



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Meeting Agenda

### Civil Service Board.

Tuesday, March 14, 2023

4:30 PM

Conference Room 330

**1. ROLL CALL**

**2. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

2A. February 7, 2023

Attachments:      [2A February 7, 2023 Minutes \(Draft\)](#)

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

**4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS**

4A(1) Graphics Coordinator (revised)

Attachments:      [4A1 Graphics Coordinator \(revised\)](#)

4A(2) Senior Engineering Specialist (revised)

Attachments:      [4A2 Senior Engineering Specialist \(revised\)](#)

4A(3) Utility Information Systems Analyst (new)

Attachments:      [4A3 Utility Information Systems Analyst \(new\)](#)

4A(4) ISD 709 - Utilityperson II (revised)

Attachments:      [4A4 ISD 709 - Utilityperson II \(revised\)](#)

**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.*

**7. NEXT REGULAR MEETING SCHEDULED**

*April 4, 2023 (4:30 p.m. Council Chambers)*

**8. ADJOURNMENT**



**City of Duluth**  
**Unofficial Actions**  
**Civil Service Board.**

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Tuesday, February 7, 2023

4:30 PM

Council Chambers

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Members Present: Ryan Logan, Laura Perttula (Chair), John Strongitharm

Members Absent: None

HR Staff Present: Laura Dahl, Aimee Ott, Matt Silverness (CSB Secretary)

Legal Present: Steve Hanke

**1. ROLL CALL**

**2. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

2A. January 10, 2023

This Civil Service Board item was approved.

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

**4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS**

4A(1) Utility Maintenance Worker (revised)

This Civil Service Board item was approved.

4A(2) Seasonal Groundskeeper (revised)

This Civil Service Board item was approved.

4A(3) Manager, Parks & Recreation (revised)

This Civil Service Board item was approved.

4A(4) Property Services Supervisor (revised)

This Civil Service Board item was approved.

**5. APPEALS**

**6. INFORMATIONAL**

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

**6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS**

**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: March 14, 2023  
TO: Civil Service Board  
FROM: Chris Kohel  
Human Resources Generalist  
SUBJECT: Revised Job Classification of Graphics Coordinator

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF GRAPHICS COORDINATOR.**

**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 Graphics Coordinator was last revised in November 2000. The purpose of this position is to provide advice on strategies to engage target audiences and to serve as the design and development resource in the creation of visual communications across a variety of media products such as print and web media, street and vehicle signage, mapping products, etc. This position serves all City departments and outside groups affiliated with the City of Duluth, while complying with design best practices.

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 Graphics Coordinator.

## **Graphics Coordinator**

### SUMMARY/PURPOSE

To provide advice on strategies to engage target audiences and to serve as the design and development resource in the creation of visual communications across a variety of media products such as print and web media, street and vehicle signage, mapping products, etc. This position serves all City departments and outside groups affiliated with the City of Duluth, while complying with design best practices.

### 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. Identify the best ways to illustrate and communicate clients' vision while complying with design best practices.
2. Conceptualize, design, and produce a broad range of graphic art deliverables including, but not limited to, logos, brochures, mapping products, signage, vehicle wraps, etc., for all City departments, commissions, task forces, coalitions and committees, and other City-affiliated groups.
3. Collaborate with individuals and groups to determine project needs, scope, purpose, costs, and audience in order to develop relevant design solutions.
4. Design graphics by selecting media, layout, color, and lettering.
5. Provide photography and videography services to the City departments, commissions, task forces, coalitions and committees, and other affiliated groups.
6. Prepare specifications for bidding on graphics projects.
7. Prepare drawings, charts, and other graphic illustrations of project proposals.
8. Provide the execution of artwork for brochures, pamphlets, books, and other items.
9. Plan and complete the execution of special community projects such as displays, directories, and public information sign systems.
10. Collaborate with individuals and groups in order to recommend, select, and implement reproduction processes or services.
11. Plan, monitor, and evaluate daily operational aspects of assigned project activities.
12. Provide for the day-to-day operations of assigned project activities by setting work priorities and ensuring that necessary materials are available to carry out assigned projects.
13. 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.
14. 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 graphic design education and/or full-time, verifiable professional graphics design experience to include design best practices, concepts, and production services as a primary responsibility.
2. License Requirements

- A. No specific licenses required.
3. Knowledge Requirements
- A. Knowledge and experience in Adobe Creative Suite.
  - B. Knowledge of materials and equipment used in graphic design and production.
  - C. Basic knowledge of the various methods of designing, completing and presenting various types of print and electronic graphics media including, but not limited to, brochures, flyers, maps, graphs, signs, and statistical presentations.
  - D. Knowledge of photographic and videography processes and editing tools.
  - 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.
4. Skill Requirements
- A. Skill in graphics design and production in a variety of media including print and web media, signage, mapping products, etc.
  - B. 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.
  - C. Skill in managing one's own time.
  - D. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to graphically portray statistical and other data.
  - B. Ability to create design mock ups, mapping products, profiles, and charts with accuracy, precision, professionalism, and timeliness.
  - C. Ability to prioritize and complete in a timely manner the day-to-day activities of the graphic design and reproduction services.
  - D. 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.
  - E. Ability to communicate and interact effectively with members of the public.
  - F. Ability to communicate effectively both orally and in writing.
  - G. Ability to understand and follow instructions.
  - H. Ability to problem-solve a variety of situations.
  - I. Ability to set priorities and complete assignments on time.
  - J. 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: Professionals	CSB:	Class No: 3305
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

**GRAPHICS COORDINATOR****Purpose:** Graphics CoordinatorSUMMARY/PURPOSE

To provide ~~graphic art~~ advice on strategies to engage target audiences and reproductive services for all City departments to serve as the design and development resource in the creation of visual communications across a variety of media products such as print and web media, street and vehicle signage, mapping products, etc. This position serves all City departments and outside groups affiliated with the City of Duluth, while complying with design best practices.

**FUNCTIONAL AREAS:** ~~Under general administrative direction;~~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. Identify the best ways to illustrate and communicate clients' vision while complying with design best practices.
- 4.2. Conceptualize, design, and produce a broad range of graphic art projects deliverables including, but not limited to, logos, brochures, mapping products, signage, vehicle wraps, etc., for all city City departments, commissions, task forces, coalitions and committees, and other city City-affiliated groups.
3. \* A. ~~Collaborate with individuals and groups to determine project needs, scope, purpose, costs, and audience in order to develop relevant design solutions.~~
4. \* B. ~~Design graphics by selecting media, layout, color, and lettering.~~
5. \* C. Provide photography and videography services to the City departments, commissions, task forces, coalitions and committees, and other affiliated groups.
6. Prepare specifications for bidding on graphics projects.
7. \* D. ~~Prepare drawings, charts, and other graphic illustrations of project proposals.~~
8. E. ~~Direct~~ Provide the execution of artwork for brochures, pamphlets, books, and other items.
9. \* F. ~~Plan and direct~~ complete the execution of special community projects such as displays, directories, and public information sign systems.
- G-10. Collaborate with individuals and groups in order to recommend, select, and implement reproduction processes or services.
11. ~~2-~~ Plan, monitor, and evaluate daily operational aspects of assigned project activities.
12. \* A. ~~Provide for the day-to-day operations of assigned project activities by setting work priorities and insuring~~ ensuring that necessary personnel and materials are available to carry out assigned projects.
- \* B. ~~Participate in the selection, training, and evaluation of personnel.~~
13. 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.



14. 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/ & Experience Requirements:

A. ~~≠~~ A.——Six minimum of six (6) years of verifiable-related graphic design education and/or experience in a full-time, verifiable professional graphics position design experience to include design best practices, concepts, and production services as a primary responsibility.

2. License Requirements

A. No specific licenses required.

3. Knowledge Requirements:

A. ~~≠~~ A.——Knowledge and experience in Adobe Creative Suite.

B. Knowledge of materials and equipment used in graphic design and production.

C. ~~B.~~——Basic knowledge of the various methods of designing, completing and presenting various types of print and electronic graphics media including, but not limited to, brochures, flyers, maps, graphs, signs, and statistical presentations.

D. ~~C.~~——Knowledge of photographic and videography processes and editing tools.

E. 3. 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. ~~≠~~ A.——Skill in printing, graphics, sketching, lettering, design and typography production in a variety of media including print and web media, signage, mapping products, etc.

B. 4. 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.

C. Skill in managing one's own time.

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

5. Ability Requirements:

A. ~~≠~~ A.——Ability to graphically portray statistical and other data.

B. ~~≠~~ B.——Ability to draw sketches, maps create design mock ups, mapping products, profiles, and charts with accuracy and neatness, precision, professionalism, and timeliness.

~~≠~~ C.——Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.

D. ~~C.~~——Ability to coordinate/prioritize and complete in a timely manner the day-to-day activities of the graphic art/design and reproduction services.

D. E. 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.

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

F. Ability to communicate effectively both orally and in writing.

G. Ability to understand and follow instructions.

H. Ability to problem-solve a variety of situations.

I. Ability to set priorities and complete assignments on time.

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

F. Ability to transport loads weighing up to 30 pounds, such as audio-visual equipment and paper supplies.

\* Essential functions of the job

~~Job requirements necessary on 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, 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: <del>KGCK</del>	Union: Basic	EEOC: Professionals	CSB: 20001107	Class No: 3305
WC: 8810	Pay: 434	EEOF: Admin/Finance	CC: 20001127	Resolution: <del>00-0774R</del>

**Human Resources**

Room 340  
411 West First Street  
Duluth, Minnesota 55802

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@duluthmn.gov

DATE: March 14, 2023  
TO: Civil Service Board  
FROM: Chris Kohel  
Human Resources Generalist  
SUBJECT: Revised Job Classification of Senior Engineering Specialist

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF SENIOR ENGINEERING 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 Senior Engineering Specialist was last revised in March 2001. The purpose of this position is to perform complex engineering work related to the design, construction, inspection, and maintenance of street, bridge, and traffic infrastructure systems including water, gas, storm sewer, and sanitary sewer utility systems, including easement and permits associated with the work.

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 Senior Engineering Specialist.

## **Senior Engineering Specialist**

### SUMMARY/PURPOSE

To perform complex engineering work related to the design, construction, inspection, and maintenance of street, bridge, and traffic infrastructure systems including water, gas, storm sewer, and sanitary sewer utility systems, including easement and permits associated with the work.

### SUPERVISION RECEIVED

The supervisor provides minimal guidance on day-to-day operations by indicating generally what is to be done, the 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 projects that require delegation and direction over the work of others.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform all duties listed under the Senior Engineering Technician job duties and responsibilities.
2. Review plans and inspect construction for conformance with standards and specifications.
3. Prepare documentation for annual State Aid Maintenance, Finance and Needs reporting.
4. Prepare financial reports for Municipal State Aid and federally funded projects using the delegated contract process.
5. Manage engineering projects including plan preparation and review, consultant selection and management, and coordination with other agencies.
6. Prepare, manage, negotiate compensation for consultants and contractors and prepare project closeout documents utilizing various City of Duluth financial software programs.
7. Hold and attend project meetings as necessary.
8. Prepare construction budget estimates and estimate costs using previous bids and regional trends.
9. Inform, educate, and exchange ideas with other professionals, agencies and the public regarding engineering projects, standards and City of Duluth policies and programs.
10. Act as competent person during emergency situations and incident commander if the Emergency Response Plan is activated.
11. Research Engineering records to respond to questions from engineers, agencies, the public, and other City departments, including responding to citizen complaints on behalf of the City Engineer, Chief Engineer of Transportation, and Chief Engineer of Utilities.
12. Maintain the City's Engineering records.
13. Review and issue Engineering permits, including informing and educating the public on City policies and standards.
14. Coordinate with other city departments, public and private property and utility owners, and state and federal regulatory agencies, related to the review of proposed infrastructure work and changes to Right-of-Way, including providing guidance with property line and easement disputes to city employees and the public.
15. Apply advanced knowledge of the Engineering Division's practices, policies and procedures to recognize and independently respond to problems.
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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication and simplifying procedures.
18. Provide training and mentor staff on new or modified procedures and policies to all affected parties.
19. Coordinate and perform complex engineering functions and programs for the City.

20. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments and work schedules.
21. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
22. Establish and maintain positive working relationships 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.
23. 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 of Art & Science (AAS) degree in Civil Engineering Technology or equivalent and a minimum of ten (10) years of full-time, verifiable professional experience to include civil engineering technology as a primary responsibility; OR a minimum of three (3) years of experience as a Senior Engineering Technician with the City of Duluth.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Must obtain and maintain state certification requirements if necessary.
  - C. Must obtain and maintain Operator Qualifications (OQs).
3. Knowledge Requirements
  - A. Knowledge of all requirements for the Senior Engineering Technician job classification.
  - B. Knowledge of the City of Duluth's Utility systems.
  - C. Knowledge of Geographic Information Systems (GIS).
  - D. Knowledge of State Aid rules for plan preparation, construction quantity, documentation, maintenance, drainage and needs reporting.
  - E. Knowledge of Minnesota Office of Pipeline Safety (MNOPS) regulations, Federal Code Section 192 and natural gas procedures.
  - F. Knowledge of Emergency Response Procedures.
  - G. Knowledge of appropriate sections of City code and how those laws impact City liability related to property, easement, or right of way ownership.
  - H. Knowledge of problem-solving and conflict-resolution techniques.
  - I. Knowledge of applicable safety requirements.
  - J. Knowledge of, or ability to learn, City policies and procedures.
  - K. Knowledge of federal, state and local laws, statutes, regulations, codes, and design standards related to the area of responsibility.
  - L. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
  - A. Skill in all requirements for the Senior Engineering Technician job classification.
  - B. Skill in operation of locating equipment and records to locate underground utilities.
  - C. Skill in communicating logically, persuasively and accurately in oral and written forms to groups and individuals.
  - D. Skill in project planning, implementation, and evaluation.
  - E. Skill in organizing projects or events involving diverse groups and factors.
  - 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 using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to obtain all requirements for the Senior Engineering Technician job classification.
- B. 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.
- C. Ability to prepare specifications, technical reports, contracts, resolutions and petitions.
- D. Ability to work independently from peers and supervisors to accomplish a broad range of engineering directives to identify problems and provide resolution using sound engineering practices.
- E. Ability to read, interpret, analyze and explain technical manuals, data, plan sets, maps and other complex materials.
- F. Ability to work outside in inclement weather and under traffic conditions.
- G. Ability to work at heights above an excavation and to climb into and out of excavations.
- H. Ability to communicate and interact effectively with members of the public, contractors, consultants, state and local agencies, and other City divisions.
- I. Ability to communicate effectively both orally and in writing.
- J. Ability to recognize, analyze and solve a variety of problems.
- K. Ability to organize and prioritize work while meeting multiple deadlines.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to work successfully as a member of a team and independently with minimal supervision.
- N. Ability to mentor, train, and lead others.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to enforce safety rules and regulations.
- Q. Ability to maintain confidential information.
- R. Ability to demonstrate dependability, integrity, responsibility, and consistency in job performance.
- 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 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: Technicians	CSB:	Class No: 3119
WC: 9410	Pay:	EEOF: Varies	CC:	Resolution:

**SENIOR ENGINEERING SPECIALIST****Senior Engineering Specialist**

SUMMARY/PURPOSE:— ~~Under direction of a licensed engineer,~~  
To perform complex engineering work related to the design, construction, inspection, and  
maintenance of street, bridge, and traffic infrastructure systems and including water, gas, storm sewer,  
and sanitary sewer utility systems, including easement and permits associated with the work.

**FUNCTIONAL AREAS:**

1. ~~Perform engineering work in the design, construction, and maintenance of street, bridge, and traffic infrastructure systems and water, gas, storm sewer, and sanitary sewer utility systems.~~
  - A. ~~Write specifications for transportation and utility improvements.~~
  - B. ~~Estimate costs using previous bids and trends.~~
  - \* C. ~~Perform difficult design work.~~
  - D. ~~Operate computers to prepare drawings, plans, estimates, and preliminary reports.~~
  - \* E. ~~Coordinate with other utilities and agencies on projects.~~
  - \* F. ~~Collaborate with consultants and contractors to ensure that projects are constructed properly and adhere to the same standards used for other projects and are completed on time.~~

\* G. SUPERVISION RECEIVED

The supervisor provides minimal guidance on day-to-day operations by indicating generally what is to be done, the 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 projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform all duties listed under the Senior Engineering Technician job duties and responsibilities.
2. Review plans and inspect construction for conformance with standards and specifications.
2. ~~Administer contracts and funding sources for Municipal State Aid, Municipal Turnback, and Federal Aid Projects.~~
3. \* A. ~~Prepare documentation for annual State Aid Maintenance, Finance and Needs reporting.~~
- \* B. ~~Prepare financial reports for Municipal State Aid Funded projects.~~
4. \* C. ~~Prepare financial reports for federal and federally funded projects using the delegated contract process.~~
- \* D. ~~Write technical and environmental narratives for project memorandum.~~
- \* E. ~~Administer Federal and State Aid contracts.~~
- \* F. ~~Participate with and assist the City Engineer in State Screening Board meetings.~~
5. 3. Organize/Manage engineering projects including plan preparation and review, consultant selection and management, and coordination with other agencies.
6. Prepare, manage, negotiate compensation for consultants and contractors and prepare project closeout documents utilizing various City of Duluth financial software programs.
7. Hold and attend project meetings as necessary.
8. Prepare construction budget estimates and estimate costs using previous bids and regional trends.

9. Inform, educate, and exchange ideas with other professionals, agencies and the public regarding engineering projects, standards and City of Duluth policies and programs.
  10. Act as competent person during emergency situations and incident commander if the Emergency Response Plan is activated.
  11. Research Engineering records to respond to questions from engineers, agencies, the public, and other City departments, including responding to citizen complaints on behalf of the City Engineer, Chief Engineer of Transportation, and Chief Engineer of Utilities.
  12. Maintain the City's Engineering records.
  13. Review and issue Engineering permits, including informing and educating the public on City policies and standards.
  14. Coordinate with other city departments, public and private property and utility owners, and state and federal regulatory agencies, related to the review of proposed infrastructure work and changes to Right-of-Way, including providing guidance with property line and easement disputes to city employees and the public.
  15. Apply advanced knowledge of the Engineering Division's practices, policies and procedures to recognize and independently respond to problems.
  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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication and simplifying procedures.
  18. Provide training and mentor staff on new or modified procedures and policies to all affected parties.
  19. Coordinate and perform complex engineering functions and programs for the City. In collaboration with the supervisor, organize and direct the work activities of assigned personnel.
  20. \* A. Determine team, and determine work priorities, assign work, assignments and coordinate work schedules of assigned personnel.
    - \* B. Monitor work sites to ensure compliance with established methods, guidelines, standards, Provide input on decisions regarding the hiring processes and onboarding procedures.
  21. \* C. Train of personnel in correct and safe operating procedures.
    - \* D. Direct all work to accomplish assignments in the safest manner possible.
4. Administer the Street Improvement Program.
- \* A. Develop a five year plan for street improvements.
  - \* B. Schedule and facilitate public meetings.
  - \* C. Establish annual calendar of public meetings, project management activities, and financial deadlines.
  - \* D. Coordinate work activities with engineering consultants.
  - \* E. Troubleshoot and resolve program problems.
  - \* F. Attend meetings as required.
  - \* G. Assist the Special Assessment Board in establishing current assessments and develop projections for future assessments.
5. Perform related work.
- A. Prepare technical reports.
  - \* B. Prepare petitions for transportation and utility improvements.
  - \* C. Investigate, prepare and present information at public hearings.
  - D. Prepare council resolutions for projects.
  - \* E. Investigate citizen complaints and provide answers to their questions.
  - F. Represent or assist the City Engineer at various meetings and activities.



~~G. Assist in developing and administer capital, asset management, and maintenance programs.~~

**22. Establish and maintain positive working relationships 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.**

**23. Other duties may be assigned.**

## JOB REQUIREMENTS

~~1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative~~ License Requirements

~~A. Possession of a valid Minnesota Driver's License or equivalent by date of appointment and thereafter.~~

~~2. of the knowledge, skills, and abilities required.~~

1. Education and Experience Requirements

~~A. Ten Associate of Art & Science (AAS) degree in Civil Engineering Technology or equivalent and a minimum of ten (10) years of full-time, verifiable education and professional experience into include civil engineering technology; or~~

~~A. B. Three as a primary responsibility; OR a minimum of three (3) years of experience as a Senior Engineering Technician or with the City of Duluth.~~

2. License Requirements

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

~~B. Must obtain and maintain state certification requirements if necessary.~~

~~C. Must obtain and maintain Operator Qualifications (OQs).~~

3. Knowledge Requirements

~~A. Knowledge of all requirements for the Senior Engineering Technician (#) with the City of Duluth job classification.~~

~~1. 3. Knowledge Requirements~~

~~\*\* A. Knowledge of algebra, geometry, and trigonometry.~~

~~\*\* B. Knowledge of technical engineering principles and practices.~~

~~\*\* C. Knowledge of principles, methods, equipment, and materials used in construction of streets, sidewalks, water and gas mains, sanitary and storm sewers, and various public works structures.~~

~~D. Knowledge of traffic engineering principles.~~

~~B. \*\* E. Knowledge the City of design and layout methods Duluth's Utility systems.~~

~~C. \*\* F. Knowledge of regulatory agencies affecting design and construction. Geographic Information Systems (GIS).~~

~~\*\* G. Knowledge of applicable safety principles and practices.~~

~~\*\* H. Knowledge of the principles of technical writing.~~

~~\*\* I. Knowledge of federal, state, and local legislation affecting departmental operations and appropriate professional design standards.~~

~~\*\* J. Knowledge of various funding sources for municipal projects.~~

~~\*\* K. Knowledge of the design and administration of databases~~

~~D. \*\* L. Knowledge of State Aid rules for plan preparation, construction quantity, documentation, maintenance, drainage and needs reporting.~~

~~E. Knowledge of Minnesota Office of Pipeline Safety (MNOPS) regulations, Federal Code Section 192 and natural gas procedures.~~

- F. Knowledge of Emergency Response Procedures.
- G. Knowledge of appropriate sections of City code and how those laws impact City liability related to property, easement, or right of way ownership.
- H. Knowledge of problem-solving and conflict-resolution techniques.
- I. Knowledge of applicable safety requirements.
- J. Knowledge of, or ability to learn, City policies and procedures.
- K. Knowledge of federal, state and local laws, statutes, regulations, codes, and design standards related to the area of responsibility.
- L. Knowledge of effective leadership and personnel practices.

#### 4. Skill Requirements

#### ~~4.~~ 4. Skill Requirements

- ~~\*\* A. Skill in drafting, mapping, and surveying.~~
- A. ~~\*\* B. Skill in all requirements for the Senior Engineering Technician job classification.~~
- B. Skill in the operation of drafting and surveying locating equipment and records to locate underground utilities.
- C. ~~\*\* C. Skill in presenting technical and complex information communicating logically, persuasively and accurately in a user-friendly way to small oral and large written forms to groups and individuals.~~
- D. ~~\*\* D. Skill in writing technical memoranda and reports project planning, implementation, and evaluation.~~

#### ~~4.~~ 5. Ability Requirements

- E. ~~\*\* A. Ability to operate computers Skill in organizing projects or events involving diverse groups and CAD factors.~~
- 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 using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

#### 5. Ability Requirements

- ~~\*\* B. Ability to apply standard engineering principles to utility and other public work improvements.~~
- A. ~~\*\* C. Ability to obtain all requirements for the Senior Engineering Technician job classification.~~
- B. 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.
- C. Ability to prepare specifications, plans, technical reports, contracts, resolutions, and petitions.
- ~~\*\* D. Ability to perform supervised design and layout work.~~
- D. ~~\*\* E. Ability to work independently from peers and supervisors to accomplish a broad range of engineering directives to identify problems and provide resolution using sound engineering practices.~~
- E. Ability to read, interpret, analyze and explain technical manuals, data, plan sets, maps and other complex materials.
- F. Ability to work outside in inclement weather and under traffic conditions.
- G. Ability to work at heights above an excavation and to climb into and out of excavations.
- Ability to communicate and interact effectively in oral and written forms.
- F. ~~Ability to attain and maintain state certification requirements.~~

- H. ~~\*\*~~ G. Ability to establish and maintain effective working relationships with co-workers, supervisors with members of the public, contractors, consultants, ~~outside~~ state and local agencies, and the general public ~~other City divisions.~~
- H. Ability to provide training to co-workers.
- I. ~~\*\*~~ I. Ability to transport oneself to, from, and around worksites **communicate effectively both orally and in writing.**
- J. J. Ability to work outside year round **recognize, analyze and solve a variety of problems.**
- K. K. Ability to walk for long distances **organize and prioritize work while meeting multiple deadlines.**
- L. L. Ability to ~~remove~~ **handle difficult and** install manhole covers **stressful situations with professional composure.**
- M. M. Ability to transport **work successfully as a member of a team and** erect survey equipment ~~up~~ **independently with minimal supervision.**
- N. **Ability to 50 pounds mentor, train, and lead others.**
- O. ~~\*\*~~ N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. **Ability to enforce safety rules and regulations.**
- Q. **Ability to maintain confidential information.**
- R. **Ability to demonstrate dependability, integrity, responsibility, and consistency in job performance.**
- S. **Ability to attend work on a regular basis as scheduled and/or required.**

\* ~~Essential functions of the job.~~

\*\* ~~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 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: <del>KGCK</del>	Union: Basic	EEOC: Technicians	CSB: 20040206	Class No: 3119
WC: 9410	Pay: 34	EEOF: Varies	CC: 20040326	Resolution: 04-0429R



**Human Resources**

Room 340  
411 West First Street  
Duluth, Minnesota 55802

218-730-5210  
hrinformation@duluthmn.gov

DATE: March 14, 2023  
TO: Civil Service Board  
FROM: Chris Kohel  
Human Resources Generalist  
SUBJECT: New Job Classification of Utility Information Systems Analyst

**RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF UTILITY INFORMATION SYSTEMS ANALYST.**

**Background Information/Summary of Job**

The new job classification of Utility Information Systems Analyst is being created to coordinate and implement projects within the Utility Customer Services division that focus on billing software, operational procedures, and evaluate the effectiveness of existing and proposed programs and operations.

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

**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 Utility Information Systems Analyst.

## **Utility Information Systems Analyst**

### SUMMARY/PURPOSE

To coordinate and implement projects within the Utility Customer Services division that focus on billing software, operational procedures, and evaluate the effectiveness of existing and proposed programs and operations.

### 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 projects that require delegation and direction over the work of others.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Test billing software patches and changes, provide information about changes and timing to the staff within the department along with any necessary training materials.
2. Use social media, the Comfort Systems website, print media, customer portal, and other methods to communicate information from the department to the customer base.
3. Attend and host meetings pertinent to software or departmental changes.
4. Provide training materials for different scenarios within the software to other staff as needed and provide direction and assistance to others involved in operational problem solving.
5. Research tools and new software options to improve the customer experience and efficiency of the department.
6. Collaborate with Project Coordinators in the department to effectively capture data, present information to both management, other team members, staff, and customers if applicable.
7. Create proposals for new software tools, processes, and departmental changes to provide department personnel with relevant information to assist them in the decision-making process.
8. Assist department personnel in preparing and presenting recommendations.
9. Participate in community events to relay information about customer tools, resources, and provide overall information about utilities.
10. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and design valid research methods to effectively accomplish desired results.
11. Assist department personnel in determining the scope of a particular project as well as establishing goals and timelines.
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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
14. Provide training on new or modified procedures and policies to all affected parties.
15. Coordinate and perform project management functions and programs for the City.
16. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
17. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
18. 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.
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. Bachelor's Degree in Business Administration, Project Management, or a related professional field, and two (2) years of full-time, related professional experience; OR a minimum of six (6) years of related education and/or full-time, verifiable professional project management experience.
2. License Requirements
  - A. No specific licenses required.
3. Knowledge Requirements
  - A. Thorough to comprehensive knowledge of utility billing software, meter read software, work order system.
  - B. Working knowledge of customer service department role within the Public Works & Utilities divisions including the meter shop, appliance service department, dispatch, and utility operations.
  - C. General knowledge of software online community, help system, and error reporting system.
  - D. General knowledge of how to report problems to the IT department and a working knowledge for who is responsible for which application with the IT department.
  - E. General knowledge of program analysis, planning, implementation and evaluation principles and techniques.
  - 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.
4. Skill Requirements
  - A. Skill in writing reports, letters, memos and presentations in an understandable and logical format.
  - B. Skill in evaluating and analyzing operational methods and procedures.
  - C. Skill in managing and tracking multiple projects concurrently.
  - D. Skill in working with architects, engineers, contractors, attorneys, planners and other professionals.
  - E. Skill in simple HTML formatting for updating information on the website and customer portal.
  - F. Skill in collaboration within a team without direct supervisory tasks.
  - 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.
5. Ability Requirements
  - A. Ability to accept feedback.
  - B. Ability to ask questions of the correct people.
  - C. Ability to gauge a project's successfulness within project parameters.
  - D. 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.
  - E. Ability to communicate and interact effectively with members of the public.
  - F. Ability to communicate effectively both orally and in writing.
  - G. Ability to recognize, analyze, and solve a variety of problems.
  - H. Ability to organize and prioritize work while meeting multiple deadlines.
  - I. Ability to handle difficult and stressful situations with professional composure.

- J. Ability to work successfully as a member of a team and independently with minimal supervision.
- K. Ability to train and lead others.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- M. Ability to enforce safety rules and regulations.
- N. Ability to maintain confidential information.
- O. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- P. 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:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

DATE: March 7, 2023  
TO: Civil Service Board  
FROM: Theresa Severance  
Executive Director, Human Resources and Operations  
SUBJECT: Revised Job Classification of Utilityperson II

**RECOMMENDATION:  
APPROVAL OF THE JOB DESCRIPTION FOR THE REVISED CLASSIFICATION OF UTILITYPERSON II**

**Background Information**

The Duluth Public Schools brings forward for approval a revised classification for Utilityperson II. Both Duluth Public Schools and the National Conference of Fireman and Oilers District of Local 32BJ, SEIU (NCFO District) Chapter 956 have come to an agreement on this job description.

**Outline of Duties**

The Utilityperson II position assumes To provide skilled and semi-skilled labor in the construction and maintenance of all aspects of building structures, school grounds, parking lots, playgrounds, walks, athletic fields and play surfaces. To install, maintain facilities and transport district equipment and supplies as directed.

**Outline of Changes**

The changes to the job description are relatively minor: aAn additional title for Immediate Supervisor was added, the pay group was changed and additional language was added to the General Summary and Duties related to transporting supplies, building and masonry tasks and assisting trades personnel and others. In addition, the experience required was raised from three years to five years.

**Recommendation**

Based on the above information, and in accordance with Section 4.10 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job classification and description for Field Service Engineer.

Revisions approved by the Union and the District:

  
\_\_\_\_\_  
Gary Vezina, Union President

  
\_\_\_\_\_  
Theresa Severance, Executive Director of Human Resources and Operations







CLASSIFICATION DESCRIPTION

INSPECTION COPY

Utilityperson II

<p><b>Title of Immediate Supervisor:</b>  <u>Supervisor of Maintenance</u>          or Supervisor of Building Operations</p>	<p><b>Department:</b>          Maintenance Center</p>	<p><b>FLSA Status:</b>          Non-Exempt</p>
<p><b>Accountable For (Job Titles):</b> Seasonal or temporary hourly-employees; Utility I</p>		<p><b>Pay Grade Assignment:</b>          National Conference of Firemen and Oilers, Local 956, Pay Group <u>-(8-17)</u></p>

**General Summary or Purpose Of Job:**

To provide skilled and semi-skilled labor in the construction and maintenance of all aspects of building structures, school grounds, parking lots, playgrounds, walks, athletic fields and play surfaces. To install, maintain facilities and transport district equipment and supplies as directed.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. Employees will not be expected to perform duties they are not trained to safely perform.)	
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<p>Performs any of the duties that are included in the Utility I Classification Description <del>dated August 11, 2008.</del></p> <p>Constructs and maintains landscaping and athletic fields; determine application rate and schedule for seed, fertilizer, and pesticide applications; develops plans and establishes pin placements used to mark fields for various athletic and special events; assists with planning of irrigation systems, fences, ditches, lot and field drainage systems, concrete walks, and constructs and maintains the same.</p> <p>Utilizes heavy equipment, including but not limited to loaders, skid steers, dump trucks, pickups, dozer, grader, excavator to; plow and remove snow, apply sand and salt, grade, and resurface roads, parking lots, walks, and other fields and grounds areas.</p> <p>Maintains and repairs <u>building</u>- roofing systems, flashing, roof drains, skylights and roof ladders, <u>to include masonry tasks</u>; clean debris and remove snow from rooftops.</p>	



## CLASSIFICATION DESCRIPTION

INSPECTION COPY

### Utilityperson II

5.	Constructs and repairs playground equipment; install, maintain and repair gymnasium equipment; fabricate, and install handrails, flagpoles and signs; construct, inspect and repair fences and gates; provide input and assists with project planning.	
6.	Erect and install scaffolding and platforms to ensure safe elevated working surfaces for facilities maintenance projects.	
7.	Loads and drives various district vehicles such as panel trucks, delivery vans, dump trucks, and other large vehicles to include vehicles with air brakes and those that require MN Class B CDL endorsement or other state equivalent. Transports supplies, furniture, equipment, refuse, recycling, food and any other materials for task completion or when and where as directed. Determines routes and loads/unloads in the most efficient manner; performs a variety of material handling tasks as directed.	
8.	On occasion, completes pickup and delivery of supplies and equipment outside of the immediate school district geographic area.	
9.	Performs <u>or assists trades personnel in accomplishing</u> other duties of a comparable level or type <u>such as outdoor lot painting, graffiti removal, carpentry tasks, and other non-licensed trades work</u> in support of the <u>tradespeople or in an emergency situation when a tradesperson is not available</u> ; and coordinates work with other employee classifications as needed to complete assigned tasks.	

**Minimum Qualifications:**—(necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED and ~~three~~<sup>five</sup>~~three~~ years of relevant experience in construction and/or facilities and grounds maintenance and repair; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**Certification or Licensing Requirements**\_(prior to job entry):

Valid Minnesota CDL Class B Driver's License (and knowledge test passed to remove air brake restriction).

**Knowledge Requirements:**

Requires knowledge of:

- Construction methods, materials, equipment and tools.
- Landscaping and drainage principles and techniques.



## CLASSIFICATION DESCRIPTION

**INSPECTION COPY**

### Utilityperson II

- Lawn and turf care materials and techniques.
- Terminology pertinent to the construction trades.
- Operation and maintenance of heavy and light construction equipment (e.g., dozers, loaders, graders, trucks).
- Utility locating rules, procedures and equipment.
- Using a forklift and an electric pallet jack.
- OSHA safety rules and safe working practices.

#### **Skill Requirements:**

Skilled in:

- Roofing repair and maintenance.
- Landscaping construction and maintenance.
- Operation of heavy and light construction equipment.
- Reading and interpreting blueprints and construction sketches.
- Proper loading and unloading of supplies, equipment and furniture.
- Interpersonal skills in working with staff, students, vendors and contractors.
- Written and oral communications.
- Math, pertinent to construction and building/site maintenance.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms				√
Climb or balance			√	
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell		√		
<b>Lift &amp; Carry:</b> Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		

#### **General Environmental Conditions:**

Work is performed under a variety of indoor and outdoor conditions. There are risks of electrical shock, slip and fall injuries, injuries from moving mechanical equipment and heavy lifting and exposure to outdoor weather conditions, disagreeable indoor climate conditions, loud noises, vibrations, fumes, airborne particles, toxic and caustic chemicals associated with the work.



## CLASSIFICATION DESCRIPTION

**INSPECTION COPY**

### Utilityperson II

#### **General Physical Conditions:**

**Work can be generally characterized as:**

**Heavy Work:** Exerting up to and over 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

<b>Vision Requirements:</b> Check box if relevant	Yes	No
Special vision requirements		√
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

#### **Job Classification History:**

September 1978; updated October 27, 2022 DJS