



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Wednesday, January 20, 2021

4:00 PM

WebEx

1. ROLL CALL

2. APPROVAL OF MINUTES

2A. November 10, 2020

Attachments: [11-10-2020 Draft Minutes](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Construction Services Information & Communications Specialist (revised, including title change to Information & Communications Specialist)

Attachments: [4A1 Construction Services Information & Communications Specialist.pdf](#)

4A(2) Solid Waste Compliance Officer (revised, including title change to Property & Solid Waste Compliance Officer)

Attachments: [4A2 Solid Waste Compliance Officer](#)

4A(3) Opioid Program Specialist (new)

Attachments: [4A3 Opioid Program Specialist](#)

4A(4) Fleet Services Leadworker (revised)

Attachments: [4A4 Fleet Services Leadworker](#)

4A(5) Asset & Supply Specialist (new)

Attachments: [4A5 Asset & Supply Specialist](#)

4A(6) Fleet Services Inventory Technician I (new)

Attachments: [4A6 Fleet Services Inventory Technician I](#)

4A(7) Fleet Services Inventory Technician II (new)

Attachments: [4A7 Fleet Services Inventory Technician II](#)

4B. ELECTION OF OFFICERS

4B(1) Chairperson

4B(2) Vice-Chairperson

5. APPEALS

5A. Project Coordinator candidate

Notice: Item 5A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS

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

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

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

6C. NEXT REGULAR MEETING SCHEDULED

February 2, 2021

7. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, November 10, 2020

4:00 PM

WebEx

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

HR Staff Present: Theresa Severance (Board Secretary), Laura Dahl, Heather DuVal, Aimee Ott

Legal Present: Sara Baldwin, Steve Hanke, Elizabeth Sellers

Others Present: Carla Powers (Manager, Library Services)

Others Present (closed meeting): Mylan Gjessing (Veteran); Jim Filby Williams (Director, Property, Parks, and Libraries); Matt Silverness (HR Generalist)

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. September 10, 2020

This Item was approved unanimously.

3. UNFINISHED BUSINESS - None

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Lead Paralegal (new)

This Item was approved unanimously.

5. INFORMATIONAL

5A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS - None

There were no Audits to report.

5B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Item was reviewed.

6. APPEALS

The public meeting was adjourned at 4:12 p.m. The meeting reconvened at 4:30 p.m. for a closed Veteran's Hearing pursuant to Minnesota Statutes 13D.05, Subd. 2(b). At that time, Mr. Gjessing appeared and withdrew his appeal, waiving his rights under the Veteran's Preference Act and agreeing that his termination should be final.

6A. DISCHARGE HEARING PURSUANT TO MINNESOTA VETERANS PREFERENCE ACT (VPA), MINN. STAT. 197.46

This matter was withdrawn.

Mr. Gjessing appeared and withdrew his appeal, waiving his rights under the Veteran's Preference Act and agreeing that his termination should be final.

7. ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: January 20, 2021
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Construction Services Information & Communications Specialist

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CONSTRUCTION SERVICES INFORMATION & COMMUNICATIONS SPECIALIST INCLUDING A TITLE CHANGE TO INFORMATION & COMMUNICATIONS SPECIALIST.**

Background Information

The Construction Services Information & Communications Specialist job classification was most recently revised in 2015. Since this time, the need for this position in other departments and divisions has grown requiring a need to modify the description to be more relevant to all work groups, which includes some minor changes to the language including the addition of data analysis work. This revision creates an opportunity to fill this role in other City departments and divisions that may have a need for this work.

The revisions to this job classification have been discussed with the union and all parties are agreeable to the changes.

Outline of Duties

The Information & Communications Specialist will provide support for software, information, data, document management, analysis, and communications. Serve as subject matter expert for computer applications and data analysis. Assist with developing efficient workflow processes and assist with providing data and analytics throughout the department.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Construction Services Information & Communications Specialist, including a title change to Information & Communications Specialist.

INFORMATION & COMMUNICATIONS SPECIALIST

SUMMARY/PURPOSE

Provide support for software, information, data, document management, analysis, and communications. Serve as subject matter expert for computer applications and data analysis. Assist with developing efficient workflow processes. Assist with providing data and analytics throughout the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Maintain communications with department personnel regarding all issues pertaining to the use of applications.
2. Collaborate with IT Department personnel to maintain consistency of development and maintenance of software with overall IT policies and procedures.
3. Serve a primary role in all department development projects involving the implementation of new software applications and/or the further development of existing applications.
4. Serve a primary role in the maintenance and integrity of data for all departmental software applications.
5. Develop and provide software application training.
6. Ensure accuracy and consistency of the systems' utilization by all department personnel.
7. Collaborate with IT in the development and maintenance of custom report and programing in support of the operating unit.
8. Assist staff with development and utilization of software to further the business goals and requirements of the division.
9. Assist in evaluating and establishing office procedures using software and technology systems.
10. Meet with users and decision makers in different workgroups to define business, financial, and operations requirements and application goals, and identify and resolve application issues.
11. Coordinate testing of updates and software changes.
12. Perform post-resolution follow-ups to ensure problems have been adequately resolved.
13. Participate in the development, implementation, coordination, and maintenance of document and information management programs, rules, regulations, and policies.
14. Prepare and maintain records retention schedules.
15. Establish and maintain electronic systems, directories, and databases.
16. Collect, analyze and summarize data from different sources and distribute reports.
17. Implement and maintain uniform visual and formatting standards in accordance with workgroup and City standards.
18. Act as department-level lead in implementing new features and content management system updates.
19. Establish and maintain content for the department website.
20. Coordinate with the City's communication team and advance organization's social media strategy using platforms such as Facebook, YouTube, Twitter, etc. in accordance with the City's communication strategy.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A combination of verifiable education and experience equaling five (5) years, demonstrating possession of the knowledge, skills, and abilities listed within the job description.
2. Knowledge Requirements
 - A. Familiarity with a broad range of information technology concepts, including concepts associated with enterprise level information technology systems.

- B. Knowledge of Microsoft Office applications, database systems and research techniques.
 - C. Knowledge of business processes to maximize software functionality to support operations.
3. Skill Requirements
- A. Highly proficient in computer skills, data collection, research and analyses techniques, including Microsoft Office applications, email applications, internet sources, and general database functions.
 - B. Skill at working in a team-oriented, collaborative environment.
 - C. Exemplary customer service skills, including the ability to identify needs, provide prompt responses, exercise patience, respect, and professionalism in all interactions.
 - D. Analytical and problem-solving skills.
 - E. Skill in documenting and maintaining configuration and process information.
 - F. Skill in efficient time management.
 - G. Excellent communication skills, both orally and in writing.
 - H. Skill in preparing written materials and reports.
 - I. Strong organizational skills.
4. Ability Requirements
- A. Ability to administer software applications for the department.
 - B. Ability to act as subject matter expert for department systems.
 - C. Ability to absorb new ideas and concepts quickly.
 - D. Strong customer service abilities.
 - E. Ability to establish and maintain effective working relationships.
 - F. Ability to use Microsoft Office applications to create documents, forms, newsletters, spreadsheets with complex formulas for data analysis, and other required materials.
 - G. Ability to make sound decisions within established policy and procedural guidelines.
 - H. Ability to work effectively under pressure and juggle multiple priorities.
 - I. Ability to maintain effective communication and problem solving relationships with all software vendors.
 - J. Ability to record, track, and document problem-solving processes.
 - K. Ability to communicate application problems and issues to management, development teams, and end users.
 - L. Ability to use and coordinate available systems and equipment to convert documents and data to desired formats.
 - M. Ability to comprehend and utilize the data practices act in regards to all different types of data within the department.
 - N. Ability to verify accuracy of data and to proofread, edit, and organize content to assure it is current, accurate, and effective.
5. Physical Ability Requirements
- A. Ability to sit for extended periods of time.
 - B. Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components.
 - C. Ability to attend work on a regular basis.

HR: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 3131
WC: 9410	Pay:	EEOF: Admin/Finance	CC:	Resolution:

CONSTRUCTION SERVICES INFORMATION & COMMUNICATIONS SPECIALIST

SUMMARY/PURPOSE

Provide support for software, information, data, document management, [analysis](#), and communications. Serve as subject matter expert for computer applications [and data analysis](#). Assist with developing efficient workflow processes. [Assist with providing data and analytics throughout the department.](#)

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Maintain communications with [department workgroup](#) personnel regarding all issues pertaining to the use of applications.
2. Collaborate with IT Department personnel to maintain consistency of development and maintenance of software with overall IT policies and procedures.
3. Serve a primary role in all department development projects involving the implementation of new software applications and/or the further development of existing applications.
4. Serve a primary role in the maintenance and integrity of data for all departmental software applications.
5. Develop and provide software application training.
6. Ensure accuracy and consistency of the systems' utilization by all department personnel.
7. Collaborate with IT in the development and maintenance of custom report and programing in support of the operating unit.
8. Assist staff with development and utilization of software to further the business goals and requirements of the division.
9. Assist in evaluating and establishing office procedures using software and technology systems.
10. Meet with users and decision makers in different workgroups to define business, financial, and operations requirements and application goals, and identify and resolve application issues.
11. Coordinate testing of updates and software changes.
12. Perform post-resolution follow-ups to ensure problems have been adequately resolved.
13. Participate in the development, implementation, coordination, and maintenance of document and information management programs, rules, regulations, and policies.
14. Prepare and maintain records retention schedules.
15. Establish and maintain electronic systems, directories, and databases.
16. Collect, analyze and summarize data from different sources and distribute reports.
17. Implement and maintain uniform visual and formatting standards in accordance with workgroup and City standards.
- [18.](#) Act as department-level lead in implementing new features and content management system updates.
- [18-19.](#) [Establish and maintain content for the department website.](#)
- [19-20.](#) Coordinate with the City's communication team and advance organization's social media strategy using platforms such as Facebook, YouTube, Twitter, etc. in accordance with the City's communication strategy.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A combination of verifiable education and experience equaling five (5) years demonstrating possession of the knowledge, skills, and abilities listed below.
2. Knowledge Requirements
 - A. Familiarity with a broad range of information technology concepts, including concepts associated with enterprise level information technology systems.

- B. Knowledge of Microsoft Office applications, [database systems and research techniques.](#)
 - C. Knowledge of business processes ~~in the One-Stop-Shop~~ to maximize software functionality to support operations.
3. Skill Requirements
- A. Highly proficient in computer skills, [data collection, research and analyses techniques,](#) including Microsoft Office applications, ~~s, s and~~ email applications, [internet sources, and general database functions.](#)
 - B. Skill at working in a team-oriented, collaborative environment.
 - C. Exemplary customer service skills, including the ability to identify needs, provide prompt responses, exercise patience, respect, and professionalism in all interactions.
 - D. Analytical and problem-solving skills.
 - E. Skill in documenting and maintaining configuration and process information.
 - F. Skill in efficient time management.
 - G. Excellent communication skills, both orally and in writing.
 - H. Skill in preparing written materials [and reports.](#)
 - I. Strong organizational skills.
4. Ability Requirements
- A. Ability to administer software applications for the [departmentworkgroup.](#)
 - B. Ability to act as subject matter expert for department systems.
 - C. Ability to absorb new ideas and concepts quickly.
 - D. Strong customer service abilities.
 - ~~E.~~ Ability to establish and maintain effective working relationships.
 - ~~F-E.~~ [Ability to attend work on a regular basis.](#)
 - ~~G-F.~~ Ability to use Microsoft Office applications to create documents, forms, newsletters, [spreadsheets with complex formulas for data analysis,](#) and other required materials.
 - ~~H-G.~~ Ability to make sound decisions within established policy and procedural guidelines.
 - ~~I-H.~~ Ability to work effectively under pressure [and juggle multiple priorities.](#)
 - ~~J-I.~~ Ability to maintain effective communication and problem solving relationships with all software vendors.
 - ~~K-J.~~ Ability to record, track, and document problem-solving processes.
 - ~~L-K.~~ Ability to communicate application problems and issues to management, development teams, and end users.
 - ~~L.~~ Ability to use and coordinate available systems and equipment to convert documents and data to desired formats.
 - M. [Ability to comprehend and utilize the data practices act in regards to all different types of data within the department.](#)
 - N. Ability to verify accuracy of data and to proofread, edit, and organize content to assure it is current, accurate, and effective.
5. Physical Ability Requirements
- A. Ability to sit for extended periods of time.
 - B. Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components.
 - C. Ability to attend work on a regular basis.

HR: MS	Union: Basic	EEOC: Technicians	CSB: 06/02/2015	Class No: 3131
WC: 9410	Pay: 432	EEOF: Admin/Finance	CC: 06/15/2015	Resolution: 45-0347R



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802



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hrinformation
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DATE: January 20, 2021
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Solid Waste Compliance Officer

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF SOLID WASTE COMPLIANCE OFFICER
INCLUDING A TITLE CHANGE TO PROPERTY & SOLID WASTE COMPLIANCE OFFICER.**

Background Information

The Solid Waste Compliance Officer job classification was most recently revised in 2014. Since this time, the demands and duties of the position have evolved and changed requiring a need to update. This revision creates an opportunity to combine Solid Waste Compliance Officer job duties with Housing Inspector duties to form a hybrid-type role that will fulfill the needs of the Life Safety division and offer an advancement opportunity between Housing Inspector and Lead Housing Inspector. Combining this role also offers additional solid waste compliance coverage for the east and west side of the city.

The revisions to this job classification have been discussed with the union and all parties are agreeable to the changes.

Outline of Duties

The Property & Solid Waste Compliance Officer will conduct the full range of complaint investigations, inspections, and enforcement actions involved in determining violations and gaining compliance with City codes and state laws. They will create appropriate orders of corrective actions and/or summons for non-compliance where applicable. They will assess inspection and investigation information to evaluate reoccurring code violations and assist with coordination activities for related City offices/departments and community service agencies.

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 Solid Waste Compliance Officer, including a title change to Property & Solid Waste Compliance Officer.

PROPERTY & SOLID WASTE COMPLIANCE OFFICER

SUMMARY/PURPOSE

Conduct the full range of complaint investigations, inspections, and enforcement actions involved in determining violations and gaining compliance with City codes and state laws. Create appropriate orders of corrective actions and/or summons for non-compliance where applicable. Assess inspection and investigation information to evaluate reoccurring code violations. Assist with coordination activities for related City offices/departments and community service agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate and direct inspections and assist owners and tenants, through inspection, consultation, and enforcement, in maintaining their dwellings, premises, non-dwelling structures, and vacant lands in a safe, legal, and sanitary manner.
2. Implement programs to encourage solid waste reduction, including performing on-site business and multi-family dwelling inspections and educational training activities.
3. Establish networks with and attend meetings of groups related to abandoned/condemned property and abandoned and inoperable vehicles, including SARA (Scanning-Analysis-Response-Assessment), Hoarding Task Force, Landlord Association, and other community meetings.
4. Enforce regulations and codes governing the property maintenance of residential and commercial structures, the disposal of solid waste, abandoned property, abandoned or inoperative vehicles, and dangerous buildings, including response to complaints and investigation.
5. Coordinate response to complaints concerning garbage or refuse disposal, abandoned property and abandoned or inoperative vehicles.
6. Verify, upon renewal, that the State of Minnesota has inspected refuse collection vehicles, containers, and equipment of authorized haulers in order to ensure compliance with applicable regulations.
7. Respond to private hauler notices of violations.
8. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with housing and fire, solid waste and abandoned property/vehicle codes and sanitary and safety standards, which includes routine inspections, notification of code violation, investigations, and follow-up and response to complaints.
9. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
10. Coordinate with Housing Inspectors on inspections and follow-up, when necessary.
11. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
12. Serve as a witness in court cases when required.
13. Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
14. Interpret all relevant statutes, codes, and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants, and others of compliance regulations.
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 below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree or certificate in building inspection, construction science, code enforcement, property rehabilitation or a related field, and two (2) years of full-time experience working in regulation/code enforcement, building inspection, or construction management; OR
 - B. Three (3) years of full-time, verifiable education or experience which demonstrates possession of the knowledge, skills, and abilities required.
2. License Requirements
 - A. Possession of a valid Class "D" Driver's License.
 - B. Acquire and maintain International Property Maintenance Certification within one year of employment.
3. Knowledge Requirements
 - A. Basic knowledge of state of the art solid waste reduction programs, recycling and compost procedures and facilities.
 - B. Knowledge of agencies and authorities authorized to act on garbage or refuse complaints.
 - C. Knowledge of regulations concerning collection vehicles and containers and equipment.
 - D. Basic knowledge of the handling of hazardous materials and medical sharps.
 - E. Knowledge of building construction methods.
 - F. Knowledge and application of applicable Minnesota state codes and local codes and ordinances.
 - G. Knowledge of proper inspection methods and procedures.
 - H. Knowledge of business computer application software, office methods, and procedures.
4. Skill Requirements
 - A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.
 - B. Skill in effective oral and written communication.
 - C. Skill in providing excellent customer service.
 - D. Skill in dealing with difficult customers and stressful situations.
 - E. Skill in the use of computers and application software.
5. Ability Requirements
 - A. Ability to establish and maintain effective working relationships with owners, property managers, tenants, advocacy groups, law enforcement, contractors, workers, supervisors, peers, and the general public.
 - 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 communicate effectively both orally and in writing.
 - D. Ability to keep current on changing regulations and procedures.
 - E. Ability to conduct effective inspections in a responsible and impartial manner.
 - F. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
 - G. Ability to use a computer to maintain inspection records and prepare clear, concise reports.
 - H. Ability to read and interpret codes and ordinances.
 - I. Ability to interpret safety rules and apply them to hazardous situations.
 - J. Ability to exercise good judgment and accept responsibility for one's decisions and

- actions.
- K. Ability to work independently with little supervision.
6. Physical Ability Requirements
- A. Ability to work outdoors during inclement weather.
 - B. Ability to frequently walk and climb and occasionally sit, stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections outside of buildings and remove refuse.
 - C. Fine dexterity to operate computers and other office equipment.
 - D. Ability to use appropriate PPE (personal protective equipment) which may include respiratory protection, eye protection, hard hats, and gloves.
 - E. Ability to lift and/or carry solid waste weighing up to 50 pounds.
 - F. Ability to transport oneself to, from, and around work sites.
 - G. Ability to attend work on a regular basis.

HR: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 1817
WC: 9410	Pay:	EEOF:	CC	Resolution:

PROPERTY & SOLID WASTE COMPLIANCE OFFICER

SUMMARY/PURPOSE

Conduct the full range of complaint investigations, inspections, and enforcement actions involved in determining violations and gaining compliance with City codes and state laws. Create appropriate orders of corrective actions and/or summons for non-compliance where applicable. Assess inspection and investigation information to evaluate ~~reoccurring code violations-solid waste, abandoned vehicles, vacant buildings, and right of way or public health issues~~. Assist with coordination activities for related City offices/departments and community service agencies.

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

- ~~1.~~ Coordinate and direct inspections and assist owners and tenants, through inspection, consultation, and enforcement, in maintaining their dwellings, premises, non-dwelling structures, and vacant lands in a safe, legal, and sanitary manner.
- ~~4.2.~~ Implement programs to encourage solid waste reduction, including performing on-site business and multi-family dwelling inspections and educational training activities.
- ~~2.3.~~ Establish networks with and attend meetings of groups related to abandoned/condemned property and abandoned and inoperable vehicles, including SARA (Scanning-Analysis-Response-Assessment), Hoarding Task Force, Landlord Association, and other community meetings.
- ~~3.4.~~ Enforce regulations and codes governing the property maintenance of residential and commercial structures, the disposal of solid waste, abandoned property, abandoned or inoperative vehicles, and dangerous buildings, including response to complaints and investigation.
- ~~4.5.~~ Coordinate response to complaints concerning garbage or refuse disposal, abandoned property and abandoned or inoperative vehicles.
- ~~5.6.~~ Verify, upon renewal, that the State of Minnesota has inspected refuse collection vehicles, containers, and equipment of authorized haulers in order to ensure compliance with applicable regulations.
- ~~6.7.~~ Respond to private hauler notices of violations.
- ~~7.8.~~ Inspect dwellings, non-dwelling structures, and vacant lands for compliance with housing and fire solid waste and abandoned property/vehicle codes, and sanitary and safety standards, which includes routine inspections, notification of code violation, investigations, and follow-up and response to complaints.
- ~~9.~~ Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
- ~~8.10.~~ Coordinate with Housing Inspectors on inspections and follow-up, when necessary.
- ~~9.11.~~ Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
- ~~10.12.~~ Serve as a witness in court cases when required.
- ~~11.13.~~ Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
- ~~12.~~ Interpret all relevant statutes, codes, and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants, and others of compliance regulations.
- ~~14.~~
- ~~13.15.~~ 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. Serve as a Housing Inspector as needed.
- ~~14.16.~~ Other duties may be assigned. Perform related work as required.

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. Associate's Degree or certificate in building inspection, construction science, code enforcement, property rehabilitation or a related field, and two (2) years of full-time experience working in regulation/code enforcement, building inspection, or construction management; OR
 - B. Three (3) years of full-time, verifiable education or experience which demonstrates possession of the knowledge, skills, and abilities required.

2. License Requirements
 - A. Possession of a valid Class "D" Driver's License.
 - B. Acquire and maintain International Property Maintenance Certification within one year of employment.

3. Knowledge Requirements
 - A. Basic knowledge of state of the art solid waste reduction programs, recycling and compost procedures and facilities.
 - B. Knowledge of agencies and authorities authorized to act on garbage or refuse complaints.
 - C. Knowledge of regulations concerning collection vehicles and containers and equipment.
 - D. Basic knowledge of the handling of hazardous materials and medical sharps.
 - E. Knowledge of building construction methods.
 - F. Knowledge and application of applicable Minnesota state codes and local codes and ordinances.
 - G. Knowledge of proper inspection methods and procedures.
 - H. Knowledge of business computer application software, office methods, and procedures.

4. Skill Requirements
 - A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.
 - B. Skill in effective oral and written communication.
 - C. Skill in providing excellent customer service.
 - D. Skill in dealing with difficult customers and stressful situations.
 - E. Skill in the use of computers and application software.

5. Ability Requirements
 - ~~A.~~ Ability to establish and maintain effective working relationships with owners, property managers, tenants, advocacy groups, law enforcement, contractors, workers, supervisors, peers, and the general public.
 - ~~A.~~~~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.
 - ~~B.~~~~C.~~ Ability to communicate effectively both orally and in writing.
 - ~~C.~~~~D.~~ Ability to keep current on changing regulations and procedures.
 - ~~D.~~~~E.~~ Ability to conduct effective inspections in a responsible and impartial manner.

- ~~F.~~ Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
- ~~E.~~
- ~~F.G.~~ Ability to use a computer to maintain inspection records and prepare clear, concise reports.
- ~~G.H.~~ Ability to read and interpret codes and ordinances.
- ~~H.I.~~ Ability to interpret safety rules and apply them to hazardous situations.
- ~~I.J.~~ Ability to exercise good judgment and accept responsibility for one's decisions and actions.
- ~~J.K.~~ Ability to work independently with little supervision.

6. Physical Ability Requirements

- A. Ability to work outdoors during inclement weather.
- B. Ability to frequently walk and climb and occasionally sit, stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections outside of buildings and remove refuse.
- C. Fine dexterity to operate computers and other office equipment.
- ~~C.D.~~ Ability to use appropriate PPE (personal protective equipment) which may include respiratory protection, eye protection, hard hats, and gloves.
- ~~D.E.~~ Ability to lift and/or carry solid waste weighing up to 50 pounds.
- ~~E.F.~~ Ability to transport oneself to, from, and around work sites.
- ~~G.~~ Ability to attend work on a regular basis.

~~F.~~

HR: HD	Union: Basic	EEOC: Technicians	CSB: 11/04/2014	Class No: 1817
WC: 9410	Pay: 29	EEOF: Sanitation/Sewage	CC: 11/10/2014	Resolution: 14-0559R



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: January 20, 2021
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Opioid Program Specialist

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF OPIOID PROGRAM SPECIALIST.**

Background Information

The Police Department would like to add this new Opioid Program Specialist role to their grant-funded Opioid Team. This new classification would perform case management, community outreach, and service as a lead to the other Opioid Technicians.

Outline of Duties

The City of Duluth Police Department's Lake Superior Drug and Violent Crime Task Force (LSDVCTF) is a multi-jurisdictional unit, comprised of both sworn and non-sworn members from 18 law enforcement agencies, that investigates individuals and organizations involved in drug trafficking, illegal firearms acts, and human trafficking. The Opioid Program Specialist will be embedded in the Duluth Police Department and will work with the LSDVCTF agencies to enhance victim response and community educational outreach related to heroin and opioid misuse. The Opioid Program Specialist will work under the direct supervision of the LSDVCTF Commander and will assign caseload work to the Opioid Program Technician classification.

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 Opioid Program Specialist.

OPIOID PROGRAM SPECIALIST

SUMMARY/PURPOSE

The City of Duluth Police Departments Lake Superior Drug and Violent Crime Task Force (LSDVCTF) is a multi-jurisdictional unit comprised of both sworn and non-sworn members from eighteen-law enforcement agencies that investigates individuals and organizations involved in drug trafficking, illegal firearms acts and human trafficking. The Opioid Program Specialist will be embedded in the Duluth Police Department and will work with the LSDVCTF agencies to enhance victim response and community educational outreach related to heroin and opioid misuse. The Opioid Program Specialist will work under the direct supervision of the LSDVCTF Commander and will assign caseload work to the Opioid Program Technician classification.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Opioid Program Technician level by the advanced performance in case management and outreach work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Manage incoming work and assign caseloads to the Opioid Program Technician.
2. Facilitate weekly meetings to increase communication and ensure caseloads are manageable and assist with any questions or training needs.
3. Purchase naloxone kits for LSDVCTF member agency law enforcement personnel and first responders in Saint Louis County, MN.
4. Distribute naloxone kits to LSDVCTF member agencies.
5. Maintain current naloxone kit inventories within LSDVCTF member agencies.
6. Train law enforcement personnel and first responders in the use of naloxone kits.
7. Follow up on all overdose calls within Saint Louis County and make contact with overdose victims to provide service related options and referrals.
8. Interview apprehended and identified opioid abusers along with other parties involved and review relevant material including medical and criminal records.
9. Screen individuals who have been determined by a physician to be at risk of harming themselves or others through chemical dependency.
10. Refer individuals to appropriate treatment services or court for further intervention.
11. Schedule chemical health assessments from phone calls and walk-ins requesting a chemical health assessment.
12. Take appropriate information from individuals or referral sources to establish a chemical health assessment appointment within mandated state guidelines.
13. Assess individuals to identify level of chemical abuse or presence of chemical dependency using Minnesota Chemical Health Assessment and treatment Eligibility Treatment Guidelines (Rule 25).
14. Discuss viable options with clients to best address current service needs based on the outcome of the Rule 25 assessment.
15. Work with the Saint Louis County Department of Health and Human Services Division to assess an individual's financial eligibility to receive Consolidated Chemical Dependency Treatment Fund (CCDTF) support for chemical treatment.
16. Find and place individuals in the most appropriate treatment program using state assessment and funding criteria for assessing an individual's unique circumstances.
17. Work collaboratively with individuals, treatment providers, and other relevant entities to coordinate discharge and/or aftercare plans to provide community support for the individual returning to the community to address presenting chemical health needs.

18. Prepare relevant material for outreach presentations.
19. Schedule, coordinate, and deliver community outreach presentations about the dangers of opioid misuse.
20. Must attend regular Comprehensive Opioid Stimulant Substance Abuse Program (COSSAP) Grant weekly meetings.
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 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 as 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 verifiable experience as an Opioid Program Technician or Peer Recovery Specialist.
2. License Requirements
 - A. Possession of a valid Minnesota Driver's license.
3. Knowledge Requirements
 - A. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
 - B. Knowledge of proper methods and procedures for receiving and storing naloxone kits.
 - C. Knowledge of the proper handling of naloxone kits.
 - D. Knowledge of Minnesota Chemical Health Assessment and treatment Eligibility Treatment Guidelines (Rule 25).
 - E. Knowledge of law enforcement record keeping procedures and requirements.
 - F. Knowledge of basic interviewing techniques.
4. Skill Requirements
 - A. Skill in effective communication, both orally and in writing.
 - B. Skill in the use of office equipment, including computers, fax, copier, etc.
 - C. Skill in interpreting and applying federal, state, and local policies, procedures, laws, and regulations.
 - D. Skill in utilizing discretion in the handling and disclosure of confidential information.
 - E. Skill in organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines.
 - F. Providing effective training to others.
5. Ability Requirements
 - A. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - B. Ability to use good judgment in decision-making.
 - C. Exhibit leadership qualities of dependability and accountability.
 - D. Ability to develop and maintain effective working relationships with the public, other agencies, and coworkers.

- E. Ability to use initiative and independent judgment within established policies and procedural guidelines and exercise discretion in the absence of specific instructions.
 - F. Ability to adapt to changing technologies and learn functionality of new equipment and systems.
 - G. Ability to maintain confidentiality.
 - H. Ability to read and comprehend instructions, correspondence, and memos.
 - I. Ability to prepare routine reports and correspondence.
 - J. Ability to show keen attention to detail in all aspects of the job.
 - K. Ability to use and demonstrate accounting and technology skills.
 - L. Ability to work with computer systems related to the management of evidence.
 - 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.
6. Physical Ability Requirements
- A. Ability to walk, stand, stoop, stretch, reach overhead and under confined spaces.
 - B. Ability to lift and carry a variety of items weighing up to 40 pounds, including supplies, equipment, and packaged evidence that can include large and bulky items.
 - C. Ability to climb ladders.
 - D. Ability to operate a computer keyboard.
 - E. Ability to work overtime on occasion.
 - F. Exposure to hazardous waste, chemicals, narcotics, dangerous drugs, and blood-borne pathogens are likely.
 - G. Ability to talk and hear to exchange information.
 - H. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - I. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:



Human Resources

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DATE: January 20, 2021
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Fleet Services Leadworker

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF FLEET SERVICES LEADWORKER.**

Background Information

Fleet Services is undergoing restructuring of their current operations, and in doing so, the current classifications were reviewed by the employees, management, and Human Resources. The Fleet Services Leadworker job classification was most recently revised in 1998. It was time to update the job description to our new format and to add our standard language. Fleet Services is in the process of adding a supervisory role to their division and some of the administrative duties from the leadworker role will be shifted to the supervisor classification. The leadworker will now have more responsibility coordinating and performing maintenance/repair tasks and leading the mechanics.

Outline of Duties

Coordinate, direct, and participate in the inspection, maintenance, repair, and operation of City vehicles, equipment, and other fleet maintenance activity.

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 Fleet Services Leadworker.

FLEET SERVICES LEADWORKER

SUMMARY/PURPOSE

Coordinate, direct, and participate in the inspection, maintenance, repair, and operation of City vehicles, equipment, and other fleet maintenance activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee and perform diagnostic tests on vehicles and equipment to identify repair needs.
2. Oversee maintenance and repair of vehicles and equipment and assist personnel as needed.
3. Coordinate and perform inspections on all new and repaired vehicles and equipment.
4. Inform Service Center Supervisor and the appropriate departments of repair needs, provide progress reports, and submit work estimates and final repair costs.
5. Investigate new products, collect bids, and make price comparisons for parts and equipment. Authorize purchase of equipment and supplies within established limits of authority.
6. Assist in designing and monitoring a preventative maintenance plan for City vehicles and equipment.
7. Collaborate with the supervisor to establish work standards and assist in conducting employee evaluations.
8. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
9. Train personnel in the care and preservation of materials and equipment and in the correct and safe methods and procedures necessary to accomplish their assigned work.
10. Assist in the inspection and preparation of vehicles and equipment for auction.
11. Maintain strong communication with employees and share organizational updates as appropriate.
12. Perform record keeping and other administrative duties.
13. Create Purchase Orders and process invoices for work or service performed and supplies purchased.
14. Respond to complaints and inquiries via email, telephone and in person.
15. Maintain daily computer service records including work orders, service activity, parts use, warranty information, and inspection records.
16. Assist in developing division budgets by writing specifications, researching and recommending vehicles and equipment and by providing cost estimates.
17. Assist the manager in the recommendation, development and implementation of new or improved operational procedures.
18. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
19. Provide input on decisions regarding the hiring and discipline of personnel.
20. 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.
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 below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Five (5) years of experience in a municipal or mixed fleet setting as a heavy, light, or industrial equipment mechanic, welding or fabricating technician, or a combination of education and experience accepted as equivalent.
2. License Requirements

- A. Possession of MNDOT Vehicle Inspection License or privilege by date of appointment and thereafter.
 - B. Possession of a valid Minnesota Class "B" commercial driver's license or privilege by date of appointment and thereafter.
 - C. Acquire and maintain forklift certification within six months of hire.
 - D. Ability to obtain a Minnesota Class "A" commercial driver's license if necessary.
3. Knowledge Requirements
- A. Knowledge of local, state, and federal laws, regulations, and manuals related to the inspection, diagnosis, repair, outfitting, and maintenance of City vehicles and heavy and light equipment.
 - B. Knowledge of materials management and inventory control procedures.
 - C. Knowledge of methods and practices used in designing building plans for equipment such as cranes, hoists, and fences.
4. Skill Requirements
- A. Skill in properly inspecting, diagnosing, repairing, outfitting, and maintaining vehicles and related equipment.
 - B. Skill in effectively communicating verbally and in writing.
 - C. Skill in multiple computer software suites. (MS Office, Outlook, FIMS)
5. Ability Requirements
- A. Ability to write equipment specifications to the appropriate scale.
 - B. Mechanical ability.
 - C. Ability to work under pressure.
 - D. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - E. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices and developing trusting work relationships.
 - F. Ability to maintain confidential information.
 - G. Ability to use good judgment in decision-making.
 - H. Exhibit leadership qualities of dependability and accountability.
6. Physical Ability Requirements
- A. Ability to occasionally move under and over equipment in order to conduct inspections and to perform necessary maintenance or repairs.
 - B. Ability to work rotating shifts and overtime as needed.
 - C. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - D. Ability to attend work on a regular basis.
 - E. Ability to occasionally lift materials up to 50 pounds such as impact wrenches and batteries and to frequently lift materials up to 20 pounds such as hand tools or vehicle parts.

HR: LD	Union: Basic	EEOC:	CSB:	Class No:
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FLEET SERVICES LEADWORKER

SUMMARY/PURPOSE

Coordinate, direct, and participate in the inspection, maintenance, repair, and operation of City vehicles, equipment, and other fleet maintenance activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ~~Oversee~~Supere and perform diagnostic tests on vehicles and equipment to identify repair needs.
2. ~~Prioritize and assign repair work.~~
3. ~~Oversee~~Supervise maintenance and repair of vehicles and equipment and assist personnel as needed.
4. ~~Coordinate~~Supervise and perform inspections on all new and repaired vehicles and equipment.
5. Inform ~~Service-Center-Supervisor, and on occasion, and the~~ appropriate departments of repair needs, provide progress reports, and submit work estimates and final repair costs.
6. Investigate new products, collect bids, and make price comparisons for parts and equipment. Authorize purchase of equipment and supplies within established limits of authority.
7. Assist in designing and monitoring a preventative maintenance plan for City vehicles and equipment.
8. ~~Organize and direct the work activities of assigned personnel~~[LD1].
9. ~~Prioritize, assign work, and coordinate schedules of personnel to ensure completion of work.~~
10. ~~Assist in the hire, transfer, suspension or discharge of assigned personnel~~[LD2].
- 11.8. Collaborate with ~~the supervisor~~S-C-S to establish work standards and assist in conducting employee evaluations.
9. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
- 12.10. ~~Assist in the inspection and preparation of vehicles and equipment for auction.~~
- 13.11. Train personnel in the care and preservation of materials and equipment and in the correct and safe methods and procedures necessary to accomplish their assigned work.
- 14.12. ~~Maintain strong communication with employees and share organizational updates as appropriate. Disseminate information to employees through bulletins and other means of communication.~~
- 15.13. Perform record keeping and other administrative duties.
- 16.14. Create Purchase Orders and process invoices for work or service performed and supplies purchased.
- 17.15. Respond to complaints and inquiries via ~~email~~, telephone and in person.
- 18.16. Maintain daily computer service records including work orders, service activity, parts use, warranty information, and inspection records.
17. Assist in developing division budget by researching and recommending vehicles and equipment and by providing cost estimates.
- 19.18. ~~Assist the manager in the recommendation, development and implementation of new or improved operational procedures.~~
- 20.19. ~~Knowledge of accepted supervisory practices.~~
- 21.20. ~~In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.~~
- 22.21. ~~Provide input on decisions regarding the hiring and discipline of personnel.~~
- 23.22. ~~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.~~
- 24.23. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements

- A. Five (5) years of experience in a municipal or mixed fleet setting as a heavy, light or industrial equipment mechanic, welding or fabricating technician, or a combination of education and experience accepted as equivalent.
- A. Skill in properly inspecting, diagnosing, repairing, outfitting, and maintaining vehicles and related equipment.
- B. Skill in effectively communicating verbally and in writing.
- C. Skill in multiple computer software suites. (MS Office, Outlook, FIMS)

2. License Requirements

- A. Possession of MNDOT Vehicle Inspection License or privilege by date of appointment and thereafter.
- B. Possession of a valid Minnesota Class "B" commercial driver's license or privilege by date of appointment and thereafter.
- C. Acquire and maintain forklift certification within six months of hire.
- B-D. ability to obtain a Minnesota Class A commercial driver's license if necessary.

3. Knowledge Requirements

- A. Knowledge of local, state, and federal laws, regulations, and manuals related to the inspection, diagnosis, repair, ~~outfitting~~ and maintenance of City vehicles and heavy and light equipment.
- B. Knowledge of materials management and inventory control procedures.
- C. Knowledge of methods and practices used in designing building plans for equipment such as cranes, hoists, and fences.

4. Skill Requirements

- A. Skill in properly inspecting, diagnosing, repairing, outfitting, and maintaining vehicles and related equipment.
- B. Skill in effectively communicating verbally and in writing.
- B. Skill in multiple computer software suites. (MS Office, Outlook, FIMS)
- C.

5. Ability Requirements

- A. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- 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 maintain confidential information.
- D. Ability to use good judgment in decision-making.
- E. Exhibit leadership qualities of dependability and accountability.

F.

6. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- B. Ability to attend work on a regular basis.
- C. Ability to occasionally lift materials up to 50 pounds such as impact wrenches and batteries and to frequently lift materials up to 20 pounds such as hand tools or vehicle parts.

HR:	Union:	EEOC:	CSB:	Class No:
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Human Resources

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DATE: January 20, 2021
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Asset and Supply Specialist

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF ASSET & SUPPLY SPECIALIST.**

Background Information

Fleet Services is undergoing restructuring of their current operations, and in doing so, the current classifications were reviewed by the employees, management, and Human Resources. Fleet Services would like to create this new classification to guide and assist with the requisition and acquisition of parts and supplies within their shop. This new classification has been discussed with the union, and they are agreeable.

Outline of Duties

Guide and participate in Fleet Services asset, parts, and supply operations. Assist in the maintenance and operation of the Fleet Information Management System that monitors City assets and Fleet inventory. Collaborate with the Manager, Fleet Services to track and maintain City vehicles and equipment from acquisition to disposition.

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 Asset & Supply Specialist.

ASSET & SUPPLY SPECIALIST

SUMMARY/PURPOSE

Guide and participate in Fleet Services asset, parts, and supply operations. Assist in the maintenance and operation of the Fleet Information Management System that monitors City assets and Fleet inventory. Collaborate with the Manager, Fleet Services to track and maintain City vehicles and equipment from acquisition to disposition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Guide and assist with the requisition of parts and supplies in a timely manner and maintain adequate stock levels by forecasting seasonal demands, departmental needs, preventative maintenance activity, and general stock trends.
2. Investigate new products, equipment, and training. Collect bids and make price comparisons to guide purchases.
3. Perform tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, and titles.
4. Monitor the City GPS system including account addition and removal, vehicle and user account creation, device registration and activation, geo-fencing, and conflict resolution.
5. In collaboration with the Manager, Fleet Services & the Service Center Supervisor, establish operational procedures and standards for all Fleet employees, and outside users, concerning the Fleet Information Management System.
6. Assist in monitoring operating costs including parts, fuel, lubricants, maintenance, and other expenses as assigned.
7. Assist in preparing, reviewing and monitoring Fleet budget.
8. Process paperwork from all Fleet shop business, including (but not limited to) work orders, parts use, invoices, requisitions and purchase orders.
9. Maintain thorough records of vehicles and equipment acquired for use by the City.
10. Assist in the preparation and documentation of vehicles and equipment for auction.
11. Authorize expenditures and purchase materials within established limits of authority.
12. Provide information relevant to and assist in vehicle and equipment acquisition and disposition.
13. In collaboration with Manager, Fleet Services, assign asset numbers and build asset records in the City FIMS according set standards for all city vehicles, equipment, and attachments.
14. Assist the Manager, Fleet Services in the recommendation, development, and implementation of new or improved operational procedures.
15. Monitor and administer fuel card maintenance including creation, replacement, and termination of fuel cards, and conflict resolution.
16. Drive vehicles to pick up and deliver other personnel, vehicles, equipment, parts, supplies, or other items as necessary.
17. In collaboration with the manager, organize and direct the work activities of assigned team, determine work priorities, assignments.
18. Provide input on decisions regarding the hiring and discipline of personnel.
19. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
20. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements

- A. Four years of verifiable experience in asset and inventory maintenance and management, including inventory processing and control.
 - B. Experience in automotive, heavy truck, and/or heavy equipment service, maintenance, and operation.
 - C. Experience in Mixed Fleet operations preferred.
2. License Requirements
- A. Possession of a valid driver's license.
 - B. Acquire and maintain forklift certification within six months of hire.
 - C. Acquire and maintain A.S.E. Parts Specialist Certification or equivalent within six months of hire.
3. Knowledge Requirements
- A. Comprehensive knowledge of computer based asset management systems, materials management, and inventory control methods and procedures.
 - B. Comprehensive knowledge of Municipal vehicle licensing requirements.
 - C. Knowledge of the methods, equipment, and materials used for inspecting, diagnosing, repairing, and maintaining vehicles and related equipment.
 - D. Knowledge of Municipal asset acquisition and disposition procedures.
 - E. General knowledge of vehicle and equipment maintenance and operation.
4. Skill Requirements
- A. Skill in oral and written communication.
 - B. Skill in prioritizing and multitasking.
 - C. Skill in completing forms and providing reports and other information requested.
 - D. Skill in simple data analysis, data reporting, and problem solving.
 - E. Skill in using computers and related application software.
5. Ability Requirements
- A. Ability to interpret parts manuals, order, purchase, receive, issue, and record inventory.
 - B. Ability to understand information provided in service manuals in written and/or diagrammatic form.
 - C. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices and developing trusting work relationships.
 - E. Ability to maintain confidential information.
 - F. Ability to use good judgment in decision-making.
 - G. Exhibit leadership qualities of dependability and accountability.
6. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - B. Ability to attend work on a regular basis.
 - C. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 50 pounds.
 - D. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes.

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Human Resources

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DATE: January 20, 2021
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Generalist
SUBJECT: New Job Classification of Fleet Services Inventory Technician I

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF FLEET SERVICES INVENTORY TECHNICIAN I.**

Background Information

Fleet Services is undergoing restructuring of their current operations and in doing so, the current classifications were reviewed by the employees, management, and Human Resources. The Fleet Services Inventory Technician I is a result of review of the outdated Assistant Storekeeper classification they are currently using. The two classifications are similar in many regards but the Fleet Services Inventory Technician I classification better describes the work being completed by the individual in Fleet Services.

The content of the job description has been discussed with the union, and they are agreeable.

Outline of Duties

The Fleet Services Inventory Technician I, under general direction, performs a variety of customer service duties related to the research, ordering, receiving, sale and delivery of parts and supplies. Working with the Fleet Services Inventory Technician II, maintains an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost-effective manner; maintains computerized and written inventory records; and performs light custodial and maintenance duties that contribute to the efficient and safe operation of Fleet Services.

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 Fleet Services Inventory Technician I.

FLEET SERVICES INVENTORY TECHNICIAN I

SUMMARY/PURPOSE

Under general direction, performs a variety of customer service duties related to the research, ordering, receiving, sale and delivery of parts and supplies. Working with the Fleet Services Inventory Technician II, maintain an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost-effective manner. Maintain computerized and written inventory records. Perform light custodial and maintenance duties that contribute to the efficient and safe operation of Fleet Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Order inventory as necessary to maintain stocking levels, utilizing quantity, shipping, and other discounts as appropriate and in order to reduce holding and ordering costs.
2. Process invoices for payment and receive parts into inventory.
3. Locate sources for, order, and acquire items needed but not stocked in an efficient and cost effective manner.
4. Field phone calls from Tool Houses, Fire, Police, and Operators for repair parts and maintenance supplies.
5. Receive inventory appropriately, checking shipping documents for accuracy before authorizing payment and storing inventory appropriately for safekeeping and efficient retrieval.
6. Generate part numbers and bin locations for materials. Determine locations for storage of stock items.
7. Disburse inventory as appropriate and with documentation to ensure proper accounting and receipt of payment.
8. Pick up and deliver parts, supplies, vehicles, equipment, and other items as needed.
9. Assist Inventory Technician II to ensure that inventory count is adequate, cost-effective, and accurate using various methods such as a full inventory count, cycle counting, or spot-checking.
10. Safeguard inventory to reduce costs caused by factors such as misappropriation or damage.
11. Perform light custodial and maintenance work to endure a clean, safe, and orderly work environment.
12. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Two years of verifiable full-time experience obtaining, maintaining, disbursing, and safeguarding inventory in a service or manufacturing setting.
 - B. Experience in an automotive, truck, or heavy equipment service setting is preferred.
2. License Requirements
 - A. Possession of a valid driver's license.
 - B. Acquire and maintain forklift certification within six months of hire.
 - C. A.S.E. Parts Specialist Certification desired.
3. Knowledge Requirements
 - A. Knowledge of various materials management and inventory control methods and procedures.
 - B. Knowledge of shipping and receiving practices.
 - C. Knowledge of methods, equipment, and materials used in automotive and equipment maintenance.

- D. Knowledge of applicable federal and state occupational safety and health standards.
 - E. Knowledge of applicable safety precautions for handling hazardous and flammable materials.
 - F. Knowledge of modern office methods, procedures, and equipment.
 - G. Knowledge of alphabetizing, indexing, filing, and recordkeeping principles and procedures.
 - H. Knowledge of basic math.
4. Skill Requirements
- A. Skill in maintaining accurate inventory records.
 - B. Skill in organizing stock and issuing supplies and equipment.
 - C. Skill in making accurate mathematical computations.
 - D. Skill in operating common office equipment including computer, fax, scanner, copier, and calculator.
5. Ability Requirements
- A. Ability to understand and carry out oral and written instructions.
 - B. Ability to read and interpret parts catalogs and related information.
 - C. Ability to prepare requisitions and purchase orders.
 - D. Ability to communicate effectively, both orally and in writing.
 - E. Ability to operate a forklift.
 - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
6. Physical Ability Requirements
- A. Ability to occasionally work outdoors in a variety of weather conditions.
 - B. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes.
 - C. Ability to occasionally push, pull, stoop, kneel, crouch, and reach above shoulder level when storing or retrieving materials.
 - D. Ability to occasionally climb and work from ladders.
 - E. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 75 pounds.
 - F. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - G. Ability to attend work on a regular basis.

HR: MS	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:



Human Resources

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DATE: January 20, 2021
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Generalist
SUBJECT: New Job Classification of Fleet Services Inventory Technician II

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF FLEET SERVICES INVENTORY TECHNICIAN II.**

Background Information

Fleet Services is undergoing restructuring of their current operations and in doing so, the current classifications were reviewed by the employees, management, and human resources. The Fleet Services Inventory Technician II is a result of review of the outdated Storekeeper classification they are currently using. The two classifications are similar in many regards but the Fleet Services Inventory Technician II classification better describes the work being completed by the individual in Fleet Services.

The content of the job description has been discussed with the union, and they are agreeable.

Outline of Duties

The Fleet Services Inventory Technician II will direct and assist activities related to ordering, receiving, storing and distributing parts, materials, tools, and supplies used in the operation, repair, maintenance, and disposition of Fleet assets. Maintain an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost-effective manner. Acquire special order items efficiently and cost-effectively.

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 Fleet Services Inventory Technician II.

FLEET SERVICES INVENTORY TECHNICIAN II

SUMMARY/PURPOSE

Direct and assist activities related to ordering, receiving, storing, and distributing parts, materials, tools, and supplies used in the operation, repair, maintenance, and disposition of Fleet assets. Maintain an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost-effective manner. Acquire special order items efficiently and cost-effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure that inventory count is adequate, cost effective, and accurate using various methods such as a full inventory count, cycle counting, or spot-checking.
2. Determine stocking levels, reorder points, and obsolescence either manually or using computer application software.
3. Coordinate and assist in ordering inventory as necessary to maintain sufficient stocking levels, utilizing quantity, shipping, and other discounts as appropriate and in order to reduce holding and ordering costs.
4. Receive inventory appropriately, checking shipping documents for accuracy before authorizing payment and storing inventory appropriately for safekeeping and efficient retrieval.
5. Safeguard inventory to reduce costs caused by factors such as misappropriation or damage.
6. Oversee and participate in disbursement of inventory as appropriate and process documentation to ensure proper accounting and receipt of payment.
7. Locate and identify sources for items used. Order and acquire items needed but not stocked efficiently and cost-effectively.
8. Authorize expenditures within established limits of authority.
9. Assign work and coordinate work schedules of Inventory Technician I.
10. Train team in safe and proper work methods and procedures.
11. Monitor work for compliance with established methods, guidelines, standards and procedures
12. Assist in performing tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, and titles.
13. Provide input to establish operational procedures and standards for all Fleet Parts employees and outside users, concerning the Fleet Information Management System.
14. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Four years of verifiable full-time experience maintaining and safeguarding inventory in a service or manufacturing setting.
 - B. Experience in an automotive, truck, or heavy equipment service setting is preferred.
2. License Requirements
 - A. Possession of a valid driver's license.
 - B. Acquire and maintain forklift certification within six months of hire.
 - C. A.S.E. Parts Specialist Certification desired.
3. Knowledge Requirements
 - A. Knowledge of various materials management and inventory control methods and procedures.
 - B. Knowledge of shipping and receiving practices.

- C. Knowledge of methods, equipment, and materials used in automotive and equipment maintenance.
 - D. Knowledge of applicable federal and state occupational safety and health standards.
 - E. Knowledge of applicable safety precautions for handling hazardous and flammable materials.
 - F. Knowledge of modern office methods, procedures, and equipment.
 - G. Knowledge of alphabetizing, indexing, filing, and recordkeeping principles and procedures.
 - H. Knowledge of basic math.
4. Skill Requirements
- A. Skill in maintaining accurate inventory records.
 - B. Skill in organizing stock and issuing supplies and equipment.
 - C. Skill in making accurate mathematical computations.
 - D. Skill in operating common office equipment including computer, fax, scanner, copier, and calculator.
5. Ability Requirements
- A. Ability to understand and carry out oral and written instructions.
 - B. Ability to read and interpret parts catalogs and related information.
 - C. Ability to prepare requisitions and purchase orders.
 - D. Ability to communicate effectively, both orally and in writing.
 - E. Ability to establish and maintain effective working relationships with supervisors, co-workers, vendors, and the general public.
 - F. Ability to operate a forklift.
 - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
6. Physical Ability Requirements
- A. Ability to occasionally work outdoors in a variety of weather conditions.
 - B. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes.
 - C. Ability to occasionally push, pull, stoop, kneel, crouch, and reach above shoulder level when storing or retrieving materials.
 - D. Ability to occasionally climb and work from ladders.
 - E. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 75 pounds.
 - F. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - G. Ability to attend work on a regular basis.

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Notice:

Item 5A contains
Private Data.

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

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.

Notice:

Item 6B

Non-Public Review of New Eligible Lists

will be distributed to
members at the Civil Service
Board meeting.