



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda - Final

Civil Service Board

Tuesday, June 4, 2019

4:45 PM

Council Chambers, 3rd Floor, Duluth City Hall

1 ROLL CALL

2 APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A [1914](#) May 7, 2019

Attachments: [05-07-19 Minutes \(Draft\)](#)

2B [1915](#) May 15, 2019

Attachments: [05-15-19 Minutes \(Draft\)](#)

3 UNFINISHED BUSINESS

3A REVIEW NEW AND REVISED JOB DESCRIPTIONS

3A(1) [1919](#) ISD 709 - Engineer I (revised)

Text: No updates at this time

Attachments: [Engineer I Draft for CS Board 11-01-18](#)

3A(2) [1920](#) ISD 709 - Engineer II (revised)

Text: No updates at this time

Attachments: [Engineer II Draft For CS Board 11-01-18](#)

4 NEW BUSINESS

4A REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) [1910](#) Gas Control Supervisor (revised title - Gas Operations Supervisor)

Attachments: [Gas Control Supervisor Memo](#)

[Gas Operations Supervisor Job Description](#)

[Gas Control Supervisor \(strikeout\)](#)

4A(2) [1911](#) Senior Transportation Planner (new)

Attachments: [Senior Transportation Planner Memo](#)
[Senior Transportation Planner Job Description](#)

5 APPEALS

6 INFORMATIONAL

6A [1917](#) STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS

Text: Item 6A contains Private Data.

The information is non-public and disclosure of this material is prohibited; therefore it has been excluded from this inspection copy.

6B [1918](#) NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS

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

[1921](#) NEXT REGULAR MEETING SCHEDULED

Text: July 2, 2019

ADJOURNMENT

MINUTES

City of Duluth - Civil Service Board

May 7, 2019 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Shelly Marquardt, Laura Perttula, John Strongitharm (Chair)
Members Absent: Joaquim Harris
Legal Present: Steve Hanke (Deputy City Attorney)
HR Staff Present: Theresa Severance (Board Secretary), Heather DuVal (HR Supervisor),
Aimee Ott (HR Technician), Robyn Tuominen (HR Generalist)
Others Present: Noah Schuchman (Chief Administrative Officer); Pete Johnson (Fire Captain);
Shawn Krizaj (Fire Chief)

Regular meeting called to order by Chair Strongitharm at 4:45 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. April 2, 2019 – **Approved (unanimous)**
3. UNFINISHED BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) ISD 709 – Engineer I (revised) – **Remain on Table**
 - (2) ISD 709 – Engineer II (revised) – **Remain on Table**
 - (3) Senior Business Developer (revised including title change to Senior Economic Developer) – **Approved (2-1 Marquardt)**
 - (4) Senior Planner (revised) – **Approved (2-1 Marquardt)**
 - (5) Housing Developer (new) – **Item Withdrawn**
 - (6) Construction Inspection Leadworker (revised including title change to Chief Building Inspector) – **Approved (2-1 Marquardt)**
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Senior Housing Developer (new) – **Approved (2-1 Marquardt)**
 - (2) Police Records Technician II (revised) – **Approved (unanimous)**
5. APPEALS
 - A. ASSISTANT FIRE CHIEF APPLICANT
Motion by Chair Strongitharm that Assistant Fire Chief test be converted to raw scores – Approved (unanimous)
 - B. ASSISTANT FIRE CHIEF JOB DESCRIPTION
Motion by Member Marquardt that a restricted driver's license with a signed waiver from the State is sufficient to meet the qualification of "possession of a valid driver's license or privilege" – Approved (unanimous)
6. INFORMATIONAL

- A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
- B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**

There being no further business to come before the board, the meeting was adjourned at 6:06 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician

DRAFT

MINUTES

City of Duluth - Civil Service Board
May 15, 2019 - 4:45 p.m.
City Hall – Conference Room 106A

Members Present: Joaquim Harris, Shelly Marquardt, Laura Perttula, John Strongitharm (Chair)
Legal Present: Steve Hanke (Deputy City Attorney)
HR Staff Present: Heather DuVal (Human Resources Supervisor), Aimee Ott (Human Resources Technician)
Others Present: Nick Economos (Utility Operator); Brandon Moe (Gas Project Coordinator)

Special meeting called to order by Chair Strongitharm at 4:45 p.m.

1. ROLL CALL

2. APPEALS

A. Regulator Mechanic

Motion by Member Marquardt to grant Mr. Economos' appeal with advice to Human Resources to consider how [civil service] tests are structured in the future. –

Approved (unanimous)

There being no further business to come before the board, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Legislation Text

File #: 1919, **Version:** 1

ISD 709 - Engineer I (revised)

No updates at this time



CLASSIFICATION DESCRIPTION

TITLE: Engineer I

Title of Immediate Supervisor: Primary - Supervisor of Building Operation Secondary - Building Principal	Department: Building Operations Facilities Management	FLSA Status: Non-Exempt
Accountable For (Job Titles): Custodian I, II and Fireperson I Custodian II and Maintenance Custodian		Pay Grade Assignment: National Conference of Firemen and Oilers, Local No. 956, Pay Group 14

Comment [LJK1]: The department name is Facilities Management

Comment [LJK2]: Custodian I and Fireperson I are old titles. These positions are no longer used OR no longer assigned to the elementary schools.

Comment [LJK3]: Current job titles for maintenance positions at the Engineer II level elementary schools. Consistent with Collective Bargaining Agreement (CBA) and approved by CS Board.

General Summary or Purpose Of Job:

The Engineer I assumes responsibility for and participates in the general operation; preventive maintenance; custodial care of assigned building and grounds; the heating, cooling and ventilation of the building. Positions assigned to this classification have responsibility for directing a small staff (21-3) and for maintaining a smaller facility/building staffed with Custodian I's, II's and Fireperson I Maintenance Custodians including the scheduling of work assignments, determining work priorities, coordinating special projects, staff evaluations but do not have the authority to initiate other personnel actions as a supervisor. The Engineer I classification is part of a classification series comprised of four levels. Positions assigned to the Engineer I differ from Engineer II in that the Engineer II is typically assigned facilities of larger smaller square footage (e.g. 75,000—200,000-0 – 70,000 sq. ft.) that typically requires a larger a lesser number of staff to maintain. the additional square footage or have the additional responsibility for a swimming pool care, operation and maintenance.

Comment [LJK4]: One Engineer I level elementary school has one (1) staff. Change to reflect current staffing.

Comment [LJK5]: See above comments regarding position titles and current positions at the schools.

Comment [LJK6]: Edits to make language clearer and consistent with CBA. Square footage school sizes are per Article 28 of the CBA.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Operates and maintains steam boiler heating systems and ventilation systems in accordance with state laws and regulations. <ul style="list-style-type: none"> • Fires, Fires boilers Operates and maintains boilers • Punches flues ▪ Adjusts thermostats ▪ Greases and oils motors Lubricates equipment ▪ Checks belts and replace if needed ▪ Monitors the system to ensure efficiency ▪ Operates the energy management computer system to maintain and track the preventive maintenance program. 	Daily 15%

Comment [LJK7]: Boilers are no longer steam boilers.

Comment [LJK8]: Boilers no longer need to be "fired". They are operated and maintained.

Comment [LJK9]: Old language, Engineers no longer punch flues.

Comment [LJK10]: Update term to lubricate equipment to bring in line with work done.



CLASSIFICATION DESCRIPTION

TITLE: Engineer I

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Assists in the maintenance of school facilities and property. Assists in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates door controls and ensure building security system proper operation. Operates bells system, building lighting, master clocks program, work order system, fire and smoke alarm panels, and other building systems (and/or other related current and future technology changes). Reports needs beyond the capabilities of building personnel.	Daily 45%
3.	Directs and monitors staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Building Operations and directions of the building principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff. Performs other lead responsibilities that do not involve initiating personnel actions.	Daily 510%
4.	Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and/or schedules and monitors the repairs make by vendors or other District staff.	Monthly 10%
5.	Works closely with Building Operations personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations capital projects, maintenance projects, custodial or set up needs.	Daily 10%
6.	Orders and purchases supplies, cleaning materials and equipment necessary to maintain building properly. Monitors and purchases needs in accordance with the established building maintenance budget.	Weekly 5%
7.	Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required.	Daily 10%
8.	Performs other duties of a comparable level or type.	As required

Comment [LJK11]: Security is and has been a duty for a long time, this line formalizes the work in the job description.

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



CLASSIFICATION DESCRIPTION

TITLE: Engineer I

Requires a minimum of a high school diploma and five years previous related custodial, facility maintenance and boiler operation experience and a minimum of one year lead experience over a custodial or maintenance crew/staff; 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):

First Class C Boilers License

Class "C" Boiler License in the State of Minnesota (Required)

Comment [LJK12]: Chief C license is not required for the size boilers at the elementary schools. The District is requiring the First Class C Boiler license for the Engineer II position which meets or exceeds the state guidelines.

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- ~~State laws and health guidelines pertaining to the operation and maintenance of swimming pools.~~
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements:

Skilled in:

- Leading, scheduling, planning, monitoring and evaluating the work of custodial and facility maintenance personnel.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other District personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.



CLASSIFICATION DESCRIPTION

TITLE: Engineer I

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
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 typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.				
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:
 Description revised by BCC, 1/02. Updated by Facilities and HR 10-04-18. Updated by HR on 10/22/18. Updated by HR on 11/01/18.



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Legislation Text

File #: 1920, **Version:** 1

ISD 709 - Engineer II (revised)

No updates at this time



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

Title of Immediate Supervisor: Primary -Supervisor of Building Operations Secondary -Building Principal	Department: Building Operations Facilities Management	FLSA Status: Non-Exempt
Accountable For (Job Titles): Fireperson I, Pool Custodian & Custodians Custodian II and Maintenance Custodian		Pay Grade Assignment: National Conference of Firemen and Oilers, Local No. 956, Pay Group 15

Comment [LJK1]: The department name is Facilities Management

Comment [LJK2]: Old position titles. These positions are no longer used OR no longer assigned to the elementary schools.

Comment [LJK3]: Current job titles for maintenance positions at the Engineer II level elementary schools. Consistent with Collective Bargaining Agreement (CBA) and approved by CS Board.

General Summary or Purpose Of Job:

The Engineer II assumes responsibility for and participates in the general operation; preventive maintenance; custodial care of assigned building and grounds; the heating, cooling and ventilation of the building. Positions assigned to this classification have responsibility for directing a small staff (2-5) comprised of ~~Pool Custodians and Firepersons I~~ and Maintenance Custodians including the scheduling of work assignments, determining work priorities, coordinating special projects, staff evaluations but does not have the authority to initiate other personnel actions. The Engineer II classification is part of a classification series comprised of four levels. Positions assigned to the Engineer II differ from Engineer I in that the Engineer II is typically assigned facilities of larger square footage (e.g. ~~75,000~~ 70,001 – 180,000 sq. ft.) and typically require a larger number of staff to maintain the additional square footage ~~or also have to perform maintenance for a swimming pool.~~ The difference between positions assigned to Engineer II vs. Engineer III is primary related to the size of the facility and the greater diversity of staff required to properly maintain and service the needs of the assigned building.

Comment [LJK4]: See above comments regarding position titles and positions at the schools.

Comment [LJK5]: School size per Article 28 of the CBA.

Comment [LJK6]: Elementary schools do not have pools.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Operates and maintains steam boiler heating systems and ventilation systems in accordance with state laws and regulations. <ul style="list-style-type: none"> ▪ Fires. Operates and maintains Fires boilers ▪ Punches flues ▪ Adjusts thermostats ▪ Greases and oils motors Lubricates equipment ▪ Checks belts and replace if needed ▪ Monitors the system to ensure efficiency ▪ Operates the energy management computer system to maintain and track the preventive maintenance program. 	Daily 15%

Comment [LJK7]: Boilers are no longer steam boilers.

Comment [LJK8]: Boilers no longer need to be "fired". They are operated and maintained. 10-31-18 note: Agreed with union to leave Fires in this duty.

Comment [LJK9]: Old language, Engineers no longer punch flues.

Comment [LJK10]: Update term to lubricate equipment to bring in line with work done.



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Assists in the maintenance of school facilities and property. Assists in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Operates door controls and ensure building security system proper operation. Operates bells system, building lighting, master clocks program, work order system, fire and smoke alarm panels, and other building systems (and/or other related current and future technology changes). Reports needs beyond the capabilities of building personnel.	Daily 30 45%
3.	Directs and monitors staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Building Operations and directions of the Building Principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff. Performs other lead responsibilities that do not involve initiating personnel actions.	Daily 10 10%
4.	Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and/or schedules and monitors the repairs make by vendors or other District staff.	Monthly 10%
5.	Monitors and ensures the swimming pool and related facilities are properly maintained and serviced. Tests and conducts required water tests to ensure proper chemical balances in accordance with Health Department regulations and standards and makes adjustments as needed.	Daily 10%
6.	Works closely with Building Operations personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations capital projects, maintenance projects, custodial or set up needs.	Daily 10 15%
7.	Orders and purchases supplies, cleaning materials and equipment necessary to maintain building properly. Monitors and purchases needs in accordance with the established building maintenance budget.	Weekly 5%
8.	Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required.	Daily 10%

Comment [LJK11]: Security is and has been a duty for a long time, this line formalizes the work in the job description.

Comment [LJK12]: Elementary schools no longer have pools. Duty not performed.



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

9.

Performs other duties of a comparable level or type.

As required

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

Requires a minimum of a high school diploma and two years previous experience as an Engineer I or related experience directing the custodial and maintenance activities of a large facility; 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):

~~First Class C Boilers License (required)~~
~~Class "C" Boiler License in the State of Minnesota (Required)~~
~~Certified Pool Operators License (Required)~~

Comment [LJK13]: Chief C license is not required for the size boilers at the elementary schools. The District is requiring the First Class C Boiler license for the Engineer II position which meets or exceeds the state guidelines. Elementary schools do not have pools, therefore no need for a pool license.

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- ~~State laws and health guidelines pertaining to the operation and maintenance of swimming pools.~~
- Basic understanding of supervisory practices and fundamentals.

Comment [LJK14]: Elementary schools do not have pools.

Skill Requirements:

Skilled in:

- Leading, scheduling, planning, monitoring and evaluating the work of custodial and facility maintenance personnel.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- ~~Maintaining, monitoring and servicing swimming pools in accordance with regulations and standards.~~
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, etc.) in accordance with District and departmental requirements.
- Communicating and collaborating with other district personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.

Comment [LJK15]: Elementary schools do not have pools.



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
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 typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.				
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:
 Description revised by BCC, 1/02. Updated by Facilities and HR 10-04-18, Updated by HR on 10/22/18. Updated by HR on 11/01/18



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Legislation Text

File #: 1910, **Version:** 1

Gas Control Supervisor (revised title - Gas Operations Supervisor)



**City of Duluth
Human Resources Office**

411 West First Street • Room 313 • Duluth, Minnesota • 55802-1195
218-730-5210 • Fax: 218-730-5906 • www.duluthmn.gov

An Equal Opportunity Employer

DATE: June 4, 2019

TO: Civil Service Board

FROM: Laura Dahl
Human Resources Generalist

SUBJECT: Revised Job Title for Gas Control Supervisor

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB TITLE FOR THE CLASSIFICATION OF GAS
CONTROL SUPERVISOR TO GAS OPERATIONS SUPERVISOR.**

The existing job title of Gas Control Supervisor is being revised to Gas Operations Supervisor following a recent meeting with PHMSA (gas regulatory agency). In relation to gas, "control" implies that the City has a Gas Control Office. The City of Duluth has a Gas Supply Office where gas flow is monitored, and a Regulator Station where gas flow is controlled. Removing "control" from the job title will better articulate the fact that our office is a Gas Supply Office, rather than a Gas Control Office. Other job classifications with titles that contained "control" were abolished in 2013, due to obsolescence.

In accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job title, changing Gas Control Supervisor to Gas Operations Supervisor.

GAS OPERATIONS SUPERVISOR

SUMMARY/PURPOSE

Coordinate the flow of natural gas throughout the City's distribution system in a safe, efficient manner and direct assigned employees in the completion of their responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate the flow of natural gas throughout the City's distribution system in a safe, efficient manner.
2. Control the maximum daily volume of available gas while maintaining volume and pressure of gas required for consumers' demands.
3. Suspend the supply of gas to interruptible customers when load demand exceeds contracted supplies or to maintain adequate system pressure.
4. Develop SCADA system parameters and set points, and monitor system to determine gas pressure, volume, and consumption and record instrument readings in the log.
5. Review correlating data such as gas quality, pressure, and temperature with variables affecting consumer demand, such as weather conditions and time of day to forecast load adjustment.
6. Develop load curves based on time and weather factors, using a regression analysis technique.
7. Maintain appropriate gas pressure and volume in the pipeline system.
8. Develop gas cost estimates and purchase gas adjustments (PGA).
9. Calculate transportation tariffs and imbalance changes.
10. Negotiate and recommend terms of gas purchasing contracts, and ensure the enforcement of the provisions within those agreements.
11. Calculate total gas consumption of large-volume customers.
12. Verify the accuracy of gas charges and gas supplied by suppliers.
13. Furnish the customer billing office with temperature, pressure, and super compressibility factors for the purpose of correcting the customer's bill.
14. Maintain accurate records of daily flows and gas odorization through each border station.
15. Furnish information to Manager, Utility Operations to help with purchasing decisions from gas suppliers.
16. Supervise and perform the odorization of gas.
17. Purchase gas odorant as needed.
18. Supervise assigned staff.
19. Prioritize, assign and direct work and projects.
20. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
21. Effectively recommend adjustments or other actions in employee grievances.
22. Manage employee performance, and provide training, coaching, and mentoring for employees. Conduct consistent, fair, and equitable performance evaluations.
23. Provide clear, sufficient, and timely information to the unit workers about plans, expectations, tasks, and activities.
24. Support the organization by managing the efforts, behavior and quality of work produced within the unit.
25. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and moving forward within the work environment.
26. Coordinate work schedules and approve or reject leave requests.
27. Effectively recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
28. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
29. Administer pipeline contracts and tariffs.

30. Perform daily forecasting, nominating and balancing on interstate pipelines in order to maximize entitlement and supplies and minimize penalties.
31. Perform work through Asset Management Advisory to identify price-arbitrage opportunities to support the City's gas marketing functions.
32. Determine least cost use of storage vs. swing gas to avoid pipeline penalties and lower costs.
33. Develop highly credible and effective relations with scheduling counterparts and end-use customers.
34. Administer transportation and exchange agreements to implement gas sales.
35. Research and analyze transportation opportunities in order to minimize costs and/or maximize revenue.
36. 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. Six (6) years of verifiable experience coordinating or operating the flow of natural gas throughout a distribution system, or in the purchase of natural gas, with two (2) years of experience in a lead or senior position; or
 - B. Bachelor's degree in engineering, physical science, or biological science, plus four (4) years of related experience with two (2) years of experience in a lead or senior position; or
 - C. A combination of education and experience deemed appropriate and comparable, totaling ten (10) years.
 - D. Must complete the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities.
2. Knowledge Requirements
 - A. Knowledge of gas regulator systems.
 - B. Knowledge of SCADA systems.
 - C. Knowledge of gas-odorizing equipment.
 - D. Knowledge of gas pricing.
 - E. Knowledge of effective supervisory principles.
 - F. Knowledge of general safety practices and procedures.
 - G. Knowledge of calculating gas consumption.
 - H. Knowledge of gas distribution systems.
 - I. Extensive knowledge of pipeline contracts and tariffs.
3. Skill Requirements
 - A. Exhibits leadership qualities of adaptability, dependability, and accountability.
 - B. Skill in evaluating and analyzing operations and procedures related to divisional activities.
 - C. Skill in supervising others.
 - D. Skill in computer applications; Excel proficiency preferred.
4. Ability Requirements
 - A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources, demonstrates an ability to identify and use appropriate materials, methods, and resources necessary to complete the most complex assignments associated with the unit's work.
 - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

- C. Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.
 - D. Ability to communicate effectively in both written and oral form.
 - E. Ability to analyze complex situations and make sound judgments based on the data.
 - F. Ability to plan, assign and supervise the work of subordinates.
 - G. Ability to lead, train, and motivate others.
 - H. Ability to make mathematical calculations.
 - I. Ability to maintain and repair SCADA equipment.
 - J. Ability to make estimates of anticipated gas sales and load requirements.
 - K. Ability to keep accurate records of hourly gas consumption, pressures, weather data, curtailment status, daily BTUs, and inventory.
5. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments.
 - B. Ability to attend work on a regular basis.
 - C. Ability to transport light loads weighing up to 25 pounds, to and around various worksites. Loads consist of the tools and materials normally used in the work. Loads would typically consist of plans and measurement equipment.

HR: LD	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No: 1816
WC: 7502	Pay: 1080-1095	EEOF: Utilities/Transportation	CC:	Resolution:

GAS OPERATIONS CONTROL SUPERVISOR

SUMMARY/PURPOSE

Coordinate the flow of natural gas throughout the City's distribution system in a safe, efficient manner and direct assigned employees in the completion of their responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate the flow of natural gas throughout the City's distribution system in a safe, efficient manner.
2. Control the maximum daily volume of available gas while maintaining volume and pressure of gas required for consumers' demands.
3. Suspend the supply of gas to interruptible customers when load demand exceeds contracted supplies or to maintain adequate system pressure.
4. Develop SCADA system parameters and set points, and monitor system to determine gas pressure, volume, and consumption and record instrument readings in the log.
5. Review correlating data such as gas quality, pressure, and temperature with variables affecting consumer demand, such as weather conditions and time of day to forecast load adjustment.
6. Develop load curves based on time and weather factors, using a regression analysis technique.
7. Maintain appropriate gas pressure and volume in the pipeline system.
8. Develop gas cost estimates and purchase gas adjustments (PGA).
9. Calculate transportation tariffs and imbalance changes.
10. Negotiate and recommend terms of gas purchasing contracts, and ensure the enforcement of the provisions within those agreements.
11. Calculate total gas consumption of large-volume customers.
12. Verify the accuracy of gas charges and gas supplied by suppliers.
13. Furnish the customer billing office with temperature, pressure, and super compressibility factors for the purpose of correcting the customer's bill.
14. Maintain accurate records of daily flows and gas odorization through each border station.
15. Furnish information to Manager, Utility Operations to help with purchasing decisions from gas suppliers.
16. Supervise and perform the odorization of gas.
17. Purchase gas odorant as needed.
18. Supervise assigned staff.
19. Prioritize, assign and direct work and projects.
20. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
21. Effectively recommend adjustments or other actions in employee grievances.
22. Manage employee performance, and provide training, coaching, and mentoring for employees. Conduct consistent, fair, and equitable performance evaluations.
23. Provide clear, sufficient, and timely information to the unit workers about plans, expectations, tasks, and activities.
24. Support the organization by managing the efforts, behavior and quality of work produced within the unit.
25. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and moving forward within the work environment.
26. Coordinate work schedules and approve or reject leave requests.
27. Effectively recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
28. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
29. Administer pipeline contracts and tariffs.

30. Perform daily forecasting, nominating and balancing on interstate pipelines in order to maximize entitlement and supplies and minimize penalties.
31. Perform work through Asset Management Advisory to identify price-arbitrage opportunities to support the City's gas marketing functions.
32. Determine least cost use of storage vs. swing gas to avoid pipeline penalties and lower costs.
33. Develop highly credible and effective relations with scheduling counterparts and end-use customers.
34. Administer transportation and exchange agreements to implement gas sales.
35. Research and analyze transportation opportunities in order to minimize costs and/or maximize revenue.
36. 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. Six (6) years of verifiable experience coordinating or operating the flow of natural gas throughout a distribution system, or in the purchase of natural gas, with two (2) years of experience in a lead or senior position; or
 - B. Bachelor's degree in engineering, physical science, or biological science, plus four (4) years of related experience with two (2) years of experience in a lead or senior position; or
 - C. A combination of education and experience deemed appropriate and comparable, totaling ten (10) years.
 - D. Must complete the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities.
2. Knowledge Requirements
 - A. Knowledge of gas regulator systems.
 - B. Knowledge of SCADA systems.
 - C. Knowledge of gas-odorizing equipment.
 - D. Knowledge of gas pricing.
 - E. Knowledge of effective supervisory principles.
 - F. Knowledge of general safety practices and procedures.
 - G. Knowledge of calculating gas consumption.
 - H. Knowledge of gas distribution systems.
 - I. Extensive knowledge of pipeline contracts and tariffs.
3. Skill Requirements
 - A. Exhibits leadership qualities of adaptability, dependability, and accountability.
 - B. Skill in evaluating and analyzing operations and procedures related to divisional activities.
 - C. Skill in supervising others.
 - D. Skill in computer applications; Excel proficiency preferred.
4. Ability Requirements
 - A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources, demonstrates an ability to identify and use appropriate materials, methods, and resources necessary to complete the most complex assignments associated with the unit's work.
 - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

- C. Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.
 - D. Ability to communicate effectively in both written and oral form.
 - E. Ability to analyze complex situations and make sound judgments based on the data.
 - F. Ability to plan, assign and supervise the work of subordinates.
 - G. Ability to lead, train, and motivate others.
 - H. Ability to make mathematical calculations.
 - I. Ability to maintain and repair SCADA equipment.
 - J. Ability to make estimates of anticipated gas sales and load requirements.
 - K. Ability to keep accurate records of hourly gas consumption, pressures, weather data, curtailment status, daily BTUs, and inventory.
5. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments.
 - B. Ability to attend work on a regular basis.
 - C. Ability to transport light loads weighing up to 25 pounds, to and around various worksites. Loads consist of the tools and materials normally used in the work. Loads would typically consist of plans and measurement equipment.

HR: LDMC	Union: Supervisory	EEOC: Skilled Craft Workers	CSB: 11/01/2016	Class No: 1816
WC: 7502	Pay: 1080-1095	EEOF: Utilities/Transportation	CC: 12/12/2016	Resolution: 16-0893R



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Legislation Text

File #: 1911, **Version:** 1

Senior Transportation Planner (new)



**City of Duluth
Human Resources Office**

411 West First Street • Room 313 • Duluth, Minnesota • 55802-1195
218-730-5210 • Fax: 218-730-5906 • www.duluthmn.gov

An Equal Opportunity Employer

DATE: May 29, 2019
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Senior Transportation Planner

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF
SENIOR TRANSPORTATION PLANNER.**

Background Information

The Senior Transportation Planner job classification was created to better coordinate transportation projects citywide, and to begin implementation of the City's priorities for this area of work related to the Imagine Duluth 2035 Comprehensive Plan. This classification will coordinate closely with the City Engineer and the Chief Engineer of Transportation, on overall transportation projects citywide, including implementation of the City's new 0.5% sales tax dedicated to street improvements.

The content of the new job description was discussed with the AFSCME union and the Department Director and Deputy Director. All involved are agreeable to the proposed description.

Outline of Duties

The Senior Transportation Planner will be responsible for coordinating all aspects of City transportation systems, including analysis, review, and approval of major public investment or transportation elements in private development, conducted in coordination with city engineering, street maintenance, zoning, land use, and business and community development. Provide policy guidance regarding regional transportation systems both within and affecting the City.

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 Transportation Planner.

SENIOR TRANSPORTATION PLANNER

SUMMARY/PURPOSE

Plan, develop, and coordinate all aspects of City transportation systems, including analysis, review, and approval of major public investment or transportation elements in private development, conducted in coordination with City Engineering, Street Maintenance, Zoning, Land Use, and Business and Community Development. Provide policy guidance regarding regional transportation systems both within and affecting the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In collaboration with the supervisor and the City Engineering division, organize, coordinate and advance the City's initiatives and strategic vision for all forms of transportation.
2. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
3. Lead transportation research and studies, including multi-modal transportation studies; assemble, correlate, and analyze information regarding community needs and issues.
4. Utilize transportation related software to evaluate crash data, traffic models, and pavement quality to provide data and support for recommendations.
5. Coordinate City transportation planning and project implementation efforts with regional partners, including the Metropolitan Interstate Council, Duluth Transit Authority, St. Louis County Transportation, and the State of Minnesota Department of Transportation, including bicycle and pedestrian planning, coordination, and implementation.
6. Develop and manage work plans, schedules, and budgets for interdisciplinary projects that are technically complex, difficult, and of a sensitive nature.
7. Solicit, evaluate, and participate in the selection process for proposals for transportation project design, implementation, and other project or program types.
8. Prepare and/or present reports, proposals, requests, contracts, and recommendations.
9. Conduct public meetings, and arrange or provide staff services for public boards, commissions, and committees.
10. Monitor project and/or program performance for compliance with contract provisions, regulations, and goals, both on-site and off-site.
11. Prepare applications for state and federal funding to support transportation initiatives.
12. In concurrence with the engineering division, recommend the expenditure of state or federal funds for transportation projects in accordance with approved contract provisions and regulatory guidelines for projects.
13. Assist in budget preparation for both short and long range transportation plans, including preparation of the Capital Improvement Plan, the five and ten year street improvement program, and other applicable transportation budget functions as assigned.
14. Assist in preparing and providing support to legislative initiatives to satisfy City transportation initiatives and implementation actions.
15. Provide information upon request as appropriate to public agencies, the Metropolitan Interstate Council, City boards and commissions, citizens, and public media.
16. Lead and coordinate public outreach events such as workshops, forums, information sessions, neighborhood project evaluation, and project discussions.
17. Lead evaluation processes to consider transportation policy and design alternatives, identify issues, evaluate potential solutions, and recommend project design and implementation.
18. Attend meetings and/or present in public on behalf of the City and Department, including serving as city representative on transportation-related issues, meeting facilitation, and advocating for City interests. Serve as a liaison to boards, commissions, or committees as assigned.
19. Respond to requests for information on assigned programs and projects.
20. Build and maintain positive relationships with diverse individuals and groups, seeking to gain

- consensus for the future of the City's transportation system.
21. When assigned as a team lead, establish team priorities, assign work to personnel, collaborate with team members to ensure uniform service to residents, and coordinate schedules to facilitate timely completion of work and fulfillment of division goals and objectives.
 22. Act as project lead for complex programs and projects, including preliminary negotiation, overall project, or program coordination.
 23. Assist in guiding the work of aides/interns assigned to researching and writing reports and proposals, and providing staff services to public boards, commissions, and committees.
 24. Provide job coaching and mentoring to planning interns, planning technicians, Planner I and Planner II.
 25. In collaboration with the supervisor, organize and direct work activities of assigned team, determine work priorities, assignments, and work schedules.
 26. Provide input on decisions regarding the hiring and discipline of personnel.
 27. 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 their expertise to improve.
 28. 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. Four-year bachelor's degree in Transportation Planning, Planning, Urban Development, or other transportation-based field; and five years full-time equivalent experience in transportation planning as described in the functional areas identified as essential above. A Master's degree in related field may be substituted for two years of experience.
 - B. American Institute of Certified Planners (AICP) certification preferred.
2. License Requirements
 - A. A valid vehicle operator's license equivalent to a Minnesota Class "D" Driver's License.
3. Knowledge Requirements
 - A. Knowledge of the principles and procedures of transportation system planning, design, construction, maintenance and operation.
 - B. Knowledge of Federal and State laws, codes, active legislation, and programs related to transportation systems, planning, and funding, including the State Transportation Investment Program and the Americans with Disabilities Act.
 - C. Capable of managing multiple high-priority projects.
 - D. Knowledge of and experience utilizing best practices in transportation planning, including Minnesota Department of Transportation and NACTO guidelines.
 - E. Strong analytical skills to interpret data and make recommendations.
 - F. Knowledge of math and statistics.
 - G. Basic knowledge of legal principles.
 - H. Basic knowledge of project budgeting and accounting.
 - I. Basic knowledge of public administration.
 - J. Knowledge of grant writing methodology, public process, and review procedures.
 - K. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in communication.
 - B. Skill in public presentation.
 - C. Skill at negotiating.

- D. Skill in handling public and media relations.
- E. Some skill in graphics/design work.
- F. Skill in grant writing and securing funds.

5. Ability Requirements

- A. Ability to be innovative, creative, strategic, and detail-oriented, and experienced and comfortable in highly visible and controversial projects.
- B. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- C. 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.
- D. Ability to maintain confidential information.
- E. Ability to use good judgment in decision-making.
- F. Exhibits leadership qualities of dependability and accountability.
- G. Ability to analyze and solve problems.
- H. Ability to design and prepare graphic presentations.
- I. Ability to read and understand technical and legal documents.
- J. Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.

6. Physical Ability Requirements

- A. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- B. Ability to transport oneself to, from, and around sites of projects and programs, and sites of public meetings.
- C. Ability to attend work on a regular basis.

HR: HD	Union: Basic	EEOC: Professionals	CSB:	Class No:
WC:	Pay:	EEOF: C.D.	CC:	Resolution:



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Legislation Text

File #: 1917, Version: 1

STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS

Item 6A contains Private Data.

The information is non-public and disclosure of this material is prohibited; therefore it has been excluded from this inspection copy.



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Legislation Text

File #: 1918, Version: 1

NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS

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



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Legislation Text

File #: 1921, **Version:** 1

NEXT REGULAR MEETING SCHEDULED

July 2, 2019