.
- M. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- N. Ability to handle difficult and stressful situations with professional composure.
- O. Ability to work successfully as a member of a team and independently with minimal supervision.
- P. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- Q. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- R. Ability to enforce safety rules and regulations.
- S. Ability to maintain confidential information.
- T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- U. Ability to exercise sound judgment in making critical decisions.
- V. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: CK	Union: Fire	EEOC: Protective Services	CSB:	Class No: 1374
WC: 7706	Pay:	EEOF: Fire Protection	CC:	Resolution:

TECHNICAL SERVICES COORDINATOR
Assistant Chief of Special Operations

SUMMARY/PURPOSE

To assist with the development, implementation, coordination, and evaluation of the fire department ~~Hazardous Materials Assessment/Response Team~~, state response teams and to assist with the coordination of the City's emergency and contingency planning efforts.

DISTINGUISHING FEATURES OF THE CLASS

The Assistant Chief of Special Operations' main priorities are to coordinate special operations, assist emergency managers, and work collaboratively in the training division.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Develop, direct, and monitor strategic plans as assigned.
2. Review performance and outcomes to determine effectiveness.
3. Plan, coordinate, and monitor emergency services as assigned.
4. Determine priorities and coordinate schedules in assigned areas.
5. Establish standards in accordance with local, state, and national standards.
6. Monitor ~~work sites~~ worksites and ensure compliance with established methods, guidelines, standards, and procedures.
7. Provide for the education and training of assigned personnel in a safe and effective manner.
8. ~~Develop, implement, review, and ensure compliance with Department standard operating procedures, policies, and guidelines as assigned.~~
- 9-8. Participate as an active member of the Department management team.
10. ~~Assist with the implementation of comprehensive emergency management and homeland security strategies and programs.~~
11. ~~Research and prepare national and state homeland security and emergency management grant program application(s).~~
- 12-9. Serve as a technical advisor to the Emergency Manager.
13. ~~Assist in planning, coordinating, and guiding volunteer and outreach programs.~~
14. ~~Assist in coordination of assistance programs to ensure receipt of aids after a disaster.~~
15. ~~Participate in the management decision making process.~~
- 16-10. Disseminate technical information to employees and administrators.
- 17-11. Conduct administrative assignments in accordance with Department procedures as assigned.
18. ~~Coordinate long range goal setting and priorities in assigned areas.~~
19. ~~Conduct training and team meetings as necessary.~~
- 20-12. Provide information to the media and the general public.
- 21-13. Provide technical assistance and support to civic organizations, regional partners, and the general public.
22. ~~Prepare and evaluate technical and administrative reports.~~
- 23-14. Research and maintain up-to-date awareness of pertinent legislation, regulations, and development, which could affect the Department.
- 24-15. Develop and monitor budget, and approve purchases of supplies, parts, and equipment for assigned areas.
- 25-16. Develop and maintain a capital equipment replacement program for assigned areas.
- 26-17. Prepare written reports, correspondence, and bid specifications as necessary.

18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
20. Provide training on new or modified procedures and policies to all affected parties.
21. In collaboration with the supervisor, organize, and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of five (5) years of experience with the City of Duluth Fire Department.
2. License Requirements
 - A. ~~Possession of a valid driver's license.~~
 - B.A. Certified Hazardous Materials Technician or above.
 - B. Possess and maintain a valid state issued Class D driver's license or privilege.
 - C. Within two (2) years of appointment, successful completion of the State of Minnesota Emergency Manager Basic Certification if not certified at time of appointment.
3. Knowledge Requirements
 - A. Thorough knowledge of the National Incident Management Systems, the Incident Command System, and Emergency Operations Center operational protocols.
 - ~~B. Thorough knowledge of hazardous materials technician abatement methods.~~
 - C.B. Thorough knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws that are applicable.
 - ~~D.C. Thorough knowledge of the City of Duluth and Fire Department policies, procedures, and guidelines.~~
 - ~~E. Thorough Knowledge of the properties and reactions of common and uncommon chemicals and products.~~
 - ~~F.D. Knowledge of special operations training techniques and practices.~~
 - ~~G.E. Knowledge of record keeping recordkeeping principles and practices.~~
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.
 - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
4. Skill Requirements
 - A. Skill in communicating on a one-to-one basis and before groups for the purpose of obtaining or providing information.
 - B. Skill in rapidly analyzing and determining appropriate action in crisis situations.

- C. Skill in reading and interpreting complex technical and legal materials.
 - D. Skill in supervising assigned personnel.
 - E. Skill in public and media relations.
 - F. Skill in maintaining accurate records.
 - G. Skill in analyzing and organizing information to develop, evaluate, and improve emergency services programs.
 - H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - I. Skill in managing one's own time and the time of others.
 - J. Skill in completing assignments accurately and with attention to detail.
 - K. Skill in mediation and dispute resolution.
 - L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to develop and maintain effective working relationships with coworkers, administrators, employees, media representatives, and the general public.
 - B. Ability to maintain required certifications.
 - C. Ability to manage multiple grant programs.
 - D. Ability to prepare and maintain accurate records.
 - E. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
 - F. Ability to identify training needs and to facilitate and/or provide educational programs to meet those needs; and to conduct training on a variety of subjects.
 - G. Ability to understand and implement oral and written instructions.
 - H. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - J. Ability to communicate and interact effectively with members of the public.
 - K. Ability to communicate effectively both orally and in writing.
 - L. Ability to recognize, analyze, and solve a variety of problems.
 - M. Ability to consistently and independently without direct prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - N. Ability to handle difficult and stressful situations with professional composure.
 - H.O. Ability to work successfully as a member of a team and independently with minimal supervision and with multiple tasks.
 - A. Ability to work under pressures of time constraints and conflicting demands.
 - P. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - H.Q. Ability to interpret, explain, and apply applicable laws, codes, contracts, regulations, policies, and guidelines/procedures.
 - R. Ability to enforce safety rules and regulations.
 - S. Ability to maintain confidential information.
 - T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - U. Ability to exercise sound judgment in making critical decisions.
 - V. Ability to attend work as scheduled and/or required.
6. Physical Ability Requirements/Demands
- A. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
 - B. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.

- C. ~~Ability to climb, run, crawl, bend, jump, and balance while performing VERY DEMANDING WORK inside, outside, on top of buildings and structures under varied circumstances and weather conditions.~~
- D. ~~Ability to be courageous and careful, and to use good judgment in crises and life-threatening situations.~~
- E. ~~Ability to frequently lift and carry items weighing up to 100 pounds, such as firefighting gear and ladders.~~
- F. ~~Ability to attend work on a regular basis.~~
- G. ~~Must pass periodic medical examinations to verify the ability to physically perform all duties which may be assigned during emergencies, including tasks requiring the use of a self-contained breathing apparatus.~~
- H. ~~Must possess natural or corrective vision of at least 20/20 in one eye and 20/30 in other.~~
- I. ~~Must possess normal hearing when tested according ANSI 1969 Standards.~~
- J. ~~Must not use, by smoking, ingestion, or otherwise, any tobacco products.~~
- K. ~~Must, within six months of appointment, reside within 25 miles of Headquarters Fire Hall or at a location from which they can respond by vehicle to Headquarters Fire Hall within 30 minutes of being notified, given normal driving conditions.~~

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: MSCK	Union: Fire	EEOC: Protective Services	CSB: 08/04/2015_____	Class No: 1374
WC: 7706	Pay: 234_____	EEOF: Fire Protection	CC: 09/14/2015_____	Resolution: 45-0598R_____



Human Resources

Room 340
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 218-730-5210
 hrinformation@duluthmn.gov

DATE: September 6, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Job Classification Specifications for Assistant City Attorney

RECOMMENDATION: APPROVAL OF THE NEW JOB DESCRIPTION FOR THE EXISTING CLASSIFICATION OF ASSISTANT CITY ATTORNEY.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Assistant City Attorney is an appointed position that has never had a formal job description attached to it. The purpose of this position is to perform a variety of legal duties to support the City Attorney's Office, which may include preparing and drafting briefs, pleadings, ordinances, resolutions, contracts, leases, permits, letters, memos, and other documents; receiving and reviewing claims, administrative proceedings, and lawsuits against the City and its departments for litigation or settlement; initiating litigation or administrative proceedings on behalf of the City and its departments; providing written and oral legal opinions to departments, employees and officers of the City and its related authorities; prosecuting misdemeanors, gross misdemeanors and violations of City ordinances; preparing for and representing the City and its departments in all court hearings, arbitration, and trials.

The job classification was discussed with the Supervisory Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the job description for Assistant City Attorney.

Assistant City Attorney

SUMMARY/PURPOSE

To perform a variety of legal duties to support the City Attorney's Office, which may include preparing and drafting briefs, pleadings, ordinances, resolutions, contracts, leases, permits, letters, memos, and other documents; receiving and reviewing claims, administrative proceedings, and lawsuits against the City and its departments for litigation or settlement; initiating litigation or administrative proceedings on behalf of the City and its departments; providing written and oral legal opinions to departments, employees and officers of the City and its related authorities; prosecuting misdemeanors, gross misdemeanors and violations of City ordinances; preparing for and representing the City and its departments in all court hearings, arbitration, and trials.

DISTINGUISHING FEATURES OF THE CLASS

The Assistant City Attorney performs both routine and complex duties as assigned. Positions at this level receive instruction, assistance, training, and guidance from the City Attorney as well as other staff attorneys as needed. The Assistant City Attorney is supervised and directed by the Deputy City Attorney and the City Attorney.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform general legal research and prepare written and oral opinions on various legal issues for the City Council, City departments, City authorities, and various boards and commission.
2. Prosecute violations of City ordinances, misdemeanor, and certain gross misdemeanor level violations and represent the City and its authorities in all actions at law,
3. Assist in preparing, reviewing and drafting ordinances, resolutions, motions; review exceptions to model agreements/contracts to be made or entered into by the City and its authorities and approve the form of such instruments.
4. Represent the City Attorney's Office at various City Council, authority, and board and commission meetings and in court as directed and render legal advice on agenda items as may be required.
5. Represent the City and its authorities in litigation; appear before courts and administrative proceedings to represent the City's interest as required.
6. Provide technical assistance to the City Attorney with respect to the acquisition, sale or abandonment of real property including acceptance of deeds on behalf of the City; assist with legal work regarding elections, special assessment districts and bond issues.
7. Investigate claims and complaints against the City and its authorities and recommend appropriate action regarding their handling.
8. Receive and respond to public inquiries, citizen complaints, and requests for information.
9. Establish and maintain positive working relationship with departments by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
10. Provide written and oral legal opinions as requested by the City Attorney.
11. Manage employee performance, and provide training, coaching, and mentoring for employees.
12. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
13. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
14. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.

15. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
16. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
17. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Juris Doctorate Degree from an accredited law school or equivalent.
2. License Requirements
 - A. Must be licensed to practice law in the State Bar of Minnesota, in good standing.
3. Knowledge Requirements
 - A. General knowledge of legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure.
 - B. Knowledge of judicial procedures and rules of evidence as applicable to the assigned areas of responsibility.
 - C. Knowledge of modern and moderately complex principles and practices of municipal law as applicable to the assigned areas of responsibility.
 - D. Knowledge of organization, duties, powers, limitations, and authority of City government, its authorities, and the City Attorney's office.
 - E. Knowledge of ordinances, statutes, and court decisions relating to municipal corporations as applicable to the assigned areas of responsibility.
 - F. Knowledge of established precedent and sources of legal reference and methods of legal research.
 - G. Knowledge of Modern office practices, methods, and technologies.
 - H. Knowledge of English usage, grammar, spelling, vocabulary, and punctuation.
 - I. Knowledge of techniques for effectively representing the City and its authorities in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
 - J. Knowledge of techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City and authority staff.
 - K. Knowledge of problem-solving and conflict-resolution techniques.
 - L. Knowledge of applicable safety requirements.
 - M. Knowledge of, or the ability to learn, City policies and procedures.
 - N. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - O. Knowledge of effective leadership and personnel practices.
 - P. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - Q. Knowledge of budgetary, and management principles, practices, and procedures.
 - R. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
 - A. Skill in researching and analyzing issues, developing recommended actions, preparing reports, and maintaining records.
 - B. Skill in drafting and negotiating contracts and agreement.
 - C. Strong written communication skills.

- D. Sound legal judgment, proactive initiative, ability to analyze issues.
 - E. Exhibit attention to detail in written product to withstand high levels of scrutiny.
 - F. Possess and exhibit skill to keep the City Attorney and Deputy City Attorneys apprised of issues and potential developments in a timely manner.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time and the time of others.
 - I. Skill in completing assignments accurately and with attention to detail.
 - J. Skill in mediation and dispute resolution.
 - K. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - L. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to organize, interpret, and apply legal principles and knowledge of complex legal problems; effectively apply legal knowledge and principles in court.
 - B. Ability to present statements of law, fact, and argument clearly and logically.
 - C. Ability to prepare and present cases in court.
 - D. Ability to conduct research on legal problems, analyze, and prepare sound legal opinions.
 - E. Ability to properly interpret and make decisions in accordance with laws, regulations, and policies.
 - F. Ability to use good judgment in decision-making.
 - G. Exhibit qualities of dependability and accountability.
 - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - I. Ability to communicate and interact effectively with members of the public.
 - J. Ability to communicate effectively both orally and in writing.
 - K. Ability to recognize, analyze, and problem-solve a variety of situations.
 - L. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - M. Ability to handle difficult and stressful situations with professional composure.
 - N. Ability to establish goals and objectives.
 - O. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
 - P. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - Q. Ability to manage a budget and work within the constraints of that budget.
 - R. Ability to enforce safety rules and regulations.
 - S. Ability to maintain confidential information.
 - T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - U. Ability to exercise sound judgment in making critical decisions.
 - V. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
 - W. Exhibits leadership qualities of dependability and accountability.
 - X. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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