



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda

Civil Service Board.

Tuesday, May 16, 2023

4:30 PM

Conference Room 330

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. March 14, 2023

Attachments: [2A March 14, 2023 Draft Minutes](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Fire Systems Inspector (new)

Attachments: [4A1 Fire Systems Inspector \(new\)](#)

4A(2) Land Use Technician (revised including title change to Construction Services Permit Coordinator)

Attachments: [4A2 Land Use Technician \(Construction Services Permit Coordinator\) revised](#)

4A(3) Permitting Services Leadworker (revised including title change to Permitting Services Administrator)

Attachments: [4A3 Permitting Services Leadworker \(Permitting Services Administrator\) revised](#)

4A(4) Plans Examiner (revised)

Attachments: [4A4 Plans Examiner \(revised\)](#)

4A(5) Senior Plans Examiner (new)

Attachments: [4A5 Senior Plans Examiner \(new\)](#)

4A(6) ISD 709 - School Bus Driver (revised)

Attachments: [4A6 ISD 709 - School Bus Driver JD \(revised\)](#)

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

June 6, 2023 - 4:30 p.m. in the Council Chambers

8. ADJOURNMENT



City of Duluth

Minutes - Draft

Civil Service Board.

Tuesday, March 14, 2023

4:30 PM

Conference Room 330

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

Members Absent: None

HR Staff Present: Chris Kohel, Aimee Ott, Matt Silverness (CSB Secretary)

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. February 7, 2023

This Civil Service Board Item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Graphics Coordinator (revised)

This Civil Service Board Item was approved.

4A(2) Senior Engineering Specialist (revised)

This Civil Service Board Item was approved.

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

This Civil Service Board Item was approved.

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

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: May 12, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Fire Systems Inspector

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF FIRE SYSTEMS INSPECTOR.

Background Information/Summary of Job

The new job classification of Fire Systems Inspector was created as a result of a recent job audit for Fire Systems Plans Examiner. The position has evolved and changed since it was created and is focused on fire inspection related tasks. The purpose is to protect the community, property, and first responders from hazard, injury, and destruction by ensuring that fire systems are designed and installed in accordance with the Minnesota Building Code, Minnesota Fire Code, and other regulations. Under the authority of the Minnesota Fire Code, oversee the work of fire systems equipment installers, contractors, and homeowners in the City of Duluth through inspection of fire systems installations. Review permit applications and plans. Verify contractors are licensed in accordance with MN licensing and bonding regulations. Provide code related technical expertise.

The proposed job description has been discussed 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 Fire Systems Inspector.

Fire Systems Inspector

SUMMARY/PURPOSE

To protect the community, property, and first responders from hazard, injury, and destruction by ensuring that fire systems are designed and installed in accordance with the Minnesota Building Code, Minnesota Fire Code, and other regulations. Under the authority of the Minnesota Fire Code, oversee the work of fire systems equipment installers, contractors, and homeowners in the City of Duluth through inspection of fire systems installations. Review permit applications and plans. Verify contractors are licensed in accordance with Minnesota licensing and bonding regulations. Provide code-related technical expertise.

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 fire 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, fire protection engineers, and others to ensure that they meet established codes, regulations, and safety standards.
3. Work on projects independently under the direction of the Fire Marshal from pre-application through final inspection.
4. Perform rough-in, pre-construction, and pre-final inspections as needed.
5. Witness the performance all fire protection system and equipment inspections.
6. Coordinate with the City Fire Marshal, HVAC, and Electrical Inspectors for inspection and testing of commercial kitchen hood fire suppression systems.
7. Maintain computerized records of inspections made and actions taken and write and prepare forms and reports.
8. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
9. Coordinate with inspectors from other disciplines as well as with plans examiners to ensure, timely, efficient, thorough inspections, and documentation through the construction process.
10. Approve final inspections as appropriate.
11. Use plan review software and permitting technology to review plans, document work, and research permit history.
12. Attend and participate in division meetings, and serve as a member of the Life Safety team.
13. 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.
14. Coordinate work with inspectors from other trades and personnel from other City departments.
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. A minimum of five (5) years of related education and/or full-time, verifiable professional plan review and inspection experience to include conducting fire safety inspections, plan review, writing compliance orders, and conducting follow-up inspections as a primary responsibility.
2. License Requirements
 - A. Certification as a Fire Inspector I from a national model code agency such as International Code Council (ICC), National Fire Protection Association (NFPA), State of Minnesota, or equivalent, within one (1) year from date of hire.
 - B. Certification as a Fire Sprinkler and Fire Alarm Plans Examiner from a national model code agency such as International Code Council (ICC), National Fire Protection Association (NFPA), State of Minnesota, or equivalent, within one (1) year from date of hire.
 - C. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Expert knowledge of the fire-related requirements contained in the Minnesota State Fire Code (MSFC), state statutes, Minnesota State Building Code (MSBC), and the ability to effectively apply these requirements.
 - B. A working knowledge of building construction types, fire-related construction components and design and the ability to apply appropriate fire code requirements to specific construction types and designs.
 - C. Knowledge of construction documents for reviewing fire systems plans.
 - D. Knowledge of proper inspection methods and procedures.
 - E. Knowledge of legal procedures involved in the enforcement of fire systems codes and ordinances.
 - F. Knowledge of code requirements and inspection methods in other trade areas.
 - 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 inspecting fire 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 fire system design and installation.
 - D. Skill in assisting the architects and fire protection engineers in understanding required design and installation requirements.
 - 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 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 fire system 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 fire codes, 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 use technology for reviews, documentation, and research.
- 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: HD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210

hrinformation
@duluthmn.gov

DATE: May 8, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Land Use Technician

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF LAND USE TECHNICIAN, INCLUDING A TITLE CHANGE TO CONSTRUCTION SERVICES PERMIT 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 Land Use Technician was last revised in June of 2010. The purpose of this position is to perform professional and technical work to provide information to the public, outside agency representatives and City staff in regard to laws, codes, ordinances, and requirements that apply to the construction and use of structures and land use. The major/primary changes to the job description are language changes to emphasize front-line, high level of customer service, the use of specialized GIS to perform the job, and the responsibility of coordination between multiple city departments and work groups and multiple external entities to move projects through the review and permitting process.

The Land Use Technician job description was brought forward to the Civil Service Board for approval at the meeting on January 10, 2023. The proposed revisions including a title change to Development Process Specialist were approved by the Board at that time. Further revisions added following the previous approval of this job description include basic knowledge of multiple departments (i.e., Planning, etc.) in order to direct citizens to the correct services needed; language related to reviewing minor residential projects attending zoning pre-applications meetings; and to assist with public outreach. It was also decided that Construction Services Permit Coordinator would better reflect the function of the role than the previously proposed title.

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 Land Use Technician, including a title change to Construction Services Permit Coordinator.

Construction Services Permit Coordinator

SUMMARY/PURPOSE

To perform professional and technical work to provide information to the public, outside agency representatives and City staff in regard to laws, codes, ordinances, and requirements that apply to the construction and use of structures and land use. This position provides consultation related to zoning, building and engineering rules and procedures, and provides front-line customer service for the development process.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this class work independently with considerable latitude to make decisions when applying rules, regulations, policies, and procedures. Employees in this class have a general knowledge of multiple departments' work focus (planning, construction services, fire prevention, parking, engineering, rental housing) in order to direct citizens to the correct staff for the service needed.

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. Serve as primary point of contact to provide information related to construction, development, and use of land in the City, including building, zoning, and Uniform Development Code administration, planning division policies and procedures, and engineering policies and procedures.
2. Provide courteous, effective, and high quality service to the public by personally responding to requests for service or making appropriate referrals.
3. Provide information and assistance relating to the processing of various building and land use permits to members of the public and City staff, providing explanation of code requirements, City policies, and procedures that pertain to submitted plans and proposals.
4. Use GIS, permitting software, paper, microfilm, and other digital records to respond to questions, research property histories, and review plans and proposals.
5. Research and respond to inquiries and complaints using manual and electronic records.
6. Compile informational handouts answering commonly asked questions.
7. Communicate with applicants through permitting process orally and in writing.
8. Determine all necessary permits and applicable processes for proposed construction and land use.
9. Conduct preliminary reviews of plans for initial intake purposes, and determine if plans comply with applicable codes, ordinances, and regulations; present plans to other staff for detailed review.
10. Review assigned types of site, erosion control, and construction for minor residential projects such as garages and decks, plans, and approve when appropriate.
11. Coordinate the review of permits and plans for compliance with state and city requirements, and process and issue permits.
12. Work with others to improve processes and practices to improve service and efficiency.
13. Verify that applicants are licensed and bonded as required.
14. Act as review process project manager, coordinating with multiple City departments, applicants, and construction and design teams to obtain approval of plans and permits.
15. Attend preliminary project meetings, and assist project owners from start to completion of development projects.
16. Attend zoning pre-application meetings with architects, engineers, developers, and others to discuss projects in the preliminary zoning application phase and provide preliminary feedback as appropriate.

17. Assist with public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or the general public about various building code topics, as well as permitting and review processes geared towards facilitating successful building projects.
18. Calculate and collect fees.
19. Maintain positive relationships with contractors, design professionals, homeowners, and others even in contentious situations.
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. Associate's Degree in architectural drafting, building inspection technology, construction management, building trades, or civil engineering technology, or a related professional field, and one (1) year of related professional experience; OR a minimum of three (3) years of related education and/or verifiable professional administration of the building code as a field inspector, plans examiner, or permit technician, or engineering field experience.
2. License Requirements
 - A. Must obtain and maintain certification as an International Code Council Certified Permit Technician within 18 months of hire.
 - B. Must obtain and maintain certification through Minnesota Pollution Control Agency as an erosion and storm water control Construction Installer within 18 months of hire.
3. Knowledge Requirements
 - A. Extensive knowledge of applicable building codes, ordinances, statutes, and City policies.
 - B. Knowledge of architectural principles, zoning, and building construction.
 - C. Knowledge of Geographic Information Systems (GIS) and use of computers.
 - D. Knowledge of basic principles, methods, equipment, and materials used in construction of streets, sidewalks, water and gas mains, sanitary and storm sewers, and various public works structures.
 - E. Knowledge of contractor and design professional licensing regulations.
 - F. Knowledge of basic technical engineering principles and practices.
 - G. Knowledge of the principles of drafting.
 - H. Knowledge of the principles of technical writing.
 - I. 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.
4. Skill Requirements
 - A. Skill in providing excellent customer service.
 - B. Skill in using GIS for research and creation of maps.
 - C. Skill in researching and interpreting laws, rules, and regulations, legal documents, legal descriptions, maps, architectural and civil drawings, and building plans.
 - D. Skill in assessing the customer's immediate needs and ensuring customer's receipt of needed services through personal service or making appropriate referral.
 - E. Skill in providing effective consultation and advice to land or property owners, engineers, architects, builders, and the general public on code and regulatory practices compliance.
 - F. Skill in reviewing plans for compliance with applicable regulations.
 - G. Skill in project management.

- H. Skill in communicating effectively with the public, coworkers, and other City work groups.
- I. 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.
- J. Skill in managing one's own time.
- K. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to pay close attention to detail when researching or collecting data and information, and when reviewing plans, maps, drawings, specifications, and other related documents pertaining to land use, use of structures, and construction.
- B. Ability to read, understand, interpret, and apply zoning and land use regulations, planning concepts, and instruction manuals.
- C. Ability to understand legal descriptions, building and civil plans, codes, and ordinances.
- D. Ability to exercise independent judgment and to take responsibility for one's actions.
- E. Ability to understand and follow verbal and written instructions.
- F. Ability to provide prompt, efficient, and responsive service.
- G. Ability to analyze and project consequences of decisions and/or recommendations.
- H. Ability to use GIS, permitting software, and other applications.
- I. Ability to operate architectural and engineering scales and to perform accurate mathematical calculations.
- J. Ability to provide a high standard of public service in the form of clear, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.
- 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 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: Technicians	CSB:	Class No: 4420
WC: 8810	Pay:	EEOF: Housing	CC:	Resolution:
<i>Job title change from Land Use Technician</i>				

LAND USE TECHNICIAN**Construction Services Permit Coordinator**

SUMMARY/PURPOSE: ~~Perform paraprofessional~~
To perform professional and technical work to provide information to the public, outside agency representatives and City staff in regard to laws, codes, ordinances, and requirements that apply to the construction and use of structures and land use. Provide This position provides consultation related to zoning, building and engineering rules and procedures. , and provides front-line customer service for the development process.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this class work independently with considerable latitude to make decisions when applying rules, regulations, policies ~~and procedures, and procedures.~~ Employees in this class have a general knowledge of multiple departments' work focus (planning, construction services, fire prevention, parking, engineering, rental housing) in order to direct citizens to the correct staff for the service needed.

FUNCTIONAL AREAS: ~~Under supervision:~~**1. 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. Serve as primary point of contact to provide information related to construction, development, and use of land in the City, including building, zoning, and Uniform Development Code administration, planning division policies and procedures, and engineering policies and procedures.
2. ~~p A. Provide courteous, effective, and high quality service to the public by personally responding to requests for service or making appropriate referrals.~~
3. ~~p B. Provide information and assistance relating to the processing of various building and land use permits to members of the public and City staff, providing explanation of code requirements, City policies, and procedures that pertain to submitted plans and proposals.~~
4. ~~p C. Provide explanation of code requirements, City policies and procedures that pertain Use GIS, permitting software, paper, microfilm, and other digital records to submitted respond to questions, research property histories, and review plans and proposals.~~
5. ~~p D. Research and respond to inquiries and complaints using manual and electronic records.~~
6. ~~E. Compile informational handouts answering commonly asked questions.~~
7. ~~p F. Communicate with applicants through permitting process orally and in writing.~~
2. ~~Process permit and other applications.~~
8. ~~p A. Determine all necessary permits and applicable processes for proposed construction and land use.~~
9. ~~p B. Conduct preliminary reviews of plans for initial intake purposes, and determine if plans comply with applicable codes, ordinances, and regulations; and forward present plans to other staff for detailed review.~~
- ~~p C. Process and issue permits.~~

- 10. ~~ρ D.~~ Approve Review assigned types of site, erosion control, and construction for minor residential projects such as garages and decks, plans ~~complying~~, and approve when appropriate.
- 11. Coordinate the review of permits and plans for compliance with applicable state and city requirements, and process and issue permits.
- 12. ~~ρ E.~~ Work with others to improve processes and practices to improve service and efficiency.
- 13. Verify that applicants are licensed and bonded as required.
- 14. ~~ρ F.~~ Notify Act as review process project manager, coordinating with multiple City departments, applicants, and ~~distribute~~ construction and design teams to obtain approval of plans and ~~applications to permits.~~
- 15. Attend preliminary project meetings, and assist project owners from start to completion of development projects.
- 16. Attend zoning pre-application meetings with architects, engineers, developers, and others to discuss projects in the preliminary zoning application phase and provide preliminary feedback as appropriate ~~City departments.~~
- 17. Assist with public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or ~~outside agencies~~ the general public about various building code topics, as well as permitting and review processes geared towards facilitating successful building projects.
- 18. ~~ρ G.~~ Calculate and collect fees.

3. ~~Perform related duties.~~

- ~~ρ A. Maintain, revise, and research paper and electronic records.~~
- ~~B. Perform related tasks as assigned.~~

19. ~~—Maintain positive relationships with contractors, design professionals, homeowners, and others even in contentious situations.~~

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. ~~ρ A.~~ Three (3) years of experience or two (2) years of education plus one (1) year of experience which demonstrates a proficiency in the knowledge, skills and abilities listed below. Examples of acceptable education might include Associate's Degree in architectural drafting, building inspection technology, construction management, building trades, or civil engineering technology. Acceptable experience might include, or a related professional field, and one (1) year of related professional experience; OR a minimum of three (3) years of related education and/or verifiable professional administration of the building code as a field inspector, plans examiner, or permit technician, or work in the engineering field experience.

2. CertificationLicense Requirements

A. ~~A. Ability to~~ Must obtain within 18 months of hire and maintain certification as an International Code Council Certified Permit Technician within 18 months of hire.

- ~~B. B. Ability to~~ Must obtain within 18 months of hire and maintain certification through Minnesota Pollution Control Agency as an erosion and storm water control Construction Installer within 18 months of hire.

3. Knowledge Requirements

- A. ~~A.~~ Extensive knowledge of applicable building codes, ordinances, statutes, and City policies.
- B. ~~B.~~ Knowledge of architectural principles, zoning, and building construction.
- C. ~~C.~~ Knowledge of Geographic Information Systems (GIS) and use of computers.
- D. Knowledge of basic principles, methods, equipment, and materials used in construction of streets, sidewalks, water and gas mains, sanitary and storm sewers, and various public works structures.
- E. ~~D.~~ Knowledge of contractor and design professional licensing regulations.
- F. Knowledge of basic technical engineering principles and practices.
- G. ~~E.~~ Knowledge of the principles of drafting.
- ~~F.~~ Knowledge of technology, office equipment and modern communication methods.
- H. ~~G.~~ Knowledge of the principles of technical writing.
- I. 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.

4. Skill Requirements

- A. ~~A.~~ Skill in providing excellent customer service.
- B. Skill in using GIS for research and creation of maps.
- C. Skill in researching and interpreting laws, rules, and regulations, legal documents, legal descriptions, maps, architectural and civil drawings, and building plans.
- ~~B.~~ Skill in converting observations into verbal and written statements that are concise, descriptive and understandable.
- ~~C.~~ Skill in organizing and prioritizing assignments in order to complete work in a timely and efficient manner, utilizing multi-tasking methods and techniques.
- D. ~~D.~~ Skill in assessing the customer's immediate needs and ensuring customer's receipt of needed services through personal service or making appropriate referral.
- E. ~~E.~~ Skill in providing effective consultation and advice to land or property owners, engineers, architects, builders, and the general public on code and regulatory practices compliance.
- F. ~~F.~~ Skill in reviewing plans for compliance with applicable regulations.
- G. Skill in project management.
- H. Skill in communicating effectively in writing when documenting actions and maintaining records with the public, coworkers, and other City work groups.
- ~~G.~~ Skill in effective verbal communication with a variety of individuals representing diverse cultures and backgrounds, and in maintaining composure in situations requiring a high degree of sensitivity, tact and diplomacy.
- I. ~~H.~~ Skill in the operation of personal computers and applicable office equipment including, but not limited to, general computer systems, job required software applications, scanners, the internet, and other automated modern office equipment.
- J. Skill in managing one's own time.
- K. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. A. Ability to pay close attention to detail when researching or collecting data and information, and when reviewing plans, maps, drawings, specifications, and other related documents pertaining to land use, use of structures, and construction.
- B. B. Ability to read, understand, interpret, and apply zoning and land use regulations, planning concepts, and instruction manuals.
- C. C. Ability to understand legal descriptions, building and civil plans, codes, and ordinances.
- D. D. Ability to exercise independent judgment and to take responsibility for one's actions.
- E. E. Ability to understand and follow verbal and written instructions.
- F. F. Ability to provide prompt, efficient, and responsive service.
- G. G. Ability to analyze and project consequences of decisions and/or recommendations.
- H. Ability to develop and maintain effective working relationships with city employees, outside agency representatives, and the public.
- H. I. Ability to use GIS, permitting software, and other applications.
- I. Ability to operate architectural and engineering scales and to perform accurate mathematical calculations.
- J. Ability to provide a high standard of public service in the form of clear, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.
- 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.

Physical Requirements

- Q. A. Ability to attend work on a regular basis as scheduled and/or required.

Physical B. Ability to occasionally lift and carry items such as plans, books and boxes weighing up to 40 pounds.

- C. Ability to use a ladder to retrieve stored records.
- D. Ability to stand at permit counter for extended periods of time.

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

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

INSPECTION COPY

~~Land Use Technician~~
Construction Services Permit Coordinator

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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>JAHD</u>	Union: Basic	EEOC: Technicians	CSB: 20100105	Class No: 4420
WC: 8810	Pay: 28	EEOF: Housing	CC: 20100628	Resolution: 40-0334R
<u>Job title change from Land Use Technician</u>				

**Human Resources**

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: May 8, 2023, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Permitting Services Leadworker

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PERMITTING SERVICES LEADWORKER, INCLUDING A TITLE CHANGE TO PERMITTING SERVICES ADMINISTRATOR.

Background Information/Summary of Job

The Permitting Services Leadworker job classification was most recently revised in 2015. The purpose of this position is to coordinate the work of the permitting services work group in the Construction Services & Inspection Division to deliver excellent customer services, consistent code administration, efficient permitting and review processes, and proper documentation related to division activity. This job description was previously revised to emphasize customer service and process efficiency responsibilities, leadership in the work group to encourage collaboration and input from all team members, and responsibility to step in on complex customer interactions.

The Permitting Services Leadworker revised job description was brought forward to, and approved by, the Civil Service Board at the meeting on January 10, 2023. Further revisions added following the previous approval of this job description include adding language to ensure work product is in alignment with building officials' interpretations of the state building code; serving as a technical expert to provide information to other City divisions and perform public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or the general public about various building code topics; and permitting and review processes.

The proposed revisions to this job description were discussed with the Basic Union and incumbent, and they are supportive of these changes.

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 Permitting Services Leadworker, including a title change to Permitting Services Administrator.

Permitting Services Administrator

SUMMARY/PURPOSE

Under the supervision of the Construction Services Manager, to direct and coordinate the work of the permitting services work group in the Construction Services & Inspection Division to deliver excellent customer service, consistent code administration, efficient permitting and review processes, and proper documentation related to division activity.

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. As a deputy of the Building Official, this position supports the Building Official's policies and interpretations.

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. Determine priorities, assign work to personnel, collaborate to develop efficient workflows, and coordinate schedules to facilitate timely completion of work and fulfillment of department goals and objectives.
2. Establish standards for exemplary customer service, which provides complete accurate information and convenience to customers, delivered with patience, respect, and professionalism.
3. Establish work standards and guidelines, which facilitate effective enforcement of applicable regulations while providing flexibility in their administration.
4. Perform the duties of the Construction Services Permit Coordinator or Plans Examiner.
5. Establish work standards and guidelines, which maintain data and information consistently.
6. Gather data and report performance measures.
7. Monitor work of assigned personnel and ensure that their work product is in alignment with the Building Official's interpretations of the state building code to ensure compliance with established methods, guidelines, and procedures.
8. Lead group discussions and training sessions to advance knowledge of codes, processes, and best work practices.
9. Assist permitting services staff to navigate difficult interactions and solve problems using established policies and customer service skills.
10. Recommend adjustments or other actions in employee grievances.
11. Disseminate information to employees and the public through bulletins and other communications.
12. Addresses complex complaints, disputes, violations, and regulatory interpretation for the division and for designers, builders, and the public.
13. 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 building design and construction work.
14. Coordinate with other work groups to establish effective workflows.
15. Report to supervisor on activities of permitting services work group.
16. Participate in development of division policies and procedures.
17. Perform public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or the general public about various building code topics, as well as permitting and review processes geared towards facilitating successful building projects
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 two (2) years of experience as a City of Duluth, Construction Services Permit Coordinator or Plans Examiner; AND documented experience providing exemplary customer service and verifiable professional experience to include leading teams.
2. License Requirements
 - A. Maintain required licenses throughout employment in the position: Certification as an ICC Certified Permit Technician prior to hire ; OR certification as an ICC Residential Plans Examiner R2 within two (2) years of hire; OR certification as an ICC Certified Plans Examiner B3 or MN Certified Building Official prior to hire.
3. Knowledge Requirements
 - A. Possess the knowledge requirements for City of Duluth Construction Services Permit Coordinator or City of Duluth Plans Examiner.
 - B. Knowledge of code administration processes.
 - C. Knowledge of City of Duluth zoning ordinances and regulations.
 - D. Knowledge of effective team leadership principles.
 - E. Knowledge of the principles of technical writing.
 - F. Knowledge of effective training and coaching practices.
 - G. Knowledge of contractor licensing regulations.
 - H. Knowledge of problem-solving and conflict-resolution techniques.
 - I. Knowledge of applicable safety requirements.
 - J. Knowledge of, or the ability to learn, City policies and procedures.
 - K. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - L. Knowledge of effective leadership and personnel practices.
 - M. 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 researching and interpreting laws, rules, and regulations, legal documents, legal descriptions, maps, architectural and civil drawings, and building plans.
 - B. Skill in converting observations into verbal and written statements that are concise, descriptive, and understandable.

- C. Skill in organizing and prioritizing assignments in order to complete work in a timely and efficient manner, utilizing multitasking methods and techniques.
 - D. Skill in assessing the customer's immediate needs and ensuring customer's receipt of needed services through personal service or making appropriate referral.
 - E. Skill in providing effective consultation and advice to land or property owners, engineers, architects, builders, and the general public on code and regulatory practices compliance.
 - F. Skill in communicating effectively in writing when documenting actions and maintaining records.
 - G. Skill in effective verbal communication with a variety of individuals representing diverse cultures and backgrounds, and in maintaining composure in situations requiring a high degree of sensitivity, tact, and diplomacy.
 - H. Skill in properly applying building codes and ordinances.
 - I. Skill in maintaining records and files, both paper and electronic.
 - J. Skill in interpersonal and customer relations and conflict management.
 - K. Skill in analyzing difficult situations and handling controversy.
 - L. Skill in providing superior customer service.
 - M. Skill at critical analysis of alternate methods for compliance with policies, procedures, and regulations.
 - N. 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.
 - O. Skill in managing one's own time and the time of others.
 - P. Skill in completing assignments accurately and with attention to detail.
 - Q. Skill in mediation and dispute resolution.
 - R. 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 City employees, outside agency representatives, and the public.
 - B. Ability to explain complex construction and process requirements to industry professionals and laypeople.
 - C. Ability to provide a high standard of public service in the form of clear, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.
 - D. Ability to develop innovative solutions to problems.
 - E. Ability to lead teams to accomplish division goals and objectives, and to persuade people to work towards alternative and innovative solutions to problems.
 - F. Ability to set and reset work priorities, organize work, and meet deadlines under pressures of time constraints and conflicting demands.
 - G. Ability to exercise independent judgment and take responsibility for one's actions.
 - H. Ability to analyze and project consequences of decisions and/or recommendations.
 - I. Ability to understand legal descriptions, building and civil plans, codes, and ordinances.
 - J. Ability to operate architectural and engineering scales and to perform accurate mathematical calculations as necessary to review plans.
 - K. Ability to understand and follow verbal and written instructions.
 - L. Ability to read and interpret complex legal regulations.
 - M. Ability to pay close attention to detail when researching or collecting data and information, and when reviewing plans, maps, drawings, specifications, and other related documents pertaining to land use, use of structures, and construction.
 - N. Ability to provide prompt, efficient, and responsive service.
 - 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 recognize, analyze, and solve a variety of problems.
- S. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- T. Ability to handle difficult and stressful situations with professional composure.
- U. Ability to work successfully as a member of a team and independently with minimal supervision.
- V. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- W. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- X. Ability to enforce safety rules and regulations.
- Y. Ability to maintain confidential information.
- Z. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- AA. Ability to exercise sound judgment in making critical decisions.
- BB. 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: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 1757
WC: 8810	Pay:	EEOF: Housing	CC:	Resolution:
<i>Job title change from Permitting Services Leadworker</i>				

PERMITTING SERVICES LEADWORKER
Permitting Services Administrator

SUMMARY/PURPOSE

Under the supervision of the Permit Process Supervisor, Construction Services Manager, to direct and coordinate the work of Land Use Technicians and Plans Examiners, the permitting services work group in the Construction Services & Inspection Division to deliver excellent customer service, consistent code administration, efficient permitting and review processes, and proper documentation related to division activity.

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. As a deputy of the Building Official, this position supports the Building Official's policies and interpretations.

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 (other duties may be assigned)

1. Determine priorities, assign work to personnel, collaborate to develop efficient workflows, and coordinate schedules to facilitate timely completion of work and fulfillment of department goals and objectives.
2. Establish standards for exemplary customer service, which provides complete accurate information and convenience to customers, delivered with patience, respect, and professionalism.
3. Establish work standards and guidelines, which facilitate effective enforcement of applicable regulations while providing flexibility in their administration.
4. Perform the duties of Land Use Technician, the Construction Services Permit Coordinator or Plans Examiner.
5. Establish work standards and guidelines, which maintain data and information consistently.
6. Gather data and report performance measures.
7. ~~Assist in the hire, transfer, suspension, or discharge~~ Monitor work of assigned personnel.
8. ~~Establish work standards and evaluate the~~ ensure that their work product is in alignment with the Building Official's interpretations of employees.
9. ~~7. Monitor work sites~~ the state building code to ensure compliance with established methods, guidelines, and procedures.
10. ~~Train personnel in correct and safe operating procedures.~~
8. Lead group discussions and training sessions to advance knowledge of codes, processes, and best work practices.
9. Assist permitting services staff to navigate difficult interactions and solve problems using established policies and customer service skills.
11. ~~10. Recommend adjustments or other actions in employee grievances.~~
12. ~~11. Disseminate information to employees and the public through bulletins and other communications.~~
12. Addresses complex complaints, disputes, violations, and regulatory interpretation for the division and for designers, builders, and the public.
13. 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 building design and construction work.
14. Coordinate with other work groups to establish effective workflows.
15. Report to supervisor on activities of permitting services work group.
16. Participate in development of division policies and procedures.

17. Perform public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or the general public about various building code topics, as well as permitting and review processes geared towards facilitating successful building projects
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. ~~Two (2) years of experience as a City of Duluth Land Use Technician OR~~ a minimum of two (2) years of experience as a City of Duluth, Construction Services Permit Coordinator or Plans Examiner; AND
 - B-A. ~~Two (2) years of documented experience providing exemplary customer service and verifiable professional experience which demonstrates the knowledge, skills, and abilities described below~~ to include leading teams.
2. License RequirementRequirements
 - A. ~~Meet and maintain certification~~ Maintain required for either City of Duluth Land Use licenses throughout employment in the position:
 - A. Certification as an ICC Certified Permit Technician or City of Duluth prior to hire ; OR certification as an ICC Residential Plans Examiner R2 within two (2) years of hire; OR certification as an ICC Certified Plans Examiner B3 or MN Certified Building Official prior to hire.
3. Knowledge Requirements
 - A. Possess the knowledge requirements for City of Duluth ~~Land Use Technician~~ OR Construction Services Permit Coordinator or City of Duluth Plans Examiner.
 - B. Knowledge of code administration processes.
 - C. Knowledge of City of Duluth zoning ordinances and regulations.
 - B-D. Knowledge of effective team leadership principles.
 - C-E. Knowledge of the principles of technical writing.
 - F. Knowledge of effective training and coaching practices.
 - G. Knowledge of contractor licensing regulations.
 - H. Knowledge of problem-solving and conflict-resolution techniques.
 - I. Knowledge of applicable safety requirements.
 - J. Knowledge of, or the ability to learn, City policies and procedures.
 - K. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - L. Knowledge of effective leadership and personnel practices.

M. 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 researching and interpreting laws, rules, and regulations, legal documents, legal descriptions, maps, architectural and civil drawings, and building plans.
- B. Skill in converting observations into verbal and written statements that are concise, descriptive, and understandable.
- C. Skill in organizing and prioritizing assignments in order to complete work in a timely and efficient manner, utilizing multitasking methods and techniques.
- D. Skill in assessing the customer's immediate needs and ensuring customer's receipt of needed services through personal service or making appropriate referral.
- E. Skill in providing effective consultation and advice to land or property owners, engineers, architects, builders, and the general public on code and regulatory practices compliance.
- F. Skill in communicating effectively in writing when documenting actions and maintaining records.
- G. Skill in effective verbal communication with a variety of individuals representing diverse cultures and backgrounds, and in maintaining composure in situations requiring a high degree of sensitivity, tact, and diplomacy.
- ~~H. Skill in the operation of personal computers and applicable software applications, scanners, and other automated office equipment.~~
- ~~H.~~ Skill in properly applying building codes and ordinances.
- ~~J.~~ Skill in maintaining records and files, both paper and electronic.
- ~~K. Skill in interpersonal and customer relations and conflict management.~~
- ~~L. Skill in analyzing difficult situations and handling controversy.~~
- ~~M.~~ Skill in providing superior customer service.
- ~~N.~~ Skill at critical analysis of alternate methods for compliance with policies, procedures, and regulations.
- L. 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.
- M. Skill in managing one's own time and the time of others.
- N. Skill in completing assignments accurately and with attention to detail.
- O. Skill in mediation and dispute resolution.
- P. 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 City employees, outside agency representatives, and the public.
- ~~B. Ability to develop innovative solutions~~ explain complex construction and process requirements to problems industry professionals and laypeople.
- ~~B.~~ C. Ability to provide a high standard of public service in the form of clear, efficient, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.
- ~~C.~~ D. Ability to lead teams to accomplish division goals and objectives, and to persuade people to work towards alternative and innovative solutions to problems.
- ~~D.~~ E. Ability to set and reset work priorities, organize work, and meet deadlines under pressures of time constraints and conflicting demands.
- ~~E. Ability to exercise independent judgment and take responsibility for one's actions.~~
- F. Ability to analyze and project consequences of decisions and/or recommendations.
- G. Ability to understand legal descriptions, building and civil plans, codes, and ordinances.
- H. Ability to operate architectural and engineering scales and to perform accurate mathematical calculations as necessary to review plans.

- I. Ability to understand and follow verbal and written instructions.
- J. Ability to read and interpret complex legal regulations.
- K. Ability to pay close attention to detail when researching or collecting data and information, and when reviewing plans, maps, drawings, specifications, and other related documents pertaining to land use, use of structures, and construction.
- ~~L. Ability to provide prompt, efficient, and responsive service.~~
- L. 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.
- M. Ability to communicate and interact effectively with members of the public.
- N. Ability to communicate effectively both orally and in writing.
- O. Ability to recognize, analyze, and develop innovative solutions to a variety of problems.
- P. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- Q. Ability to handle difficult and stressful situations with professional composure.
- R. Ability to work successfully as a member of a team and independently with minimal supervision.
- S. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- T. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- U. Ability to enforce safety rules and regulations.
- V. Ability to maintain confidential information.
- W. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- X. Ability to exercise sound judgment in making critical decisions and take responsibility for one's actions.

6. ~~Physical Ability Requirements~~

- A. Y. Ability to attend work on a regularly as scheduled basis and/or required.
- ~~B. Physical Ability to transport oneself to, from, and around construction sites within the City of Duluth.~~
- ~~C. Ability to occasionally lift and carry articles such as dockets, ledgers, plans, and specifications weighing up to 40 pounds.~~
- ~~D. Ability to use a ladder to retrieve stored records.~~

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>MSHD</u>	Union: Basic	EEOC: Technicians	CSB: 06/02/2015	Class No: 1757
WC: 8810	Pay: 32	EEOF: Housing	CC: 06/15/2015	Resolution: 15-0340R
<u>Job title change from Permitting Services Leadworker</u>				



Human Resources

Room 340
411 West First Street
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hrinformation
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DATE: May 8, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Plans Examiner

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PLANS EXAMINER.

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 Plans Examiner was last revised in October 2005. The purpose of this position is under the authority of the Minnesota State Building Code and the building official, protect the community, first responders, and property from hazard, injury, and destruction by overseeing design of construction in the city of Duluth through review of applications and construction documents for all construction work. Provide code-related technical expertise to the Construction Services & Inspections team, contractors, architects, engineers, drafters and others. The previous changes to the job description included adding language to more clearly describe the level of technical knowledge required and the role Plan Examiners have to advise inspectors and design professionals. Also, added a requirement to have accrued the same education and experience by the end of year one as the CSI Construction Inspector position.

The Plans Examiner revised job description was brought forward to, and approved by, the Civil Service Board at the meeting on January 10, 2023. Further revisions added following the previous approval of this job description include added essential duties related to providing guidance to inspectors in the field, identifying deficiencies in life safety requirements in buildings of all construction types, and serving as technical expert to provide info to other City divisions, mitigating risk, leading meetings, and performing public outreach to educate design professionals.

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 Plans Examiner.

Plans Examiner

SUMMARY/PURPOSE

Under the authority of Minnesota State Statute and the City of Duluth Building Official, protect the community, first responders, and property from hazard, injury, and destruction by overseeing design of construction in the City of Duluth through review of applications and construction documents for all construction work, ensuring compliance with the Minnesota State Building Code. Provide code-related professional and technical expertise to the Construction Services & Inspections team, contractors, architects, engineers, drafters, and others.

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 supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review all types of construction documents (such as site, civil, architectural, and structural plans, geotechnical reports, specifications, and calculations) prepared by architects, engineers, contractors, and owners to ensure compliance with building codes, ordinances, statutes, and life safety regulations.
2. Identify aspects of plans that do not comply with the required codes and standards, and communicate code requirements to architects, engineers, contractors, and owners for correction.
3. Compose plan review comment letters documenting non-compliances, requesting corrections, and obtaining all necessary information for a complete, accurate, compliant set of construction documents to be used for construction.
4. Compile complete construction documents to be used by inspectors to ensure construction complies with codes and standards.
5. Interpret and explain code requirements to inspectors and provide them with technical support to resolve field related code issues.
6. Perform field inspections to observe site conditions and provide guidance to inspectors, contractors, architects, engineers, and others in problem-solving during construction.
7. Advise design professionals (architects, engineers, surveyors, etc.) developers, contractors, drafters, inspectors, homeowners, and others regarding how designs comply with applicable codes and standards.
8. Accurately identify deficiencies in critical aspects of the life safety requirements in buildings of all construction types, heights, areas, and occupancies, and any combination thereof, and verify that engineers and architects have used appropriate criteria for building design.
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 building design and construction work.
10. Assist homeowners, designers, and contractors in mitigating risk at the work site by advising them of precautionary, safety, and fire prevention methods that may be employed during the construction phase of the work, and compile informational handouts on commonly asked questions regarding building codes and ordinances and plan submittal requirements.
11. Research regulations, codes and standards, and construction methods and materials to determine code compliance and for consideration by the Building Official as permitted alternate materials, methods, and modifications.
12. Interpret, explain, and enforce provisions of the building code, fire code, and other laws and regulations related to the construction of buildings.
13. Communicate effectively to explain complex technical requirements to constituents with all levels of experience, translating code language to common language.

14. Organize and lead pre-plan-review meetings with architects, engineers, developers, and others to discuss projects in the design phase and provide preliminary feedback.
15. Through discussion and research, ascertain existing and/or proposed use, purpose, existing conditions, and occupancy classification of buildings and spaces to determine code requirements.
16. Maintain complete and accurate files, paper or digital, of plan reviews, approvals, meeting notes and correspondence in CSI division records, including permitting and plan review software.
17. Perform math computations to determine code requirements for structural and other components of construction and determine whether designs comply with applicable regulations.
18. Review plans for buildings and structures which incorporate routine to complex architectural and structural concepts in their design.
19. Review new legislation regarding building codes, ordinances, and regulations, and attend and participate in workshops, meetings, seminars, and/or training opportunities regarding certification, to acquire current industry knowledge, and to maintain current knowledge.
20. Coordinate approval process of building or remodeling plan review with appropriate inspection units including construction, electrical, plumbing, heating and ventilation.
21. As a delegate of the building official, regularly exercise thoughtful independent judgement and decision-making in keeping with building official policy and interpretation.
22. Perform public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or the general public about various building code topics, as well as permitting and review processes geared towards facilitating successful building projects.
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 timelines.
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 six (6) years of related education and/or professional experience working with codes in construction, plan review, or building design, OR; three (3) years of experience working in the City of Duluth as a Construction Inspector or Permit Coordinator. An Associate's or Bachelor's degree in a related field may be substituted for two (2) years of experience.
2. License Requirements
 - A. Must obtain certification as a Plans Examiner from a nationally recognized code agency within two (2) years of appointment.
3. Knowledge Requirements
 - A. Expert knowledge of the entirety of the Minnesota Building Code and other related ordinances, laws, regulations, and manuals governing building design and construction.
 - B. Moderate knowledge of mechanical, plumbing, electrical, and fire codes.
 - C. Extensive knowledge of architectural design principles and building construction methods.
 - D. Knowledge of City of Duluth zoning ordinances and regulations.
 - E. Extensive knowledge of construction materials.
 - F. Knowledge of office methods and procedures.
 - G. Knowledge of nomenclature used in plan review.
 - H. Extensive knowledge of legal aspects of building code enforcement.
 - I. Extensive knowledge of current architectural practices, procedures, and techniques, including specialty engineering.
 - J. Basic knowledge of algebra, geometry, and trigonometry in order to evaluate designs for compliance with the Building Code.

- K. Knowledge of basic engineering principles.
 - 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.
4. Skill Requirements
- A. Skill in reading and interpreting legal descriptions, building plans, specifications, codes, and ordinances.
 - B. Skill in properly applying building codes and ordinances.
 - C. Skill in maintaining records and files, both paper and electronic.
 - D. Skill in communicating orally and in writing.
 - 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 read, understand, and discuss building codes, construction documents, and other material used in the design, regulation, and construction of buildings and sites.
 - B. Ability to apply complex technical regulations to details of construction to determine compliance.
 - C. Ability to write effectively to explain code issues and requirements to professionals and non-professionals.
 - D. Ability to use a computer for communication, research, data entry, recordkeeping, and plan review.
 - E. Ability to provide a high standard of public service in the form of clear, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.
 - F. Ability to effectively multi-task and reorganize tasks to address priority items.
 - G. Ability to work professionally and maintain composure with individuals experiencing a wide range of emotions related to their construction projects.
 - H. Ability to interpret structural plans and calculations to determine correct design criteria is used, load paths are complete, and structural components are properly protected for fire-resistance.
 - I. Ability to undertake electronic plan review utilizing industry standard software packages to annotate and otherwise manipulate electronic drawing files.
 - J. Ability to use GIS software to verify setback requirements, confirm property line location and dimensions, and assess slope and drainage conditions.
 - K. Ability to persuade people to work towards alternative solutions to problems.
 - L. Ability to interpret instructions furnished in written, oral, or diagrammatic form.
 - M. Ability to read and interpret complex legal regulations.
 - 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 occasionally 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: 3428
WC: 8810	Pay:	EEOF: Housing	CC:	Resolution:

PLANS EXAMINER

Plans Examiner

SUMMARY/PURPOSE: ~~_____ Assist~~

Under the authority of Minnesota State Statute and the City of Duluth Building Official, protect the community, first responders, and property from hazard, injury, and destruction by overseeing design of construction in the City of Duluth through review of applications and construction documents for all construction work, ensuring compliance with the Minnesota State Building Code. Provide code-related professional and technical expertise to the Construction Services & Inspections team, contractors, architects, engineers, drafters, and others.

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 supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review all types of construction documents (such as site, civil, architectural, and structural plans, geotechnical reports, specifications, and calculations) prepared by architects, engineers, contractors, and owners, to ensure compliance with building codes, ordinances, statutes, and life safety regulations.
2. Identify aspects of plans that do not comply with the required codes and standards, and communicate code requirements to architects, engineers, contractors, and owners for correction.
3. Compose plan review comment letters documenting non-compliances, requesting corrections, and obtaining all necessary information for a complete, accurate, compliant set of construction documents to be used for construction.
4. Compile complete construction documents to be used by inspectors to ensure construction complies with codes and standards.
5. Interpret and explain code requirements to inspectors and provide them with technical support to resolve field related code issues.
6. Perform field inspections to observe site conditions and provide guidance to inspectors, contractors, architects, engineers, and others in problem-solving during construction.
7. Advise design professionals (architects, engineers, surveyors, etc.) developers, contractors, drafters, inspectors, homeowners, and others in obtaining building permits by reviewing plans submitted with building permit applications for compliance regarding how designs comply with applicable codes and approving when standards.
8. Accurately identify deficiencies in critical aspects of the life safety requirements in buildings of all construction types, heights, areas, and occupancies, and any combination thereof, and verify that engineers and architects have used appropriate criteria for building design.

FUNCTIONAL AREAS:

1. _____ Review and approve building construction plans and permits.

* _____ A. _____ Obtain and review commercial and residential building plans and specification for compliance with building codes, ordinances, statutes, and life safety. 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 building design and construction work.

10. Assist homeowners, designers, and contractors in mitigating risk at the work site by advising them of precautionary, safety, and fire prevention methods that may be employed during the construction phase of the work, and compile informational handouts on commonly asked questions regarding building codes and ordinances and plan submittal requirements.
- Research regulations.
- * ~~B. Perform mathematical computations, codes and standards, and construction methods and materials to determine required design loads and verify the strength of various structural components.~~
11. * ~~C. Interpret complex regulations and recommend approval of equivalents for code compliance and for consideration by the Building Official=s approval as permitted alternate materials, methods, and modifications.~~
12. * ~~D. Interpret, explain, and enforce provisions of the building code, zoning requirements, fire code, and other laws and regulations related to the construction of buildings.~~
- * ~~E. Review site plans.~~
- * ~~F. Schedule and attend preconstruction conferences with builders, architects, engineers, and others to review preliminary plans.~~
13. * ~~G. Confer~~Communicate effectively to explain complex technical requirements to constituents with all levels of experience, translating code language to common language.
14. Organize and lead pre-plan-review meetings with architects, engineers, contractors and owners regarding methods, developers, and others to discuss projects in the design phase and provide preliminary feedback.
15. Through discussion and research, ascertain existing and/or proposed use, purpose, existing conditions, and occupancy classification of buildings and spaces to determine code requirements.
16. Maintain complete and accurate files, paper or digital, of plan reviews, approvals, meeting notes and correspondence in CSI division records, including permitting and plan review software.
17. Perform math computations to determine code requirements for structural and other components of construction and features of design, determine whether designs comply with applicable regulations.
18. * ~~H. Review plans for buildings and structures which incorporate routine to complex architectural and structural concepts in their design.~~
- * ~~I. Determine applicable building code requirements.~~
- * ~~J. Review and as applicable, approve plans submitted with permit applications.~~
- * ~~K. Identify aspects of plans that don=t comply with the Building Code and communicate code requirements to the applicant for correction.~~
- * ~~L. Calculate valuations for the purpose of determining permit fees.~~
- * ~~M. Perform related tasks as required.~~
2. Provide information and assistance to property owners, contractors, developers, architects, engineers, Building Safety staff and the general public.
- * ~~A. Interpret building codes, ordinances, and statutes.~~
- * ~~B. Provide explanations of code requirements that pertain to submitted plans.~~
- * ~~C. Research and respond to inquiries.~~
- * ~~D. Maintain accurate files, both paper and computer, on plan reviews, meeting notes and correspondence.~~
- * ~~E. Review new legislation regarding building codes, ordinances, and regulations.~~
- * ~~F. Compile informational handouts on commonly asked questions regarding building codes and ordinances and plan submittal requirements.~~
- * ~~G. Attend required code change seminars and conferences held by the State Building Code Division and other agencies.~~
19. * ~~H. Attend, and attend and participate in workshops, meetings, seminars, and/or training opportunities regarding certification, to acquire current industry knowledge, and to maintain current knowledge.~~

- * ~~I. Advise City inspectors, builders, owners, contractors and architects on building and structural problems, and required modifications to plans/specifications/blueprints to bring about compliance.~~
- * ~~J. Discuss technical requirements of plans with engineers, contractors, builders or owners for correction to plans as necessary and return plans for corrections and re-submission.~~
- * ~~K. Interpret and explain building regulation options and methods for modifying plans submitted to comply with the building code.~~
- * ~~L. Provide technical advice to building inspectors.~~
- 20. * ~~M. Coordinate approval process of building or remodeling plan review with appropriate inspection units including construction, electrical, ~~structural~~, plumbing, heating and ventilation.~~
- 21. As a delegate of the building official, regularly exercise thoughtful independent judgement and decision-making in keeping with building official policy and interpretation.
- 22. Perform public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or the general public about various building code topics, as well as permitting and review processes geared towards facilitating successful building projects.
- 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 timelines.
- 24. Other duties may be assigned.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE REQUIREMENTS:

- H ~~A. Three (3) years of verifiable experience reviewing residential and commercial building plans for compliance with applicable codes.~~

LICENSE REQUIREMENT:

~~A. Certification 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 education and/or professional experience working with codes in construction, plan review, or building design, OR; three (3) years of experience working in the City of Duluth as a Construction Inspector or Permit Coordinator. An Associate's or Bachelor's degree in a related field may be substituted for two (2) years of experience.

2. License Requirements

- A. Must obtain certification as a Plans Examiner from a nationally recognized code agency within two (2) years of appointment.

KNOWLEDGE REQUIREMENTS:

3. H.A. Knowledge Requirements

- A. Expert knowledge of the entirety of the Minnesota Building Code and other related ordinances, laws, regulations, and manuals governing building design and construction.
- B. Moderate knowledge of mechanical, plumbing, electrical, and fire codes.

~~Extensive knowledge of applicable building codes, ordinances, and statutes.~~

- C. ~~H~~ B. ~~Extensive Knowledge of architectural design principles and building construction methods.~~
- D. ~~±~~ C. ~~Knowledge of City of Duluth zoning ordinances and regulations.~~
- E. ~~Extensive knowledge of construction materials.~~
- F. ~~H~~ D. ~~Knowledge of office methods and procedures.~~
- G. ~~±~~ E. ~~Knowledge of nomenclature used in plan review.~~
- H. ~~±~~ F. ~~Extensive knowledge of legal aspects of building code enforcement.~~
- I. ~~±~~ G. ~~Extensive knowledge of current architectural practices, procedures, and techniques, including specialty engineering.~~
- J. ~~H~~ H. ~~Basic Knowledge of algebra, geometry, and trigonometry in order to evaluate designs for compliance with the Building Code.~~
- K. ~~±~~ I. ~~Knowledge of basic engineering principles.~~

SKILL REQUIREMENTS:

- ~~H~~ A. ~~Skill in communicating effectively orally and in writing.~~
- ~~H~~ B. ~~Skill in operating computers, calculators, and other office machines.~~
- L. ~~H~~ C. ~~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.~~

4. Skill Requirements

- A. ~~Skill in reading and interpreting legal descriptions, building plans, specifications, codes, and ordinances.~~
- B. ~~±~~ D. ~~Skill in properly applying building codes and ordinances.~~
- C. ~~H~~ E. ~~Skill in maintaining records and files, both paper and electronic.~~
- D. ~~H~~ F. ~~Skill in interpersonal communicating orally and customer relations and conflict management in writing.~~
- ~~±~~ G. ~~Skill in analyzing difficult situations and handling controversy.~~

ABILITY REQUIREMENTS:

- ~~H~~ A. ~~Ability to establish and maintain effective working relationships with supervisors, peers, and the operation of office equipment including, but not limited to, general public.~~
- ~~H~~ B. ~~Ability to exercise independent judgment.~~
- E. ~~H~~ C. ~~Ability to transport oneself to, from, and around construction sites within computer systems, job required software applications, the City of Duluth internet, and modern office equipment.~~
- F. ~~±~~ D. ~~Skill in managing one's own time.~~
- G. ~~Skill in completing assignments accurately and with attention to detail.~~

5. Ability Requirements

- A. ~~Ability to read and, understand, and discuss building codes, construction documents, and other material used in the design, regulation, and construction of buildings and sites.~~
- B. ~~Ability to apply complex technical regulations to details of construction to determine compliance.~~
- C. ~~Ability to write effectively to explain code issues and requirements to professionals and non-professionals.~~
- D. ~~Ability to use a computer for communication, research, data entry, recordkeeping, and plan review.~~
- E. ~~Ability to provide a high standard of public service in the form of clear, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.~~

- ~~F. Ability to effectively multi-task and reorganize tasks to address priority items.~~
- ~~G. Ability to work professionally and maintain composure with individuals experiencing a wide range of emotions related to their construction projects.~~
- ~~H. Ability to interpret blueprints, site plans, architectural designs, and construction specifications.~~
- ~~I. Ability to interpret structural plans and calculations to determine correct design criteria is used, load paths are complete, and structural components are properly protected for fire-resistance.~~
- ~~J. Ability to calculate structural loads, stress and other calculations necessary to approve proposed plans.~~
- ~~K. Ability to develop alternative solutions to problems.~~
- ~~L. Ability to undertake electronic plan review utilizing industry standard software packages to annotate and otherwise manipulate electronic drawing files.~~
- ~~M. Ability to use GIS software to verify setback requirements, confirm property line location and dimensions, and assess slope and drainage conditions.~~
- ~~N. Ability to persuade people to work towards alternative solutions to problems.~~
- ~~O. Ability to interpret instructions furnished in written, oral, or diagrammatic form.~~
- ~~P. Ability to read and interpret complex legal regulations.~~
- ~~Q. 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.~~
- ~~R. Ability to communicate and interact effectively with members of the public.~~
- ~~S. Ability to communicate effectively both orally and in writing.~~
- ~~T. Ability to understand and follow instructions.~~
- ~~U. Ability to problem-solve a variety of situations.~~
- ~~V. Ability to set priorities and complete assignments on time.~~
- ~~W. Ability to attend work on a regularly as scheduled basis and/or required.~~
- ~~X. Ability to occasionally lift and carry articles such as dockets, ledgers, plans and specifications weighing up to 40 pounds.~~

* Essential functions of the classification.

H Minimum requirements of the classification 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 occasionally 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: KGCK	Union: Basic	EEOC: Technicians	CSB: 20050208	Class No: 3428
WC: 8810	Pay: 29	EEOF: Housing	CC: 20051024	Resolution: 05-0703R

**Human Resources**

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Duluth, Minnesota 55802

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hrinformation
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DATE: May 8, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Senior Plans Examiner

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF SENIOR PLANS EXAMINER.

Background Information/Summary of Job

The new job classification of Senior Plans Examiner is being created to fulfill the need for very high level, expert competence in complex code related work and the need for mentorship and training for other staff. This position requires full Minnesota Building Official Certification, similar to the Combination Construction Inspector and the Chief Building Inspector. This position will use advanced proficiency in interpreting and applying the building code and related regulations, works somewhat independently, assists with coaching and training others in the plan review process and applying the building code, and works with others to develop informational materials and presentations for internal and external use. The Senior Plans Examiner must possess a high level of knowledge and understanding of building codes and their administration.

The new job description for Senior Plans Examiner was brought forward to, and approved by, the Civil Service Board at the meeting on January 10, 2023. Further revisions added following the previous approval of this job description include additional essential duties. These duties include identifying deficiencies in life safety requirements in buildings of all construction types; serving as technical expert and conducting presentations to provide information to other City divisions; assisting homeowners, designers, and contractors in mitigating risk; organizing and leading pre-review meetings; acting as deputy of the Building Official; and performing public outreach to educate design professionals.

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 Plans Examiner.

Senior Plans Examiner

SUMMARY/PURPOSE

Under the authority of the Minnesota State Building Code and the Building Official, protect the community, first responders, and property from hazard, injury, and destruction by overseeing design of construction in the city of Duluth through review of applications and construction documents for all construction work. Provide advanced code-related technical expertise to the Construction Services & Inspections team, contractors, architects, engineers, drafters, and others.

DISTINGUISHING FEATURES OF THE CLASS

The Senior Plans Examiner uses advanced proficiency in interpreting and applying the state building code and related regulations, works somewhat independently, assists with coaching and training others in the plan review process and applying the building code, and works with others to develop informational materials and presentations for internal and external use. The Senior Plans Examiner must possess a high level of knowledge and understanding of building codes and their administration.

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 some oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review all types of construction documents (such as site, civil, architectural, and structural plans, geotechnical reports, specifications, and calculations) prepared by architects, engineers, contractors, and owners to ensure compliance with building codes, ordinances, statutes, and life safety regulations.
2. Identify aspects of plans that do not comply with the required codes and standards, and communicate code requirements to architects, engineers, contractors, and owners for corrections.
3. Compose plan review comment letters documenting non-compliances, requesting corrections, and obtaining all necessary information for a complete, accurate, compliant set of construction documents to be used for construction.
4. Compile complete construction documents to be used by inspectors to ensure construction complies with codes and standards.
5. Interpret and explain code requirements to inspectors, and provide them with technical support to resolve field related code issues
6. Perform field inspections to observe site conditions and provide guidance to inspectors, contractors, architects, engineers, and others in problem-solving during construction.
7. Advise design professionals (architects, engineers, surveyors, etc.), developers, contractors, drafters, inspectors, homeowners, and others regarding how designs comply with applicable codes and standards.
8. Verify that engineers and architects have used appropriate criteria for building design.
9. Accurately identify deficiencies in critical aspects of the life safety requirements in buildings of all construction types, heights, areas, and occupancies, and any combination thereof.
10. 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 building design and construction work.
11. Assist homeowners, designers, and contractors in mitigating risk at the worksite by advising them of precautionary, safety, and fire prevention methods that may be employed during the construction phase of the work, and in navigating permitting, plan review, and inspection process.
12. Research regulations, codes, and standards, and construction methods and materials to determine code compliance and for consideration by the Building Official as permitted alternate materials, methods, and modifications.

13. Communicate effectively to explain complex technical requirements to constituents with all levels of experience, translating code language to common language.
14. Organize and lead pre-plan-review meetings with architects, engineers, developers, and others to discuss projects in the design phase and provide preliminary feedback.
15. Through discussion and research, verify existing and/or proposed use, purpose, existing conditions, and occupancy classification of buildings and spaces to determine code requirements.
16. Maintain complete and accurate files, paper or digital, of plan reviews, approvals, meeting notes, and correspondence in CSI division records, including permitting and plan review software.
17. Make complex interpretations and recommendations regarding proposed equivalents, modifications, and determinations of technical infeasibility.
18. Monitor regulatory changes, incorporate updates in review as appropriate, and work with others to disseminate information about code applications or processes to coworkers and the public.
19. Work on the most complex reviews, projects, complaints, disputes, violations, and interpretations, facilitating timely review and response by all disciplines and work groups.
20. As a deputy of the Building Official, regularly exercise thoughtful independent judgment and decision-making in keeping with Building Official policy and interpretation.
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 timelines.
22. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
23. Coordinate and perform functions and programs for the City.
24. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
25. 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.
26. 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. Three (3) years of experience as a building plans examiner; AND
 - B. Within two (2) years of date of hire, be designated as a state plan reviewer, which requires the following:
 - a. A minimum of five (5) years of experience in performing plan review or inspections to ensure compliance with the Minnesota State Building Codes on schools, hospitals, nursing homes, colleges, dormitories, correctional facilities, or other complex buildings requiring review of structural, fire resistance, egress, mechanical, fire protections, and other miscellaneous elements such as hazardous occupancies, atriums, large assembly spaces, etc.
2. License Requirements
 - A. By date of hire, must obtain and maintain certification as a Certified Building Official from the Minnesota Department of Labor and Industry.
3. Knowledge Requirements
 - A. Expert knowledge of the entirety of the Minnesota Building Code and other related ordinances, laws, regulations, and manuals governing building design and construction.
 - B. Moderate knowledge of mechanical, plumbing, electrical, and fire codes.
 - C. Extensive knowledge of architectural design principles and building construction methods.
 - D. Knowledge of City of Duluth zoning ordinances and regulations.
 - E. Extensive knowledge of construction materials.
 - F. Knowledge of office methods and procedures.
 - G. Knowledge of nomenclature used in construction and plan review.

- H. Extensive knowledge of legal aspects of building code enforcement.
 - I. Extensive knowledge of current architectural practices, procedures, and techniques, including specialty engineering.
 - J. Knowledge of algebra, geometry, and trigonometry in order to evaluate designs for compliance with codes and regulations.
 - K. Knowledge of basic engineering principles.
 - L. Knowledge of building code development processes.
 - M. Knowledge of resources used in research of building materials and methods.
 - N. Knowledge of effective training and coaching practices.
 - O. Knowledge of problem-solving and conflict-resolution techniques.
 - P. Knowledge of applicable safety requirements.
 - Q. Knowledge of, or the ability to learn, City policies and procedures.
 - R. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
4. Skill Requirements
- A. Skill in training and mentoring team members.
 - B. Skill in researching construction materials and methods.
 - C. Skill in researching code provisions to determine intent.
 - D. Skill in mediation and dispute resolution.
 - E. Skill in reading and interpreting legal descriptions, building plans, specifications, codes, and ordinances.
 - F. Skill in communicating orally and in writing.
 - G. Skill in properly applying building codes and ordinances.
 - H. Skill in maintaining records and files, both paper and electronic.
 - I. 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.
 - J. Skill in managing one's own time and the time of others.
 - K. Skill in completing assignments accurately and with attention to detail.
 - 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 read, understand, and discuss building codes, construction documents, and other material used in the design, regulation, and construction of buildings and sites.
 - B. Ability to apply complex technical regulations to details of construction to determine compliance.
 - C. Ability to write effectively to explain code issues and requirements to professionals and non-professionals.
 - D. Ability to use a computer for communication, research, data entry, recordkeeping, and plan review.
 - E. Ability to provide a high standard of public service in the form of clear, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.
 - F. Ability to effectively multi-task and reorganize tasks to address priority items.
 - G. Ability to work professionally and maintain composure with individuals experiencing a wide range of emotions related to their construction projects.
 - H. Ability to interpret structural plans and calculations to determine correct design criteria is used, load paths are complete, and structural components are properly protected for fire-resistance.
 - I. Ability to persuade people to work towards alternative solutions to problems.
 - J. Ability to interpret instructions furnished in written, oral, or diagrammatic form.
 - K. Ability to read and interpret complex legal regulations.
 - L. 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.
 - M. Ability to communicate and interact effectively with members of the public.
 - N. Ability to communicate effectively both orally and in writing.
 - O. Ability to recognize, analyze, and solve a variety of problems.
 - P. Ability to organize and prioritize work while meeting multiple deadlines.

- Q. Ability to handle difficult and stressful situations with professional composure.
- R. Ability to work successfully as a member of a team and independently with moderate supervision.
- S. Ability to train and lead others.
- T. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- U. Ability to enforce safety rules and regulations.
- V. Ability to maintain confidential information.
- W. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- X. 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: HD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

MEMORANDUM

DATE: May 12, 2023
TO: Civil Service Board
FROM: Theresa Severance, Executive Director, Human Resources and Operations
SUBJECT: Revised Job Classification of School Bus Driver

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE REVISED CLASSIFICATION OF SCHOOL BUS DRIVER

Background Information

The Duluth Public Schools brings forward for approval a revised classification for School Bus Driver. 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 School Bus Driver position safely transports students to and from school and school related functions within scheduled times, maintaining proper student conduct during transport, performs pre-trip inspections and assists with maintenance on student transport vehicles to ensure they are in safe operating condition. This position is a year-round position and will also perform a variety of custodial and grounds maintenance tasks for other departments as needed.

Outline of Changes

The changes to the job description are relatively minor: Consideration for split shift work was added as was language to support additional bus maintenance work and work tasks during non-student work days.

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 School Bus Driver

Revisions approved by the Union and the District:

Theresa Severance

Theresa Severance, ISD 709

Gary Vezina

Gary Vezina, National Conference of Fireman and Oilers District of Local 32BJ, SEIU Chapter 956



CLASSIFICATION DESCRIPTION

School Bus Driver

<u>Title of Immediate Supervisor:</u> Transportation Manager	<u>Department:</u> Transportation	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> Bus Helpers, as assigned		<u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local No. 956, Pay Group 11

General Summary or Purpose Of Job:

To safely transport students to and from school and school related functions within scheduled times, maintaining proper student conduct during transport. To perform pre-trip inspections and assist with maintenance on student transport vehicles to ensure they are in safe operating condition. To provide written reports related to student transport. This job may require split shift work to cover AM and PM routes.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Safely transport students, including special needs students, along assigned school routes and on field trips; lift, carry and/or secure disabled students, as required by impairment; provide mileage reports as required.	Daily 65%
2.	Manage student conduct during transport; maintain communication with parents, principals, teachers and other District staff; provide written reports as required by District policy.	Daily 10%
3.	Check and fill vehicles fluids; maintain safety devices in good operating order; perform related pre-trip inspections; maintain cleanliness of vehicle interior and exterior; change tires and make minor repairs and adjustments, and report vehicle repair needs to appropriate personnel.	Daily 10%
4.	Assist mechanics with vehicle maintenance and repair; clean and organize shop areas. Perform a variety of custodial, clerical and repair tasks in transportation buildings, shops and other District buildings.	Varies 10%
5.	Perform a variety of custodial and grounds maintenance tasks for other departments.	As Required 5%
6.	Performs other duties of a comparable level or type.	As required

CLASSIFICATION DESCRIPTION

School Bus Driver

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; 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 with passenger and school bus endorsements; first aid certification; CPR certification.

Knowledge Requirements:

Requires knowledge of:

- School bus operation and related regulations.
- School district policies related to student transport.
- Knowledge of student management methods, techniques and regulations.
- School District geographic area and road routes.
- Basic vehicle, mechanical maintenance and custodial duties.
- OSHA regulations and safe working practices relevant to job duties.
- CPR and first aid.

Skill Requirements:

Skilled in:

- School bus operation.
- Operation of various hand and power tools.
- Maintaining order and discipline of students in transit.
- Written and oral communications.

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		√		

CLASSIFICATION DESCRIPTION

School Bus Driver

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				√
Lift & Carry:	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 slip and fall injuries, injuries from electrical shock, injuries from heavy lifting, injuries from moving mechanical parts, injuries from vehicle accidents and exposure to fumes, airborne particles, toxic and caustic chemicals, loud noise and vibration associated with the work.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
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: