



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda

Civil Service Board.

Tuesday, October 3, 2023

4:30 PM

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. September 5, 2023

Attachments: [2A Draft Minutes 09-05-2023](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Human Resources Leave Specialist (new)

Attachments: [4A1 Human Resources Leave Specialist \(new\)](#)

4A(2) Instrument Technician (revised)

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

4A(3) Water Plant Operator C (revised including job title change to Water Plant Operator)

Attachments: [4A3 Water Plant Operator C \(revised including job title change to Water Plant O](#)

4A(4) Water Plant Operator A (revised including job title change to Senior Water Plant Operator)

Attachments: [4A4 Water Plant Operator A \(revised including job title change to Senior Water I](#)

4A(5) ISD 709 - Second Shift Floater Custodian (new)

Attachments: [4A5 ISD 709 - Second Shift Floater Custodian \(new\)](#)

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 TERMINATION

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.

7. NEXT REGULAR MEETING SCHEDULED

November 7, 2023 (4:30 p.m. in Council Chambers)

8. ADJOURNMENT



City of Duluth

Minutes - Draft

Civil Service Board.

Tuesday, September 5, 2023

4:30 PM

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

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

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. July 17, 2023

Indexes:

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

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Parking Services Leadworker (new)

Indexes:

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

This Civil Service Board item was approved.

4A(2) Instrument Specialist (revised)

Indexes:

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

This Civil Service Board item was approved.

4A(3) Heavy Equipment Mechanic (revised)

Indexes:

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

This Civil Service Board item was approved.

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

Indexes:

Attachments: [4A4 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 Civil Service Board item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Civil Service Board item was received.

6C. ISD 709 - Notice of Rejection of Probation

This Civil Service Board item was received.

6D. ISD 709 - Notice of Rejection of Probation

This Civil Service Board 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 26, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Human Resources Leave Specialist

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF HUMAN RESOURCES LEAVE SPECIALIST.

Background Information/Summary of Job

The new job classification of Human Resources Leave Specialist is the result of a job audit. The employee conducting this work has been working in an HR Technician position and the work has evolved to be more specialized and focused in employee leave related duties. The new job description of Human Resources Leave Specialist reflects the current work being performed. The Leave Specialist will administer all coordinated services of FMLA and the act as first point of contact for leave of absence requests and workers compensation claims. This position will also oversee and administer leave requests and accommodations requiring specialized attention, particularly those that arise under the Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) and state and local leave laws.

The proposed job description has been shared with the impacted employee and the Confidential Union, and they are in agreement.

Recommendation

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

Human Resources Leave Specialist

SUMMARY/PURPOSE

To serve as the City of Duluth's primary point of contact for workers' compensation claims, and to oversee and administer leave of absence requests and accommodations requiring specialized attention, particularly those arising under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and federal, state, and local leave laws.

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. Communicate with employees regarding their need for leave and/or modified work schedules, ensuring that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to take leave.
2. Provide timely documents, communication, and information to employees, supervisors, and Benefits and Payroll staff in accordance with state and federal law, policy, and employment contracts.
3. Facilitate FMLA leave administration process from the employee's initial request for leave through the return-to-work, which includes gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed, and accounting for intermittent and reduced schedule leave use.
4. Communicate with employees regarding their needs for leave and/or modified work schedules to ensure they are aware of responsibilities and documentation requirements.
5. Educate employees on leave processes and procedures, and respond to leave questions and issues from employees or employer contacts.
6. Provide status updates and communication to employees, managers, and Human Resources personnel during employee leave.
7. Oversee the return-to-work process for employees returning from extended FMLA, workers' compensation, or other leave(s).
8. Manage and communicate with all parties to facilitate and schedule fitness for duty evaluations.
9. Facilitate other leave requests, which may include accommodation requests under the ADA.
10. Preserve confidentiality of employee medical documentation, files, and sensitive information, ensuring compliance with HIPAA.
11. Maintain and complete accurate records of leave and accommodation requests in accordance with specified legal requirements and best practices.
12. Assist with training and coaching of supervisory staff, employees, and unions on leave management practices.
13. Participate in developing, implementing, and monitoring policies, procedures, standards, and guidelines for determining and assessing leaves of absence.
14. Report employee leave information, coding errors, and applicable updates for payroll reporting purposes.
15. Establish and maintain a variety of human resource files, records, and databases.
16. Prepare a variety of materials, including correspondence, reports, and spreadsheets.
17. Develop, generate, and maintain various reporting tracking systems to measure and analyze utilization and other trends.
18. Communicate with workers' compensation insurance carrier and health care providers to ensure appropriate processing of claims.

19. Produce and manage reporting metrics and analytics for all leave cases and workers' compensation claims; present data as requested.
20. Research laws and regulations related to human resource policies and procedures as directed.
21. Assist in preparations for labor contract negotiations by gathering information, analyzing effects of recommended proposals, recommending initiatives for contract changes, and drafting proposal language when necessary.
22. 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.
23. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Bachelor's Degree in Human Resources, Business Administration, Psychology, or a related professional field, and two (2) years of related professional experience; OR a minimum of six (6) years of related education and/or full-time, verifiable professional human resources experience with a focus on leave management.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Knowledge of workers' compensation law, FMLA, and the ADA.
 - B. Knowledge of human resources policies and procedures, bargaining unit contracts, and federal, state, and local laws and regulations governing human resources work.
 - 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.
4. Skill Requirements
 - A. Skill in providing exemplary customer service with a focus on compliance.
 - B. Skill in designing and maintaining accurate and effective filing and tracking systems.
 - C. 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.
 - D. Skill in managing one's own time.
 - E. Skill in completing assignments accurately and with attention to detail.
 - F. 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 use initiative and independent judgment within established policies and procedural guidelines.
 - B. Ability to perform research, analyze, and summarize data in various forms.
 - C. Ability to maintain confidentiality.
 - D. Ability to read, interpret and apply a variety of complex materials and instructions, including laws and regulations, related to human resources and leave management process.
 - 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 communicate and interact effectively with members of the public.
 - G. Ability to communicate effectively both orally and in writing.

- H. Ability to understand and follow instructions.
- I. Ability to problem-solve a variety of situations.
- J. Ability to set priorities and complete assignments on time.
- K. Ability to organize and prioritize work while meeting multiple deadlines.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- N. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Confidential	EEOC: Professionals	CSB:	Class No:
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

**Human Resources**

Room 340
411 West First Street
Duluth, Minnesota 55802

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DATE: October 3, 2023
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Instrument Technician

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

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 Instrument Technician was last revised in 2013. The purpose of this position is to maintain and repair a variety of instrumentation, SCADA, electronic processing and control equipment. The primary changes to the job description are removing the Class B license since it's not necessary and dropping the years of experience to create more of an entry level position with the hopes of attracting a bigger applicant pool.

The job classification was discussed with the Basic Union and they 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 Technician.

Instrument Technician

SUMMARY/PURPOSE

To maintain and repair a variety of instrumentation, Supervisory Control and Data Acquisition (SCADA), electronic processing and control equipment. The work involves installation, modification, preventative maintenance, troubleshooting, and repairs of the City Utilities' metering, transmitting and recording instruments, sensors, flow monitoring equipment and computer equipment; and performs other maintenance work as assigned.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Install, maintain, and repair a variety of electronic and pneumatic instruments such as telemetering devices, programmable logic controls, transmitters, receivers, sensors, monitoring equipment, flow meters, and other instruments.
2. Perform a wide variety of journey level work in the analysis, design, programming, testing, installation, integration, and maintenance of data processing systems.
3. Maintain and repair the computer equipment associated with SCADA monitoring and control systems, including all input and processing equipment to ensure that accurate data is received and processed.
4. Operate standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.
5. Install electrical, electronic, pneumatic, and mechanical components.
6. Assist other staff and consulting specialists in the installation, modification, maintenance, and repair of instrumentation and electronic processing equipment.
7. Read and interpret blueprints, drawings, manuals, and output data to diagnose and repair equipment.
8. Clean the work area after completion of a project, and keep tools and equipment in good working condition.
9. Prepare material lists and cost estimates.
10. Attend training sessions as deemed appropriate by supervisors.
11. Perform maintenance duties as assigned.
12. Act as project leader on specified job assignments and provide direction and assistance to others involved.
13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
14. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A minimum of two (2) 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 a combination of related education, above experience, and specialized training totaling three (3) years.
- B. Experience with water, wastewater, and gas controls and instrumentation preferred.
- C. Experience with Industrial Wireless Communication Systems preferred.
2. License Requirements
- A. Possess and maintain a valid Minnesota D driver's license or privilege.
- B. Registration with the State of Minnesota as an electrical worker or the ability to obtain registration within one week of hire.
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 problem-solving and conflict-resolution techniques.
- G. Knowledge of applicable safety requirements.
- H. 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 to determine the nature of equipment malfunctions and assists 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 with Ethernet network architecture.
- F. Skill in directing the work of others.
- 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 use hand and power tools.
- B. Ability to solder.
- 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 coworkers, 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.
- L. Ability to respond to 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 communicate and interact effectively with members of the public.
- O. Ability to communicate effectively both orally and in writing.
- P. Ability to understand and follow instructions.
- Q. Ability to problem-solve a variety of situations.
- R. Ability to set priorities and complete assignments on time.
- S. Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

The work environment involves 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).

HR: LD	Union: Basic	EEOC: Technicians	CSB:	Class No: 3235
WC: 7502	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:

Instrument Technician

SUMMARY/PURPOSE

To maintain and repair a variety of instrumentation, Supervisory Control and Data Acquisition (SCADA), electronic processing and control equipment. The work involves installation, modification, preventative maintenance, troubleshooting, and repairs of the City Utilities' metering, transmitting and recording instruments, sensors, flow monitoring equipment and computer equipment; and performs other maintenance work as assigned.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Install, maintain, and repair a variety of electronic and pneumatic instruments such as telemetering devices, programmable logic controls, transmitters, receivers, sensors, monitoring equipment, flow meters, and other instruments.
2. Perform a wide variety of journey level work in the analysis, design, programming, testing, installation, integration, and maintenance of data processing systems.
3. Maintain and repair the computer equipment associated with City Utilities Supervisory Control and Data Acquisition (SCADA) monitoring and control systems, including all input and processing equipment to ensure that accurate data is received and processed.
4. Operate standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.
5. Install electrical, electronic, pneumatic, and mechanical components.
6. Assist other staff and consulting specialists in the installation, modification, maintenance, and repair of instrumentation and electronic processing equipment.
7. Read and interpret blueprints, drawings, manuals, and output data to diagnose and repair equipment.
8. Clean the work area after completion of a project, ~~keeps~~ keep tools and equipment in good working condition.
9. Prepare material lists and ~~costs~~ cost estimates.
10. Attend training sessions as deemed appropriate by supervisors.
11. Perform maintenance duties as assigned.
12. Act as project leader on specified job assignments and provide direction and assistance to others involved.
13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
14. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education ~~and~~ & Experience Requirements

- A. A minimum of ~~four~~ two (2) 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 a combination of related education, above experience, and specialized training totaling three (3) years.
 - A. ~~A combination of related education, above experience, and specialized training totaling five (5) years.~~
 - B. Experience with water, wastewater, and gas controls and instrumentation preferred.
 - C. Experience with Industrial Wireless Communication Systems preferred.
2. License Requirements
- A. ~~Possession of~~ Possess and maintain a valid Minnesota ~~Class B Commercial Driver's~~ Class B Commercial Driver's ~~license or equivalent privilege.~~
 - A. ~~Possession of a Minnesota Journeyman Electrician License or equivalent.~~
 - B. Registration with the State of Minnesota as an electrical worker or the ability to obtain registration within one week of hire.
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 problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. 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 to determine the nature of equipment malfunctions and assists 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 with Ethernet network architecture.
 - F. Skill in directing the work of others.
 - 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 use hand and power tools.
 - B. Ability to solder.
 - 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~~ coworkers, 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.
- L. Ability to respond to a-call-outs after completion of regular assigned work hours.

1. ~~Physical Ability Requirements~~

- ~~A. Ability to work outside year round.~~
- 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.**
- M.N. Ability to work from ladders or scaffolds up to 50 feet high communicate and interact effectively with members of the public.**
- O. Ability to communicate effectively both orally and in writing.**
- ~~N.P. 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.~~
- Q. Ability to problem-solve a variety of situations.**
- R. Ability to stand, walk, kneel, crouch set priorities and stoop, complete assignments on time.**
- S. 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 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).

HR: LD	Union: Basic	EEOC: Technicians	CSB:	Class No: 3235
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 26, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Water Plant Operator C

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF WATER PLANT OPERATOR C, INCLUDING A TITLE CHANGE TO WATER PLANT OPERATOR.

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 Water Plant Operator C job description was last revised in October of 2012. The purpose of this position is to maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act. The major/primary changes to the job description include updating antiquated language to reflect the work today, as well as condense the four existing Water Plant Operator classifications (Water Plant Operator A, B, C, & D) into two job classifications: Water Plant Operator (former C & D operator licensure) and Senior Water Plant Operator (former A & B operator licensure). The intention is to abolish the Water Plant Operator B and Water Plant Operator D classifications once the revised classes are approved.

The proposed revisions to the job classification were discussed with the Basic union and incumbents, and they are supportive of these updates.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Water Plant Operator C, including a title change to Water Plant Operator.

Water Plant Operator

SUMMARY/PURPOSE

To maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act.

DISTINGUISHING FEATURES OF THE CLASS

Employees at the Water Plant Operator level are distinguished from the Senior Water Plant Operator level by possessing their Minnesota Class "C" or "D" Water Supply System Operator's certification. They are certified by the MDH, and possess the knowledge needed to perform duties as assigned, and expected to function with the highest amount of plant and system knowledge. This level exercises independent discretion and judgment in matters related to work procedures and methods.

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. Complete regular rounds and inspections of all Water Division facilities to ensure proper operations and functioning of process equipment and security of all buildings and stations, including monitoring in extreme weather conditions, such as high winds, lightning, blizzards, extreme cold, and stormy conditions.
2. Control the volume and pressure of raw, intermediate, backwash filters, and treated water to the appropriate points within the water system by monitoring and operating pumps and valves in order to meet demand for finished water.
3. Control coagulation, flocculation, sedimentation, fluoridation, and disinfection in the treatment process to meet all applicable standards for potable water treatment.
4. Provide safe, high quality water in adequate supply to meet health and sanitary needs of customers, and conduct laboratory testing and monitoring of the treatment plant process to ensure requirements of the Safe Drinking Water Act are met.
5. Operate second, third, weekend, and holiday shifts without supervision, and make decisions and maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
6. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
7. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
8. Provide direction and assistance to others involved in operational and project problem solving.
9. Troubleshoot and correct abnormal operating conditions in emergencies, and make split-second decisions without supervision, in mechanical process, instrumentation, electrical, equipment, and call out appropriate personnel to repair.
10. Assist with the delivery of hazardous chemicals received at the treatment facility.
11. Record, update, and log all pertinent data and information in regard to operation, monitoring, dosages, chemicals, and records for the operations, towers, stations, and reservoirs.
12. Collaborate with other individuals, within and without the City, in order to conduct regular repairs, upgrades, services, and emergency repairs that effect operations.
13. Maintain the plant operations 24/7/365, including operating 12-hour shifts, holidays, and weekends.

14. Be available in emergency situations, shift substitutions, to assist in operations of treatment plant or system.
15. Coordinate repairs to plant, system, station, reservoirs, startup/shutdowns with other services and contractors.
16. Train new operators in procedures and operations until ready to operate (4-6 months).
17. 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.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Provide training on new or modified procedures and policies to all affected parties.
20. Coordinate and perform startups/shutdowns and operations of station pumps, reservoir levels, filters for work-pm-upgrades for functions and programs for the City.
21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Associate's Degree in Water Resource Technology or related professional field; OR a minimum of two (2) years of related education and/or full-time, verifiable professional experience operating a potable water treatment plant (surface water preferred).
2. License Requirements
 - A. Possession of a Minnesota Class "C", or "D" Water Supply System Operator's Certificate.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - C. Must obtain a Minnesota Special Boiler Operator's License within six (6) months of appointment and maintain thereafter.
3. Knowledge Requirements
 - A. Extensive knowledge of the methods, tools, equipment, chemicals, and materials used in the treatment of water for consumption.
 - B. Knowledge of basic electricity.
 - C. Knowledge of mechanical systems and plumbing.
 - D. Knowledge of water chemistry.
 - E. Knowledge of Supervisory Control Data Acquisition (SCADA) operations.
 - F. Knowledge of lagoon operations.
 - G. Basic operation of process meters.
 - H. Knowledge of mathematics used to calculate chemical dosages, flows, volumes and other related calculations.
 - I. Basic knowledge of electronics.
 - J. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
 - K. Knowledge of computer operations.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.

- N. Knowledge of, or the ability to learn, City policies and procedures.
- O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- P. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. Extensive skill in troubleshooting, maintaining, and repairing mechanical plumbing, electrical, and electronic systems.
- B. Skill in accurately measuring and recording data using various means, including electronic computers.
- C. Skill in calculating and predicting chemical dosages and volumes.
- D. 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.
- E. Skill in managing one's own time and the time of others.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in mediation and dispute resolution.
- H. 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 predict water demand, possible leaks, and issues affecting the treatment process, water system, and operations through SCADA monitoring.
- B. Ability to monitor and maintain safe levels and pressure of potable water to all residents, businesses, and communities served by the treatment plant and water system.
- C. Ability to repair/change parts on hazardous chemical feed systems using appropriate PPE.
- D. Ability to operate and maintain all equipment used in the treatment plant and water system.
- E. Ability to troubleshoot using schematics, blueprints, O & M manuals, and technical drawings.
- F. Ability to operate an overhead crane.
- G. Ability to process information needed in operations, troubleshooting, and correcting processes.
- H. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- I. Use good judgment in decision-making.
- J. Exhibits leadership qualities of dependability and accountability.
- K. Ability to work alone unsupervised and make sound split-second decisions.
- L. Ability to work shifts, holidays, weekends, and overtime and be available for on-call duty as needed.
- M. Ability to use good judgment during emergency situations, such as unexpected events, power outages, and sudden mechanical failures.
- 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 recognize, analyze, and solve a variety of problems.
- R. Ability to organize and prioritize work while meeting multiple deadlines.
- S. Ability to handle difficult and stressful situations with professional composure.
- T. Ability to work successfully as a member of a team and independently with minimal supervision.
- U. Ability to train and lead others.
- V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- W. Ability to enforce safety rules and regulations.
- X. Ability to maintain confidential information.
- Y. Ability to demonstrate dependability, responsibility, and consistency in job performance.

Z. 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: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 4424
WC: 7520	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:
<i>Job title change from Water Plant Operator C</i>				

Water Plant Operator "A"

SUMMARY/PURPOSE

This is the highest class within the Water Plant Operator series who maintains a safe, reliable, and cost-efficient supply of potable water. To maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this the Water Plant Operator level are distinguished from other the Water Plant Operator levels by the Senior Water Plant Operator level of by possessing their Minnesota Class "C" or "D" Water Supply System Operator's certification achieved. They are certified by the MDH, and possess the amount of guidance and instruction knowledge needed to perform duties as assigned, and expected to function with the highest amount of knowledge comparative to positions with lower certifications. Positions at plant and system knowledge. This level exercise exercises independent discretion and judgment in matters related to work procedures and methods.

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 (other duties may be assigned)

1. Complete regular rounds and inspections of all Water Division facilities to ensure proper operating operations and functioning of process equipment and security of all buildings and stations, including monitoring in extreme weather conditions, such as high winds, lightning, blizzards, extreme cold, and stormy conditions.
2. Control the volume and pressure of raw, intermediate, backwash filters, and treated water to the appropriate points within the water system by monitoring and operating pumps and valves in order to meet demand for finished water.
3. Adjust feed rates of various chemicals as necessary to maintain prescribed dosage rates and Control coagulation, flocculation, sedimentation, fluoridation, and disinfection in the treatment process to meet all applicable standards for potable water treatment.
1. Ensure all phases of the water treatment process are in accordance with applicable standards.
4. Provide safe, high quality water in adequate supply to meet health and sanitary needs of customers, and conduct laboratory testing and monitoring of the treatment plant process to ensure requirements of the Safe Drinking Water Act are met.
- 4.5. Operate second, third, weekend, and holiday shifts without supervision, and make decisions and maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
2. Predict demand for finished, potable water in all water systems served by the City of Duluth.
3. Maintain a sufficient volume and pressure of finished, potable water delivered to all the water systems served by the City of Duluth sufficient to meet their demands.
6. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
7. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
8. Provide direction and assistance to others involved in operational and project problem solving.

- 5.9. Troubleshoot and correct abnormal operating conditions in emergencies, and make split-second decisions without supervision, in mechanical process, instrumentation, electrical, equipment, and call out appropriate personnel to repair.
10. Operate and maintain all equipment used in ~~Assist with the delivery of hazardous chemicals received at the treatment facility.~~
- 6.11. Record, update, and log all pertinent data and supply of water by the City of Duluth information in regard to operation, monitoring, dosages, chemicals, and records for the operations, towers, stations, and reservoirs.
4. ~~Report transmission or distribution losses to the proper individuals or agencies for correction.~~
- 7.12. Collaborate with other individuals, within and without the City, in order to conduct regular repairs, upgrades, services, and emergency repairs that effect operations efficiently.
5. ~~Communicate with others, orally and in writing, within and without the City, in a respectful, appropriate manner.~~
13. Maintain the plant operations 24/7/365, including operating 12-hour shifts, holidays, and weekends.
14. Be available in emergency situations, shift substitutions, to assist in operations of treatment plant or system.
15. Coordinate repairs to plant, system, station, reservoirs, startup/shutdowns with other services and contractors.
16. Train new operators in procedures and operations until ready to operate (4-6 months).
17. 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.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Provide training on new or modified procedures and policies to all affected parties.
20. Coordinate and perform startups/shutdowns and operations of station pumps, reservoir levels, filters for work-pm-upgrades for functions and programs for the City.
21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education and Experience Requirements
 - A. Five years' Associate's Degree in Water Resource Technology or related professional field; OR a minimum of two (2) years of related education and/or full-time, verifiable professional experience operating a potable water treatment plant. (surface water preferred).
2. License Requirements
 - A. Possession of a Minnesota Class "A," "C", or "D" Water Supply System Operator's Certificate.
 - B. ~~Possession of~~Possess and maintain a valid Minnesota ~~driver's~~Class D driver's license or ~~equivalent privilege.~~
 - C. Must obtain a Minnesota ~~Second Class AC~~Special Boiler Operator's License within six (6) months of appointment and maintain thereafter.

3. Knowledge Requirements
 - A. Extensive knowledge of the methods, tools, equipment, chemicals, and materials used in the treatment of water for consumption.
 - B. Knowledge of ~~high voltage (2400 V)~~basic electricity.
 - C. Knowledge of mechanical systems and plumbing.
 - D. Knowledge of water chemistry.
 - E. Knowledge of Supervisory Control Data Acquisition (SCADA) operations.
 - F. Knowledge of lagoon operations.
 - G. Basic operation of process meters.
 - E-H. Knowledge of mathematics used to calculate chemical dosages, flows, volumes and other related calculations.
 - F-I. Basic knowledge of electronics.
 - G-J. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
 - K. Knowledge of ~~microcomputer operation~~computer operations.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.
 - N. Knowledge of, or the ability to learn, City policies and procedures.
 - O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - H-P. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Extensive skill in troubleshooting, maintaining, and repairing mechanical plumbing, electrical, and electronic systems.
 - B. Skill in accurately measuring and recording data using various means, including electronic ~~and~~ computers.
 - C. Skill in calculating and predicting chemical dosages and volumes.
 - D. 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.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in mediation and dispute resolution.
 - H. 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 predict water demand, possible leaks, and issues affecting the treatment process, water system, and operations through SCADA monitoring.
 - B. Ability to monitor and maintain safe levels and pressure of potable water to all residents, businesses, and communities served by the treatment plant and water system.
 - C. Ability to repair/change parts on hazardous chemical feed systems using appropriate PPE.
 - D. Ability to operate and maintain all equipment used in the treatment plant and water system.
 - E. Ability to troubleshoot using schematics, blueprints, O & M manuals, and technical drawings.
 - A-F. Ability to operate an overhead crane.
 - B-G. Ability to ~~read~~process information ~~from~~needed in operations, troubleshooting, and ~~enter~~ information into ~~computers~~correcting processes.
 - G-H. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
 - I. Use good judgment in decision-making.
 - J. Exhibits leadership qualities of dependability and accountability.
 - K. Ability to work alone unsupervised and make sound split-second decisions.
 - D-L. Ability to work shifts, holidays, weekends, and overtime and be available for on-call duty as needed.

~~E.M.~~ Ability to think and act with use good judgment during emergency situations, such as unexpected events, power outages, and sudden mechanical failures.

1. ~~Physical Ability Requirements~~

- ~~A. Ability to transport oneself and the tools and materials used in the job to various locations within and without pump stations, the water treatment plant, and the City of Duluth.~~
- ~~B. Ability to lift and carry up to 100 pounds occasionally with assistance and 50 pounds frequently. Representative tasks include unloading and transporting bagged chemicals and carrying replacement parts and repair tools.~~
- ~~C. Ability to walk, crawl, push, pull, balance, climb using ladders and stairs, to make routine rounds, unload and transport chemicals, and maintain equipment located at some height above the ground.~~
- ~~D. Ability to stoop, bend, reach handle, finger, and feel while maintaining equipment.~~
- ~~E. Ability to talk, hear, taste, and feel, while communicating and diagnosing equipment malfunction.~~
- ~~F. Ability to see at near, mid, and far ranges and to perceive depth and distinguish colors. Representative tasks include driving, and making rounds to detect incorrect plant operation.~~
- 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 recognize, analyze, and solve a variety of problems.**
- R. Ability to organize and prioritize work while meeting multiple deadlines.**
- S. Ability to handle difficult and stressful situations with professional composure.**
- T. Ability to work successfully as a member of a team and independently with minimal supervision.**
- U. Ability to train and lead others.**
- V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.**
- W. Ability to enforce safety rules and regulations.**
- X. Ability to maintain confidential information.**
- Y. Ability to demonstrate dependability, responsibility, and consistency in job performance.**
- Z. 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: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 4424
WC: 7520	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:
<i>Job title change from Water Plant Operator C</i>				



Human Resources

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hrinformation
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DATE: September 26, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Water Plant Operator A

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF WATER PLANT OPERATOR A, INCLUDING A TITLE CHANGE TO SENIOR WATER PLANT OPERATOR.

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 Water Plant Operator A job description was last revised in October of 2012. The purpose of this position is to maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act. The major/primary changes to the job description include updating antiquated language to reflect the work today, as well as condense the four existing Water Plant Operator classifications (Water Plant Operator A, B, C, & D) into two job classifications: Water Plant Operator (former C & D operator licensure) and Senior Water Plant Operator (former A & B operator licensure). The intention is to abolish the Water Plant Operator B and Water Plant Operator D classifications once the revised classes are approved.

The proposed revisions to the job classification were discussed with the Basic union and incumbents, and they are supportive of these updates.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Water Plant Operator A, including a title change to Senior Water Plant Operator.

Water Plant Operator

SUMMARY/PURPOSE

To maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act.

DISTINGUISHING FEATURES OF THE CLASS

Employees at the Water Plant Operator level are distinguished from the Senior Water Plant Operator level by possessing their Minnesota Class "C" or "D" Water Supply System Operator's certification. They are certified by the MDH, and possess the knowledge needed to perform duties as assigned, and expected to function with the highest amount of plant and system knowledge. This level exercises independent discretion and judgment in matters related to work procedures and methods.

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. Complete regular rounds and inspections of all Water Division facilities to ensure proper operations and functioning of process equipment and security of all buildings and stations, including monitoring in extreme weather conditions, such as high winds, lightning, blizzards, extreme cold, and stormy conditions.
2. Control the volume and pressure of raw, intermediate, backwash filters, and treated water to the appropriate points within the water system by monitoring and operating pumps and valves in order to meet demand for finished water.
3. Control coagulation, flocculation, sedimentation, fluoridation, and disinfection in the treatment process to meet all applicable standards for potable water treatment.
4. Provide safe, high quality water in adequate supply to meet health and sanitary needs of customers, and conduct laboratory testing and monitoring of the treatment plant process to ensure requirements of the Safe Drinking Water Act are met.
5. Operate second, third, weekend, and holiday shifts without supervision, and make decisions and maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
6. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
7. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
8. Provide direction and assistance to others involved in operational and project problem solving.
9. Troubleshoot and correct abnormal operating conditions in emergencies, and make split-second decisions without supervision, in mechanical process, instrumentation, electrical, equipment, and call out appropriate personnel to repair.
10. Assist with the delivery of hazardous chemicals received at the treatment facility.
11. Record, update, and log all pertinent data and information in regard to operation, monitoring, dosages, chemicals, and records for the operations, towers, stations, and reservoirs.
12. Collaborate with other individuals, within and without the City, in order to conduct regular repairs, upgrades, services, and emergency repairs that effect operations.
13. Maintain the plant operations 24/7/365, including operating 12-hour shifts, holidays, and weekends.

14. Be available in emergency situations, shift substitutions, to assist in operations of treatment plant or system.
15. Coordinate repairs to plant, system, station, reservoirs, startup/shutdowns with other services and contractors.
16. Train new operators in procedures and operations until ready to operate (4-6 months).
17. 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.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Provide training on new or modified procedures and policies to all affected parties.
20. Coordinate and perform startups/shutdowns and operations of station pumps, reservoir levels, filters for work-pm-upgrades for functions and programs for the City.
21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Associate's Degree in Water Resource Technology or related professional field; OR a minimum of two (2) years of related education and/or full-time, verifiable professional experience operating a potable water treatment plant (surface water preferred).
2. License Requirements
 - A. Possession of a Minnesota Class "C", or "D" Water Supply System Operator's Certificate.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - C. Must obtain a Minnesota Special Boiler Operator's License within six (6) months of appointment and maintain thereafter.
3. Knowledge Requirements
 - A. Extensive knowledge of the methods, tools, equipment, chemicals, and materials used in the treatment of water for consumption.
 - B. Knowledge of basic electricity.
 - C. Knowledge of mechanical systems and plumbing.
 - D. Knowledge of water chemistry.
 - E. Knowledge of Supervisory Control Data Acquisition (SCADA) operations.
 - F. Knowledge of lagoon operations.
 - G. Basic operation of process meters.
 - H. Knowledge of mathematics used to calculate chemical dosages, flows, volumes and other related calculations.
 - I. Basic knowledge of electronics.
 - J. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
 - K. Knowledge of computer operations.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.

- N. Knowledge of, or the ability to learn, City policies and procedures.
 - O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - P. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Extensive skill in troubleshooting, maintaining, and repairing mechanical plumbing, electrical, and electronic systems.
 - B. Skill in accurately measuring and recording data using various means, including electronic computers.
 - C. Skill in calculating and predicting chemical dosages and volumes.
 - D. 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.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in mediation and dispute resolution.
 - H. 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 predict water demand, possible leaks, and issues affecting the treatment process, water system, and operations through SCADA monitoring.
 - B. Ability to monitor and maintain safe levels and pressure of potable water to all residents, businesses, and communities served by the treatment plant and water system.
 - C. Ability to repair/change parts on hazardous chemical feed systems using appropriate PPE.
 - D. Ability to operate and maintain all equipment used in the treatment plant and water system.
 - E. Ability to troubleshoot using schematics, blueprints, O & M manuals, and technical drawings.
 - F. Ability to operate an overhead crane.
 - G. Ability to process information needed in operations, troubleshooting, and correcting processes.
 - H. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
 - I. Use good judgment in decision-making.
 - J. Exhibits leadership qualities of dependability and accountability.
 - K. Ability to work alone unsupervised and make sound split-second decisions.
 - L. Ability to work shifts, holidays, weekends, and overtime and be available for on-call duty as needed.
 - M. Ability to use good judgment during emergency situations, such as unexpected events, power outages, and sudden mechanical failures.
 - 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 recognize, analyze, and solve a variety of problems.
 - R. Ability to organize and prioritize work while meeting multiple deadlines.
 - S. Ability to handle difficult and stressful situations with professional composure.
 - T. Ability to work successfully as a member of a team and independently with minimal supervision.
 - U. Ability to train and lead others.
 - V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - W. Ability to enforce safety rules and regulations.
 - X. Ability to maintain confidential information.
 - Y. Ability to demonstrate dependability, responsibility, and consistency in job performance.

Z. 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: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 4424
WC: 7520	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:
<i>Job title change from Water Plant Operator C</i>				

WATER PLANT OPERATOR "A" Senior Water Plant Operator

SUMMARY/PURPOSE

~~This is the highest class within the Water Plant Operator series who maintains a safe, reliable, and cost-efficient supply of potable water.~~

To maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act.

DISTINGUISHING FEATURES OF THE CLASS

~~Employees at this the Senior Water Plant Operator level are distinguished from other the Water Plant Operator levels by the Water Plant Operator level of by possessing their Minnesota Class "A" or "B" Water Supply System Operator's certification achieved. They are certified by the MDH, and possess the amount of guidance and instruction knowledge needed to perform duties as assigned, and are expected to function with the highest amount of knowledge comparative to positions with lower certifications. Positions at plant and system knowledge. This level exercise exercises independent discretion and judgment in matters related to work procedures and methods.~~

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 (other duties may be assigned)

1. Complete regular rounds and inspections of all Water Division facilities to ensure proper operating operations and functioning of process equipment and security of all buildings and stations, including monitoring in extreme weather conditions, such as high winds, lightning, blizzards, extreme cold, and stormy conditions.
2. Control the volume and pressure of raw, intermediate, backwash filters, and treated water to the appropriate points within the water system by monitoring and operating pumps and valves in order to meet demand for finished water.
3. Adjust feed rates of various chemicals as necessary to maintain prescribed dosage rates and Controls coagulation, flocculation, sedimentation, fluoridation, and disinfection in the treatment process to meet all applicable standards for potable water treatment.
1. ~~Ensure all phases of the water treatment process are in accordance with applicable standards.~~
4. Provide safe, high quality water in adequate supply to meet health and sanitary needs of customers, and conduct laboratory testing and monitoring of the treatment plant process to ensure requirements of the Safe Drinking Water Act are met.
- 4.5. Operate second, third, weekend, and holiday shifts without supervision, and make decisions and maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
2. ~~Predict demand for finished, potable water in all water systems served by the City of Duluth.~~
3. ~~Maintain a sufficient volume and pressure of finished, potable water delivered to all the water systems served by the City of Duluth sufficient to meet their demands.~~
6. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
7. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
8. Provide direction and assistance to others involved in operational and project problem solving.

- ~~5.9. Troubleshoot and correct abnormal operating conditions in emergencies, and make split-second decisions without supervision, in mechanical process, instrumentation, electrical, equipment and call out appropriate personnel to repair.~~
- ~~10. Operate and maintain all equipment used in~~ Assist with the delivery of hazardous chemicals received at the treatment facility.
- ~~6.11. Record, update, and log all pertinent data and supply of water by the City of Duluth~~ information in regards to operation, monitoring, dosages, chemicals, and records for the operations, towers, stations, and reservoirs.
- ~~4. Report transmission or distribution losses to the proper individuals or agencies for correction.~~
- ~~7.12. Collaborate with other individuals, within and without the City, in order to conduct regular repairs, upgrades, services, and emergency repairs that effect operations efficiently.~~
- ~~5. Communicate with others, orally and in writing, within and without the City, in a respectful, appropriate manner.~~
- 13. Maintain the plant operations 24/7/365, including operating 12-hour shifts, holidays, and weekends.
- 14. Be available in emergency situations, shift substitutions, to assist in operations of treatment plant or system.
- 15. Coordinate repairs to plant, system, station, reservoirs, startup/shutdowns with other services and contractors.
- 16. Train new operators in procedures and operations until ready to operate (4-6 months).
- 17. 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.
- 18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- 19. Provide training on new or modified procedures and policies to all affected parties.
- 20. Coordinate and perform startups/shutdowns and operations of station pumps, reservoir levels, filters for work-pm-upgrades for functions and programs for the City.
- 21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- 22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
- 23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- 24. Other duties may be assigned.

JOB REQUIREMENTS

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

- 1. Education ~~and~~ Experience Requirements
 - A. ~~Five years~~A minimum of five (5) years of full-time, verifiable professional experience operating a potable water treatment plant (surface water preferred).
 - A-B. Associate's Degree in Water Resource Technology or comparable degree preferred.
- 2. License Requirements
 - A. Possession of a Minnesota Class "A" or "B", Water Supply System Operator's Certificate.
 - B. ~~Possession of~~Possess and maintain a valid Minnesota driver=~~s~~Class D driver's license or equivalent privilege.
 - C. Must obtain a Minnesota ~~Second Class AC~~Special Boiler Operator's License within six (6) months of appointment and maintain thereafter.

3. Knowledge Requirements
 - A. Extensive knowledge of the methods, tools, equipment, chemicals, and materials used in the treatment of water for consumption.
 - B. Knowledge of ~~high voltage (2400 V)~~basic electricity.
 - C. Knowledge of mechanical systems and plumbing.
 - D. Knowledge of water chemistry.
 - E. Knowledge of Supervisory Control Data Acquisition (SCADA) operations.
 - F. Knowledge of lagoon operations.
 - G. Basic operation of process meters.
 - E-H. Knowledge of mathematics used to calculate chemical dosages, flows, volumes and other related calculations.
 - F-I. Basic knowledge of electronics.
 - G-J. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
 - K. Knowledge of ~~microcomputer operation~~computer operations.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.
 - N. Knowledge of, or the ability to learn, City policies and procedures.
 - O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - H-P. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Extensive skill in troubleshooting, maintaining, and repairing mechanical plumbing, electrical, and electronic systems.
 - B. Skill in accurately measuring and recording data using various means, including electronic ~~and~~ computers.
 - C. Skill to calculate and predict chemical dosages and volumes.
 - D. 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.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in mediation and dispute resolution.
 - H. 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 predict water demand, possible leaks, and issues affecting the treatment process, water system, and operations through SCADA monitoring.
 - B. Ability to monitor and maintain safe levels and pressure of potable water to all residents, businesses, and communities served by the treatment plant and water system.
 - C. Ability to repair/change parts on hazardous chemical feed systems using appropriate PPE.
 - D. Ability to operate and maintain all of the equipment used in the treatment plant and water system.
 - E. Ability to troubleshoot using schematics, blueprints, O & M manuals, and technical drawings.
 - A-F. Ability to operate an overhead crane.
 - B-G. Ability to ~~read~~process information ~~from~~needed in operations, troubleshooting, and enter information into ~~computers~~correcting processes.
 - C-H. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
 - I. Ability to use good judgment in decision-making.
 - J. Exhibits leadership qualities of dependability and accountability.
 - K. Ability to work alone unsupervised and make sound split second decisions.

- ~~D-L.~~ Ability to work shifts, Holidays, weekends, and overtime and be available for on-call duty as needed.
- ~~E-M.~~ Ability to ~~think and act with~~use good judgment during emergency situations, such as unexpected events, power outages, and sudden mechanical failures.

1. ~~Physical Ability Requirements~~

- ~~A.~~ Ability to transport oneself and the tools and materials used in the job to various locations within and without pump stations, the water treatment plant, and the City of Duluth.
- ~~B.~~ Ability to lift and carry up to 100 pounds occasionally with assistance and 50 pounds frequently. Representative tasks include unloading and transporting bagged chemicals and carrying replacement parts and repair tools.
- ~~C.~~ Ability to walk, crawl, push, pull, balance, climb using ladders and stairs, to make routine rounds, unload and transport chemicals, and maintain equipment located at some height above the ground.
- ~~D.~~ Ability to stoop, bend, reach handle, finger, and feel while maintaining equipment.
- ~~E.~~ Ability to talk, hear, taste, and feel, while communicating and diagnosing equipment malfunction.
- ~~F.~~ Ability to see at near, mid, and far ranges and to perceive depth and distinguish colors. Representative tasks include driving, and making rounds to detect incorrect plant operation.
- 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 recognize, analyze, and solve a variety of problems.
- R. Ability to organize and prioritize work while meeting multiple deadlines.
- S. Ability to handle difficult and stressful situations with professional composure.
- T. Ability to work successfully as a member of a team and independently with minimal supervision.
- U. Ability to train and lead others.
- V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- W. Ability to enforce safety rules and regulations.
- X. Ability to maintain confidential information.
- Y. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Z. 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: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 3330
WC: 7520	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:
<i>Job title change from Water Plant Operator A</i>				

DATE: September 28, 2023
TO: Civil Service Board
FROM: Theresa Severance
Executive Director of Human Resources and Operations
SUBJECT: New Job Classification of Second Shift Floater Custodian

RECOMMENDATION:

APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF SECOND SHIFT FLOATER CUSTODIAN

Background Information

The Duluth Public Schools brings forward for approval for a Second Shift Floater Custodian. Both Duluth Public Schools and the National Conference of Fireman and Oilers, Local Chapter 956 have come to an agreement on this job description.

Outline of Duties

The changes to this provide more flexibility in building wide coverage.

Recommendation

Based on the above information, and in accordance with Section 4.10 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Second Shift Floater Custodian.



CLASSIFICATION DESCRIPTION

TITLE: Second Shift Floater Custodian

Title of Immediate Supervisor: Supervisor of Operations/Facilities Manager/Building Engineer	Department:	FLSA Status: Non-Exempt
Accountable For (Job Titles):		Pay Grade Assignment: National Conference of Fireman and Oilers, Local 956, Pay Group 4a,4b,4c

General Summary or Purpose of Job:

This is a floating position that can change site on a day to day basis, position will be housed at Facilities Management site, and mileage will be based on starting there for work assignment.

Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Second Shift Floater Custodian, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Second Shift Floater Custodian assists school custodian I/II/III's in their use of equipment and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Second Shift Floater Custodian may have to monitor evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system.

This position cannot substitute for a Building Engineers unless the proper licensure is held.

CLASSIFICATION DESCRIPTION

TITLE: Second Shift Floater Custodian

ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas; empty trash containers and pencil sharpeners, and remove and replace trash liners in trash containers.
2. Wet mop cafeteria, kitchen, and bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper; sanitize locker rooms, and showers.
3. Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize locker rooms, showers and other areas as needed to maintain clean and safe walking surfaces.
4. Close building for daily operations; ensure building and grounds are safe and secure.
5. Clean rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean indoor and outdoor glass; dust all areas; replace burned out light bulbs; tightens and replaces fasteners on door hinges, cabinet doors, drawer glides, replaces furniture parts and similar duties.
6. Remove furnishings, strip and refinish floors; buff; scrub; clean furniture; sweep, shovel or blow snow from sidewalks; sand and salt sidewalks and parking lots; water outdoor plants and mow and trim lawns.
7. Perform stripping and refinishing floors, shampooing carpets, cleaning furniture, cleaning walls and staircases. Set-up and tear down and move furnishings and equipment as needed.
8. Performs basic building maintenance and repairs and performs other duties of comparable level as required and assigned.

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

- Requires a minimum of a high school diploma or GED.
- One year of experience working as a custodial or similar position, or working with facilities and systems used to run them.

Certification or Licensing Requirements (prior to job entry):

- Special or Second-Class C Boiler License (preferred)
- Certified Pool/Spa Operator (preferred)

Knowledge Requirements: (Requires knowledge of)

- Cleaning standards.
- Cleaning methods.
- Cleaning chemicals.
- Time management.
- Effective communications
- Basic boiler operation
- Basic knowledge of standard tools, methods and practices involved in building maintenance.

CLASSIFICATION DESCRIPTION

TITLE: Second Shift Floater Custodian

Skill Requirements: (Skilled in)	
<ul style="list-style-type: none"> ● Use and care of floor cleaning equipment. ● Task prioritization. ● Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn tractors with blower attachments). ● Operation of personal computers, including related to building access and lighting control. ● Operation of hand and power tools. ● Oral and written communications. ● Has the ability to coordinate and assist the work of custodian II as directed by building engineer or facilities Operations supervisor. ● Written and verbal communication and relationship skills to efficiently and effectively perform essential duties. 	

Physical Requirements: (Indicate according to the requirements of the essential duties/responsibilities)				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
Stoop/kneel/crouch or crawl				X
Talk and hear				X
Taste and smell				X
Lift & Carry: Up to 10 lbs.				X
Up to 25 lbs.			X	
Up to 50 lbs.		X		
Up to 100 lbs.		X		
More than 100 lbs.		X		

General Environmental Conditions:
General Physical Conditions:
Work can be generally characterized as:
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: (Check box if relevant)	Yes	No
No special vision requirements		x
Close Vision (20 in. of less)	x	
Distance Vision (20 ft. of more)		x
Color Vision	x	
Depth Perception		x
Peripheral Vision	x	

Job Classification History:
Description revised by