



**City of Duluth**  
**Meeting Agenda**  
**Civil Service Board.**

Tuesday, September 5, 2023

4:30 PM

**1. ROLL CALL**

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

2A. July 17, 2023

Attachments: [2A Draft Minutes 07-17-2023](#)

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

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

4A(1) Parking Services Leadworker (new)

Attachments: [4A1 Parking Services Leadworker \(new\)](#)

4A(2) Instrument Specialist (revised)

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

4A(3) Heavy Equipment Mechanic (revised)

Attachments: [4A3 Heavy Equipment Mechanic \(revised\)](#)

4A(4) Parks & Grounds Maintenance Manager (new)

Attachments: [4A4 Parks & Grounds Maintenance Manager \(new\)](#)

**5. APPEALS**

**6. INFORMATIONAL**

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

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

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

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

**6C. ISD 709 - Notice of Rejection of Probation**

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

**6D. ISD 709 - Notice of Rejection of Probation**

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

**7. NEXT REGULAR MEETING SCHEDULED**

*Tuesday, October 3, 2023*

**8. ADJOURNMENT**



# City of Duluth

## Minutes - Draft

### Civil Service Board.

Monday, July 17, 2023

4:15 PM

Conference Room 330

Members Present: Laura Perttula (Chair), John Strongitharm

Members Absent: Ryan Logan

HR Staff Present: Matt Silverness (Civil Service Secretary), Amber Green, Aimee Ott

**1. ROLL CALL**

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

**2A.** June 6, 2023

**This Civil Service Board Item was approved.**

**2B.** June 27, 2023 (Special Meeting)

**This Civil Service Board Item was approved.**

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

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

**4A(1)** Regulator Mechanic (revised)

**This Civil Service Board Item was approved.**

**4A(2)** Traffic Maintenance Worker (revised)

**This Civil Service Board Item was approved.**

**4A(3)** Purchasing Agent (revised)

**This Civil Service Board Item was approved.**

**4A(4)** Manager, MIS (revised including title change to Manager, Information Technology)

**This Civil Service Board Item was approved.**

**4A(5)** Parks & Grounds Maintenance Manager I (new)  
Parks & Grounds Maintenance Manager (new)

**This Civil Service Board Item was approved.**

**5. APPEALS**

**6. INFORMATIONAL**

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

This Item was received.

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

This Item was received.

**7. NEXT REGULAR MEETING SCHEDULED**

**8. ADJOURNMENT**



Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802

218-730-5210  
hrinformation@duluthmn.gov

DATE: September 5, 2023  
TO: Civil Service Board  
FROM: Aimee Ott  
Human Resources Generalist  
SUBJECT: New Job Classification of Parking Services Leadworker

**RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF PARKING SERVICES LEADWORKER.**

**Background Information/Summary of Job**

The new job classification of Parking Services Leadworker is being created as a result of a job audit. This position will coordinate staff and systems involved in the Parking Division in conjunction with the Parking Services Manager. The work will involve a combination of day-to-day oversight of division operations as well as leading the parking services team in assigned parking enforcement duties.

The proposed job description has been shared with the supervisor, affected employee, and Basic Union; all parties are in support of the proposed description.

**Recommendation**

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

## **Parking Services Leadworker**

### SUMMARY/PURPOSE

To coordinate staff and systems involved in Parking Division operations in conjunction with supervisor to promote maximum efficiency and effectiveness. The work involves a combination of providing oversight to day-to-day parking services operations and leading the Parking Services team in the completion of assigned City enforcement functions.

### SUPERVISION RECEIVED

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

### SUPERVISION GIVEN

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enforce parking regulations within the City of Duluth.
2. Coordinate administration of parking permit systems; delegate to parking staff as needed.
3. Consult with parking staff on proper parking ticket issuance procedures and interpretation of City of Duluth Municipal Code.
4. Train new staff, and coordinate current and new systems procedures.
5. Troubleshoot new and existing technology systems, consulting with vendors to affect solutions.
6. Coordinate installation of temporary parking signage and other temporary parking configuration adjustments.
7. Alert supervisor to immediate public safety concerns that fall beyond the normal duties of parking staff.
8. Assist supervisor in coordinating staff response to emergencies and special events.
9. Arrange patrol vehicle modifications and maintenance.
10. Assess division supply needs and submit recommendations to supervisor.
11. Advise supervisor on preparation and maintenance of division's annual budget.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
14. Provide training on new or modified procedures and policies to all affected parties.
15. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
16. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
17. 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.
18. Other duties may be assigned.

### JOB REQUIREMENTS

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

1. Education & Experience Requirements

- A. A minimum of four (4) years of related education and/or full-time, verifiable professional parking or related enforcement experience.
2. License Requirements
    - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  3. Knowledge Requirements
    - A. Knowledge of general parking or related enforcement concepts and methods.
    - B. Knowledge of parking or related enforcement technology.
    - C. Knowledge of problem-solving and conflict-resolution techniques.
    - D. Knowledge of applicable safety requirements.
    - E. Knowledge of, or the ability to learn, City policies and procedures.
    - F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
    - G. Knowledge of effective leadership and personnel practices.
    - H. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
  4. Skill Requirements
    - A. Skill in de-escalation techniques, mediation, and dispute resolution.
    - B. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
    - C. Skill in managing one's own time and the time of others.
    - D. Skill in completing assignments accurately and with attention to detail.
    - E. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  5. Ability Requirements
    - A. Ability to de-escalate tense interpersonal situations while focusing on positive desired outcomes.
    - 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 and interact effectively with members of the public.
    - D. Ability to communicate effectively both orally and in writing.
    - E. Ability to recognize, analyze, and solve a variety of problems.
    - F. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
    - G. Ability to handle difficult and stressful situations with professional composure.
    - H. Ability to work successfully as a member of a team and independently with minimal supervision.
    - I. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
    - J. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
    - K. Ability to enforce safety rules and regulations.
    - L. Ability to maintain confidential information.
    - M. Ability to demonstrate dependability, responsibility, and consistency in job performance.
    - N. Ability to exercise sound judgment in making critical decisions.
    - O. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar

activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

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

HR: AO	Union: Basic	EEOC: Technicians	CSB:	Class No:
WC: 7720	Pay:	EEOF: Police Protection	CC:	Resolution:



**Human Resources**

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411 West First Street  
Duluth, Minnesota 55802

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DATE: September 5, 2023  
TO: Civil Service Board  
FROM: Laura Dahl  
Human Resources Generalist  
SUBJECT: Revised Job Classification of Instrument Specialist

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF INSTRUMENT SPECIALIST.**

**Background Information/Summary of Job**

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

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

The purpose of this position is to responsible for the installation, repair, optimization, support and ongoing maintenance of the City gas, water and wastewater instrumentation and Supervisory Control and Data Acquisition (SCADA) systems for all associated end users.

The major/primary change to the job description included removing the Class B driver's license requirement. This licensure requirement is no longer necessary for the position and is a barrier to attract applicants.

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

**Recommendation**

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

## **Instrument Specialist**

### SUMMARY/PURPOSE

Position is responsible for the installation, repair, optimization, support and ongoing maintenance of the City gas, water and wastewater instrumentation and Supervisory Control and Data Acquisition (SCADA) systems for all associated end users.

### SUPERVISION RECEIVED

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

### SUPERVISION GIVEN

Does not supervise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Install, maintain and repair a variety of electronic equipment necessary for the effective and safe operation of City Gas, water and wastewater through analysis, design, programming, testing, and integration of SCADA systems.
2. Perform SCADA file system configuration and management in conjunction with IT.
3. In conjunction with IT, recommend, schedule, and perform SCADA software and hardware improvements, upgrades, patches, reconfiguration, backup, recovery, and purchases.
4. In conjunction with IT, recommend and enforce policies, procedures, and technologies to ensure SCADA data and server integrity.
5. In conjunction with IT, conduct research on emerging products, services, protocols, and standards in support of SCADA systems software procurement and development efforts.
6. In conjunction with IT, manage SCADA end user accounts through safeguards, permissions, storage, and overall access rights.
7. In conjunction with IT, operate standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.
8. In conjunction with IT, read and interpret blueprints, drawings, manuals, and output data to diagnose and repair equipment.
9. In conjunction with IT, coordinate with outside contractors and determine necessary level of involvement and oversight required.
10. Coordinate with other city departments and divisions as necessary.
11. Perform offsite visits across the city-based on system needs.
12. Prepare material lists and costs estimates within assigned budget.
13. Attend appropriate training sessions.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Other duties may be assigned.

### JOB REQUIREMENTS

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

1. Education & Experience Requirements
  - A. A minimum of four (4) years of experience as an Instrument Technician; OR a minimum of five (5) years of full-time equivalent work experience as an instrument or computer repair technician, working with installation, maintenance and repair of electronic monitoring and

- processing equipment; with at least one (1) year of experience with programmable logic controls, or critical subsystems and equipment such as HMI or SCADA control systems.
- B. Experience with water, wastewater and gas controls and instrumentation required.
2. License Requirements
- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
- B. Possession of a Minnesota Journeyman Electrician License or equivalent.
- C. Completion of the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities within six (6) months of hire and maintain certifications thereafter.
3. Knowledge Requirements
- A. Knowledge of the various types of electrical instruments, equipment, and components and the standard practices, materials, and processes of the instrument and computer repair trade.
- B. Knowledge of basic PLC block diagrams and ladder logic programming.
- C. Knowledge of the NEC and NFPA guidelines.
- D. Knowledge of and ability to repair electronic circuits.
- E. Knowledge of safe working practices and ability to perform work in a safe manner.
- F. Knowledge of network, PC, and server operating systems, including Windows Servers.
- G. Knowledge of problem-solving and conflict-resolution techniques.
- H. Knowledge of applicable safety requirements.
- I. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in diagnosing, maintaining and repairing diverse electrical and electronic equipment at a component level.
- B. Skill in communicating with others to determine the nature of equipment malfunctions and assist with problem diagnosis.
- C. Skill in manipulating tools and equipment using fine hand movements.
- D. Skill in reading and interpreting blueprints and schematic drawings.
- E. Skill in directing the work of others.
- F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- G. Skill in managing one's own time.
- H. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to use hand and power tools.
- B. Ability to terminate conductors properly.
- C. Ability to work from drawings and specifications.
- D. Ability to read and interpret logic drawings and schematic diagrams.
- E. Ability to operate test equipment.
- F. Ability to understand and implement oral and written instructions.
- G. Ability to prioritize, schedule, and coordinate work effort.
- H. Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
- I. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- J. Ability to make repairs on electrical and electronic components.
- K. Ability to work independently without direct supervision in a team environment.
- L. Ability to respond to a call outs after completion of regular assigned work hours.
- M. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

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

Physical Demands

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

Work Environment

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

HR: LD	Union: Basic	EEOC: Technicians	CSB:	Class No: 3133
WC: 7502	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:

## Instrument Specialist

### SUMMARY/PURPOSE

Position is responsible for the installation, repair, optimization, support and ongoing maintenance of the City gas, water and wastewater instrumentation and Supervisory Control and Data Acquisition (SCADA) systems for all associated end users.

### DISTINGUISHING FEATURES OF THE CLASS

~~Employees at the Instrument Specialist level are distinguished from the Instrument Technician level by the reduced amount of guidance and instruction provided, reliance on outside contractors and a higher level of technical expertise and responsibility. This position exercises more independent discretion and judgment in the performance of its essential duties.~~

### SUPERVISION RECEIVED

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

### SUPERVISION GIVEN

Does not supervise.

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

1. Install, maintain and repair a variety of electronic equipment necessary for the effective and safe operation of City Gas, water and wastewater through analysis, design, programming, ~~networking,~~ testing, and integration of ~~data processing system~~ SCADA systems.
2. Perform SCADA file system configuration and management in conjunction with IT.
3. In conjunction with IT, recommend, schedule, and perform SCADA software and hardware improvements, upgrades, patches, reconfiguration, backup, recovery, and purchases.
4. In conjunction with IT, recommend and enforce policies, procedures, and technologies to ensure SCADA data and server integrity.
5. In conjunction with IT, conduct research on emerging products, services, protocols, and standards in support of SCADA systems software procurement and development efforts.
6. In conjunction with IT, manage SCADA end user accounts through safeguards, permissions, storage, and overall access rights.
7. In conjunction with IT, operate standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.
8. In conjunction with IT, read and interpret blueprints, drawings, manuals, and output data to diagnose and repair equipment.
9. In conjunction with IT, coordinate with outside contractors and determine necessary level of involvement and oversight required.
10. Coordinate with other city departments and divisions as necessary.
11. Perform offsite visits across the city based on system needs.
12. Prepare material lists and costs estimates within assigned budget.
13. Attend appropriate training sessions.
14. Perform essential Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 14.15. Other duties of Instrument Technician 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 and Experience Requirements
  - A. A minimum of four (4) years of experience as an Instrument Technician; OR a minimum of five (5) years of full-time equivalent work experience as an instrument or computer repair technician, working with installation, maintenance and repair of electronic monitoring and processing equipment; with at least one (1) year of experience with programmable logic controls, or critical subsystems and equipment such as HMI or SCADA control systems; or,
  - B. Experience with water, wastewater and gas controls and instrumentation required.
2. License Requirements
  - A. ~~Possession of~~ Possess and maintain a valid Minnesota Class ~~B-Commercial~~ D driver's license or equivalent privilege.
  - B. Possession of a Minnesota Journeyman Electrician License or equivalent.
  - C. Completion of the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities within six (6) months of hire and maintain certifications thereafter.
3. Knowledge Requirements
  - A. Knowledge of the various types of electrical instruments, equipment, and components and the standard practices, materials, and processes of the instrument and computer repair trade.
  - B. Knowledge of basic PLC block diagrams and ladder logic programming.
  - C. Knowledge of the NEC and NFPA guidelines.
  - D. Knowledge of and ability to repair electronic circuits.
  - E. Knowledge of safe working practices and ability to perform work in a safe manner.
  - F. Working Knowledge of network, PC, and server operating systems, including Windows Servers.
  - G. Knowledge of problem-solving and conflict-resolution techniques.
  - H. Knowledge of applicable safety requirements.
  - I. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
  - A. Skill in diagnosing, maintaining and repairing diverse electrical and electronic equipment at a component level.
  - B. Skill in communicating ~~to other~~ with others to determine the nature of equipment malfunctions and assist with problem diagnosis.
  - C. Skill in manipulating tools and equipment using fine hand movements.
  - D. Skill in reading and interpreting blueprints and schematic drawings.
  - A. ~~Skill with Ethernet network architecture.~~
  - E. Skill in directing the work of others.
  - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - G. Skill in managing one's own time.
  - H. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
  - A. Ability to use hand and power tools.
  - B. Ability to terminate conductors properly.
  - C. Ability to work from drawings and specifications.
  - D. Ability to read and interpret logic drawings and schematic diagrams.
  - E. Ability to operate test equipment.
  - F. Ability to understand and implement oral and written instructions.
  - G. Ability to prioritize, schedule, and coordinate work effort.
  - H. Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
  - I. Ability to effectively communicate with individuals and groups, both verbally and in writing.

- J. Ability to make repairs on electrical and electronic components.
- K. Ability to work independently without direct supervision in a team environment.
- L. Ability to respond to a call outs after completion of regular assigned work hours.
- 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.

1. Physical Ability Requirements

- A. ~~Ability to work outside year round.~~
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.
- N.P. Ability to work from ladders or scaffolds up to 50 feet high ~~communicate effectively both orally and in writing.~~
- Q-Q. Ability to work in confined spaces ~~understand and follow instructions.~~
- B. ~~Ability to routinely lift and carry equipment weighing up to 40 pounds, and occasionally lift and carry with assistance equipment up to 70 pounds.~~
- R. Ability to problem-solve a variety of situations.
- S. Ability to stand, walk, kneel, crouch ~~set priorities and steep,~~ complete assignments on time.
- T. Ability to attend work as needed to perform ~~scheduled and/or required.~~

Physical Demands

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

- C. ~~Ability to transport oneself to, from and around sites or projects, tests and other assignments.~~
- D. ~~Ability to attend work on a regular basis.~~

Work Environment

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

HR: LD	Union: Basic	EEOC: Technicians	CSB:	Class No: 3133
WC: 7502	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:

**Human Resources**

Room 340  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5210  
 hrinformation  
@duluthmn.gov

DATE: September 5, 2023  
TO: Civil Service Board  
FROM: Heather DuVal  
Human Resources Supervisor  
SUBJECT: Revised Job Classification of Heavy Equipment Mechanic

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

**Background Information/Summary of Job**

The Heavy Equipment Mechanic job classification was most recently revised and approved by the Civil Service Board in November 2022, as part of the job description project. At that time, the changes to the job description were very minimal. The purpose of this position is to diagnose, repair, and maintain heavy trucks, trailers, off-road equipment, and self-powered portable equipment.

New revisions to the job description will update License Requirements for the required driver's license and the Automotive Service Excellent (ASE) certification. The changes will allow the employee six months from their date of hire to obtain a Minnesota Class B commercial driver's license and the ASE Master Technician Certification, rather than requiring them upon hire, which will remove an employment barrier for potential candidates.

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

**Recommendation**

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



## **Heavy Equipment Mechanic**

### SUMMARY/PURPOSE

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

### SUPERVISION RECEIVED

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

### SUPERVISION GIVEN

Does not supervise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

### JOB REQUIREMENTS

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

1. Education & Experience Requirements
  - A. Associate's degree in automotive technology, diesel engine repair, or a closely related field, and two (2) years of related professional experience diagnosing and repairing heavy trucks, passenger vehicles, diesel engines, or heavy off-road equipment; OR a combination of four (4) years of related education and/or working experience to include diagnosing and repairing heavy trucks, passenger vehicles, diesel engines, or heavy off-road equipment.
  
2. License Requirements
  - A. Must possess and maintain a valid Minnesota Class B driver's license or privilege with Tanker endorsement within six (6) months of date of hire.
  - B. Must obtain ASE Master Technician Certification (T series or A series) within six (6) months of date of hire.
  - C. Must obtain overhead crane and forklift certification during the probation period and maintain certification thereafter.
  - D. Must obtain a MNDOT Inspector's Certification during the probation period and maintain certification thereafter.
  - E. Minnesota Class A driver's license or privilege is preferred.
  
3. Knowledge Requirements
  - A. Thorough knowledge of the principles, methods, tools, and equipment used in the repair of heavy trucks, trailers, off-road equipment, and self-powered portable equipment.
  - B. Thorough knowledge of all applicable safety standards, rules, laws, and procedures.
  - C. General knowledge of all state and federal motor vehicles laws and regulations.
  - D. General knowledge of vehicle electrical and computer-controlled systems.
  - E. General knowledge of welding and fabrication methods.
  - F. Working knowledge of problem-solving and conflict-resolution techniques.
  - G. Working knowledge of, or the ability to learn, City policies and procedures.
  
4. Skill Requirements
  - A. Skill in the use of hand and power tools, especially those used in vehicular maintenance and repair.
  - B. Skill in inspecting and diagnosing malfunctioning or poorly performing motor vehicles or self-powered equipment.
  - C. Skill in performing all repair work on vehicles and self-powered portable equipment, including component level repair of engines and transmissions.
  - D. Skill in disassembly and assembly of motor vehicles and portable self-powered equipment.
  - E. Skill in performing routine maintenance on motor vehicles and portable self-powered equipment.
  - F. Skill in using computerized diagnostic equipment and precision measuring instruments.
  - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - H. Skill in managing one's own time.
  - I. Skill in completing assignments accurately and with attention to detail.
  
5. Ability Requirements
  - A. Ability to read and interpret technical manuals and schematic diagrams.
  - B. Ability to acquire increasingly complex mechanical skills.
  - C. Ability to become skilled in the use of computerized analysis and repair equipment.
  - D. Ability to record information in the proper manner in both written work orders and computer databases.
  - E. Ability to work outside in inclement weather.
  - F. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
  - G. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
  - H. Ability to identify wires and other parts by color and other identifying information.

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

Physical Demands

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

Work Environment

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

HR: HD	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No: 4133
WC: 5506	Pay: 30	EEOF: Streets/Highways	CC:	Resolution:

## **Heavy Equipment Mechanic**

### SUMMARY/PURPOSE

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

### SUPERVISION RECEIVED

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

### SUPERVISION GIVEN

Does not supervise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

### JOB REQUIREMENTS

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

1. Education & Experience Requirements

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

2. License Requirements

- A. Must possess and maintain a valid Minnesota Class B driver's license or privilege with Tanker endorsement within six (6) months of date of hire.
- B. Must obtain ASE Master Technician Certification (T series ~~[preferred]~~ or A series) and ~~maintain certification thereafter~~ within six (6) months of date of hire.
- C. Must obtain overhead crane and forklift certification during the probation period and maintain certification thereafter.
- D. Must obtain a ~~MN DOT~~ MnDOT Inspector's Certification during the probation period and maintain certification thereafter.
- E. Minnesota Class A driver's license or privilege is preferred.

3. Knowledge Requirements

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

4. Skill Requirements

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

5. Ability Requirements

- A. Ability to read and interpret technical manuals and schematic diagrams.
- B. Ability to acquire increasingly complex mechanical skills.
- C. Ability to become skilled in the use of computerized analysis and repair equipment.
- D. Ability to record information in the proper manner in both written work orders and computer databases.
- E. Ability to work outside in inclement weather.
- F. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- G. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
- H. Ability to identify wires and other parts by color and other identifying information.

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

Physical Demands

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

Work Environment

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

HR: HD	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No: 4133
WC: 5506	Pay: 30	EEOF: Streets/Highways	CC:	Resolution:

**Human Resources**

Room 340  
411 West First Street  
Duluth, Minnesota 55802

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DATE: September 5, 2023  
TO: Civil Service Board  
FROM: Heather DuVal  
Human Resources Supervisor  
SUBJECT: New Job Classification of Parks & Grounds Maintenance Manager

**RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF PARKS & GROUNDS MAINTENANCE MANAGER.**

**Background Information/Summary of Job**

The new job classification of Parks & Grounds Maintenance Manager has been created to manage the overall coordination, planning, operation, and performance of routine and capital maintenance in City parks and/or on City property. This classification will supervise park maintenance staff and will act as a project manager to provide technical expertise and guidance on key City parks and grounds projects, and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decisions.

Job descriptions for Parks & Grounds Maintenance Manager and Parks & Grounds Maintenance Manager I were brought forward and approved by the Civil Service Board on July 17, 2023. The two descriptions were identical other than reporting-to language in the Summary/Purpose statement. After CSB approval, Human Resources and the Supervisory unit met and discussed the two descriptions further, determining that the reporting-to language should be removed completely and only one job description should be finalized. The Supervision Given section was also updated to more accurately reflect the supervisory scope for this position.

**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 for Parks & Grounds Maintenance Manager.

**Parks & Grounds Maintenance Manager**

**SUMMARY/PURPOSE**

The Parks & Grounds Maintenance Manager will be responsible for managing, directing, evaluating and supervising the overall coordination, planning, operation, and performance of routine and capital maintenance in City parks and/or on City property. The Parks & Grounds Maintenance Manager will supervise Park Maintenance staff and will act as a project manager to provide technical expertise and guidance on key City parks and grounds projects, and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decisions.

**SUPERVISION RECEIVED**

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

**SUPERVISION GIVEN**

Does have supervisory responsibility, typically for employees who exercise broad discretion. The supervisor provides broad guidance including mission and vision but does not provide task or duty level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, direct, supervise, and evaluate the implementation of landscape and park amenity maintenance and capital improvement plans/programs in City parks and/or on City property and/or facilities.
2. Consult and collaborate with stakeholders and consultants to gather information, perform financial analysis, and develop routine and capital maintenance plans that adhere to accepted park amenity and landscaping principles and code compliance standards.
3. Direct the determination of maintenance and capital maintenance projects' scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals, and participate in the selection of consultants/contractors.
4. Lead the negotiation of contract terms with consultants/contractors.
5. Inspect the work done by City maintenance staff, consultants, contractors, and vendors for conformance to specifications, and adjust as necessary.
6. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to guide the implementation of best practice routine and capital maintenance efforts.
7. Plan, direct, and monitor a comprehensive City sidewalk snow removal program.
8. Identify funding sources and develop, monitor, and administer general maintenance and capital project budgets for the division.
9. Collaborate with the Property & Facilities Manager in the development of capital maintenance plans, implementation, routine maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key park, landscape, and facility issues to City Administration.
10. Collaborate with the Property & Facilities Manager and the Parks & Recreation Manager on the development and implementation of maintenance and project priorities, planning, resource allocations, and service levels.
11. Research and keep abreast of current park and landscape maintenance practices, construction management practices, landscape architectural techniques, materials, trends, technologies, and methods; act as a technical City resource for the overall development, implementation, and quality control of park infrastructure planning and construction projects.
12. In the absence of the PFM Manager, and as requested, act in the capacity of Property & Facilities Manager to ensure seamless operation of the Property & Facilities Management and Park Maintenance Divisions.
13. Manage employee performance, and provide training, coaching, and mentoring for employees.
14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.



15. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
17. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
20. Other duties may be assigned.

### JOB REQUIREMENTS

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

1. Education & Experience Requirements
  - A. Bachelor's Degree in Landscape Architecture, Construction Management, Project Management, Parks and Recreation, Public Administration, or a related professional field, and four (4) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional parks, grounds, construction project, and/or facilities maintenance experience.
  - B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Ability to obtain a Pesticide Applicator's license within one (1) year of hire date.
3. Knowledge Requirements
  - A. Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.
  - B. Knowledge of project analysis, planning, implementation, and evaluation principles and practices.
  - C. Knowledge of all applicable safety and operational laws and regulations.
  - D. Knowledge of labor relations and labor agreements.
  - E. Knowledge of the methods, materials, and equipment used in janitorial work.
  - F. Knowledge of problem-solving and conflict-resolution techniques.
  - G. Knowledge of applicable safety requirements.
  - H. Knowledge of, or the ability to learn, City policies and procedures.
  - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - J. Knowledge of effective leadership and personnel practices.
  - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
  - L. Knowledge of budgetary, and management principles, practices, and procedures.
  - M. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
  - A. Skill in performing duties related to gardening, forestry, construction, turf management, snow removal, snow grooming, and other general parks and grounds maintenance practices.

- B. Skill in maintenance and capital maintenance project planning, implementation, management, and evaluation.
  - C. Skill in managing and tracking multiple works groups, maintenance activities and projects concurrently.
  - D. Skill in negotiating and administering contracts.
  - E. Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff, and other professionals.
  - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - G. Skill in managing one's own time and the time of others.
  - H. Skill in completing assignments accurately and with attention to detail.
  - I. Skill in mediation and dispute resolution.
  - J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  - K. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to plan, coordinate, and evaluate projects and maintenance activities.
  - B. Ability to investigate new products or contracted services, collect bids, and make price comparisons.
  - C. Ability to read and interpret blueprints, schematics, and technical manuals.
  - D. Ability to estimate project costs and evaluate cost effectiveness of operations.
  - E. Ability to handle disciplinary and/or grievance issues and concerns.
  - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - G. Ability to communicate and interact effectively with members of the public.
  - H. Ability to communicate effectively both orally and in writing.
  - I. Ability to recognize, analyze, and problem-solve a variety of situations.
  - J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
  - K. Ability to handle difficult and stressful situations with professional composure.
  - L. Ability to establish goals and objectives.
  - M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
  - N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - O. Ability to manage a budget and work within the constraints of that budget.
  - P. Ability to enforce safety rules and regulations.
  - Q. Ability to maintain confidential information.
  - R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - S. Ability to exercise sound judgment in making critical decisions.
  - T. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
  - U. Exhibits leadership qualities of dependability and accountability.
  - V. Ability to attend work as scheduled and/or required.

#### Physical Demands

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

#### Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals).

Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No:
WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution:
FLSA Exemption Type: Executive				

## Parks & Grounds Maintenance Manager

### SUMMARY/PURPOSE

~~Under the general direction, and in collaboration with the Property, Parks, & Libraries Director, t~~The Parks & Grounds Maintenance Manager will be responsible for managing, directing, evaluating and supervising the overall coordination, planning, operation, and performance of routine and capital maintenance in City parks and/or on City property. The Parks & Grounds Maintenance Manager will supervise Park Maintenance staff and will act as a project manager to provide technical expertise and guidance on key City parks and grounds projects, and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decisions.

### SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

### SUPERVISION GIVEN

~~Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.~~ Does have supervisory responsibility, typically for employees who exercise broad discretion. The supervisor provides broad guidance including mission and vision but does not provide task or duty level.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, direct, supervise, and evaluate the implementation of landscape and park amenity maintenance and capital improvement plans/programs in City parks and/or on City property and/or facilities.
2. Consult and collaborate with stakeholders and consultants to gather information, perform financial analysis, and develop routine and capital maintenance plans that adhere to accepted park amenity and landscaping principles and code compliance standards.
3. Direct the determination of maintenance and capital maintenance projects' scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals, and participate in the selection of consultants/contractors.
4. Lead the negotiation of contract terms with consultants/contractors.
5. Inspect the work done by City maintenance staff, consultants, contractors, and vendors for conformance to specifications, and adjust as necessary.
6. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to guide the implementation of best practice routine and capital maintenance efforts.
7. Plan, direct, and monitor a comprehensive City sidewalk snow removal program.
8. Identify funding sources and develop, monitor, and administer general maintenance and capital project budgets for the division.
9. Collaborate with the Property & Facilities Manager in the development of capital maintenance plans, implementation, routine maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key park, landscape, and facility issues to City Administration.
10. Collaborate with the Property & Facilities Manager and the Parks & Recreation Manager on the development and implementation of maintenance and project priorities, planning, resource allocations, and service levels.
11. Research and keep abreast of current park and landscape maintenance practices, construction management practices, landscape architectural techniques, materials, trends, technologies, and methods; act as a technical City resource for the overall development, implementation, and quality control of park infrastructure planning and construction projects.
12. In the absence of the PFM Manager, and as requested, act in the capacity of Property & Facilities Manager to ensure seamless operation of the Property & Facilities Management and Park Maintenance Divisions.
13. Manage employee performance, and provide training, coaching, and mentoring for employees.

14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
15. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
17. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
20. Other duties may be assigned.

### JOB REQUIREMENTS

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

1. Education & Experience Requirements
  - A. Bachelor's Degree in Landscape Architecture, Construction Management, Project Management, Parks and Recreation, Public Administration, or a related professional field, and four (4) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional parks, grounds, construction project, and/or facilities maintenance experience.
  - B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Ability to obtain a Pesticide Applicator's license within one (1) year of hire date.
3. Knowledge Requirements
  - A. Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.
  - B. Knowledge of project analysis, planning, implementation, and evaluation principles and practices.
  - C. Knowledge of all applicable safety and operational laws and regulations.
  - D. Knowledge of labor relations and labor agreements.
  - E. Knowledge of the methods, materials, and equipment used in janitorial work.
  - F. Knowledge of problem-solving and conflict-resolution techniques.
  - G. Knowledge of applicable safety requirements.
  - H. Knowledge of, or the ability to learn, City policies and procedures.
  - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - J. Knowledge of effective leadership and personnel practices.
  - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
  - L. Knowledge of budgetary, and management principles, practices, and procedures.
  - M. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements

- A. Skill in performing duties related to gardening, forestry, construction, turf management, snow removal, snow grooming, and other general parks and grounds maintenance practices.
  - B. Skill in maintenance and capital maintenance project planning, implementation, management, and evaluation.
  - C. Skill in managing and tracking multiple works groups, maintenance activities and projects concurrently.
  - D. Skill in negotiating and administering contracts.
  - E. Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff, and other professionals.
  - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - G. Skill in managing one's own time and the time of others.
  - H. Skill in completing assignments accurately and with attention to detail.
  - I. Skill in mediation and dispute resolution.
  - J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  - K. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to plan, coordinate, and evaluate projects and maintenance activities.
  - B. Ability to investigate new products or contracted services, collect bids, and make price comparisons.
  - C. Ability to read and interpret blueprints, schematics, and technical manuals.
  - D. Ability to estimate project costs and evaluate cost effectiveness of operations.
  - E. Ability to handle disciplinary and/or grievance issues and concerns.
  - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - G. Ability to communicate and interact effectively with members of the public.
  - H. Ability to communicate effectively both orally and in writing.
  - I. Ability to recognize, analyze, and problem-solve a variety of situations.
  - J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
  - K. Ability to handle difficult and stressful situations with professional composure.
  - L. Ability to establish goals and objectives.
  - M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
  - N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - O. Ability to manage a budget and work within the constraints of that budget.
  - P. Ability to enforce safety rules and regulations.
  - Q. Ability to maintain confidential information.
  - R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - S. Ability to exercise sound judgment in making critical decisions.
  - T. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
  - U. Exhibits leadership qualities of dependability and accountability.
  - V. Ability to attend work as scheduled and/or required.

#### Physical Demands

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

#### Work Environment

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

HR: HD	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No:
WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution:
FLSA Exemption Type: Executive				