



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, May 7, 2024

5:00 PM

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. February 6, 2024

Attachments: [2A Draft Minutes 02-06-2024](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Data Practices Compliance Specialist (New)

Attachments: [4A1 Data Practices Compliance Specialist \(New\)](#)

4A(2) Project Coordinator (Revised)

Attachments: [4A2 Project Coordinator \(Revised\)](#)

4A(3) Street Maintenance Operations Coordinator (Revised)

Attachments: [4A3 Street Maintenance Operations Coordinator \(Revised\)](#)

5. APPEALS

6. INFORMATIONAL

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

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

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

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

6C. ISD 709 - Notice of Rejection from Probation

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

6D. ISD 709 - Notice of Rejection from Probation

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

7. NEXT REGULAR MEETING SCHEDULED

June 4, 2024 (5:00 p.m. in Council Chambers)

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, February 6, 2024

4:30 PM

1. ROLL CALL

Members Present: Ryan Logan (Chair), Laura Perttula

Members Absent: John Strongitharm

HR Staff Present: Laura Dahl, Amber Green, Aimee Ott

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. January 9, 2024

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Janitorial Services Coordinator (New)

This Civil Service Board item was approved.

4A(2) Water Plant Maintenance Coordinator (Revised including title change to Water System Maintenance Foreperson)

This Civil Service Board item was approved.

4A(3) Instrument Specialist (Revised)

This Civil Service Board item was approved.

5. APPEALS

6. INFORMATIONAL

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

This Civil Service Item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Civil Service Item was received.

6C. ISD 709 – NOTICE OF TERMINATION ON 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

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hrinformation
@duluthmn.gov

DATE: May 7, 2024
TO: Civil Service Board
FROM: Aimee Ott
Human Resources Generalist
SUBJECT: New Job Classification of Data Practices Compliance Specialist

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF DATA PRACTICES COMPLIANCE SPECIALIST.

Background Information/Summary of Job

The new job classification of Data Practices Compliance Specialist is being created to act as a designated employee of the City of Duluth to whom persons may direct questions or concerns regarding access to data or other data practices issues. This individual will coordinate and manage activity across the city in accordance with the Minnesota Government Data Practices Act (MGDPA) and act as a designee of the City's Responsible Authority (City Clerk). The Data Practices Compliance Specialist will be housed in the City Clerk's Office.

The proposed job description has been shared with the Basic Union, and they are supportive.

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 Data Practice Compliance Specialist.

Data Practices Compliance Specialist

SUMMARY/PURPOSE

To act as a designated employee of the City of Duluth to whom persons may direct questions or concerns regarding access to data or other data practices issues. This individual will coordinate and manage activity across the city in accordance with the Minnesota Government Data Practices Act (MGDPA), and act as a designee of the City's Responsible Authority. The Data Practices Compliance Specialist will report to the City Clerk.

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. Provide service to members of the public requesting access to and reviewing public government data.
2. Review data responsive to public records requests to identify and remove protected information.
3. Design and implement policies and procedures as required to ensure compliance with the Minnesota Government Data Practices Act and the accompanying rules.
4. Respond to data breaches, assist City staff in minimizing them, and communicate breaches as required by law.
5. Ensure appropriate proactive strategies are in place across the City, including training and procedural refinements to maximize the cost-effectiveness of data practices functions and minimize reputational, financial, and related risks to the City arising from the mismanagement of data.
6. In collaboration with the City Clerk, lead and direct a citywide records management program in a manner that complies with applicable law and policy and supports the effective administration of the City.
7. Provide election support as required.
8. 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.
9. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
10. Provide training on new or modified procedures and policies to all affected parties.
11. Coordinate and perform data practices compliance functions for the City.
12. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
13. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
14. 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.
15. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Associate's Degree in paralegal studies, or a related professional field, and three (3) years of increasingly responsible related professional experience as a paralegal, legal assistant, or in research or records maintenance; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience in paralegal, legal support work, or research or records maintenance.
 - B. Experience with Minnesota Data Practice Laws preferred.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Knowledge of the procedures, principles, and best practices associated with information governance and records management.
 - B. Considerable knowledge of ordinances, laws, and regulations impacting information retention, protection, and distribution, including but not limited to the MGDPA and the Minnesota Official Records Act.
 - C. Knowledge of legal electronic discovery requirements, procedures, and best practices.
 - D. Knowledge of problem-solving and conflict-resolution techniques.
 - E. Knowledge of applicable safety requirements.
 - F. Knowledge of, or the ability to learn, City policies and procedures.
 - G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - H. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Strong technical aptitude, including familiarity with information management systems and applications.
 - B. Strong project management and program management skills.
 - C. Strong oral and written communication skills with the ability to translate complicated legal and technological concepts into lay terms.
 - 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 using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
 - A. Ability to transport oneself to, from, and around worksites or job-related locations as required.
 - B. Ability to build and maintain relationships with City partners and with the public, including providing excellent customer service and deescalating potential conflicts.
 - C. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - D. Ability to communicate and interact effectively with members of the public.
 - E. Ability to communicate effectively both orally and in writing.
 - F. Ability to recognize, analyze, and solve a variety of problems.
 - G. Ability to organize and prioritize work while meeting multiple deadlines.
 - H. Ability to handle difficult and stressful situations with professional composure.
 - I. Ability to work successfully as a member of a team and independently with minimal supervision.
 - J. Ability to train and lead others.
 - K. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.

- L. Ability to enforce safety rules and regulations.
- M. Ability to maintain confidential information.
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. 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: AO	Union: Basic	EEOC:	CSB:	Class No:
WC: 8810	Pay:	EEOF:	CC:	Resolution:



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

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DATE: March 19, 2024
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Project Coordinator

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PROJECT COORDINATOR.

Background Information/Summary of Job

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

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

The Project Coordinator was last revised in 1994. The purpose of this position is to oversee complex projects, serving as the coordinator in the planning, development, and implementation of major projects and programs. The major/primary changes to the job description are only minor changes.

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

Recommendation

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

Project Coordinator

SUMMARY/PURPOSE

To oversee complex projects, serving as the coordinator in the planning, development, and implementation of major projects and programs. The Project Coordinator works with external and internal stakeholders to help achieve the goals of these initiatives through presentations, record keeping, budgeting, and other administrative and outreach duties.

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. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and design valid research methods to effectively accomplish desired results.
2. Coordinate and administer special projects, which includes planning projects, monitoring budget, and coordinating with staff liaisons; managing external consultant teams, interdepartmental teams, and maintaining relations with both internal and external stakeholders; and presenting project reports to leadership and/or community organizations.
3. Assist department personnel in determining the scope of a particular project as well as establishing goals and timetables.
4. Conduct research, provide data, make recommendations, and implement solutions to achieve project goals and objectives.
5. Coordinate and carry out the administrative functions for effective and efficient operations of the department.
6. Provide department personnel with relevant information to assist them in the decision-making process.
7. Assist department personnel in preparing and presenting recommendations.
8. Provide direction and assistance to others involved in operational problem solving.
9. Prepare and/or present reports and proposals.
10. 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.
11. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
12. Provide training on new or modified procedures and policies to all affected parties.
13. Coordinate and perform project management functions and programs for the City.
14. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
15. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
16. 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.
17. Other duties may be assigned.

JOB REQUIREMENTS

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

1. **Education & Experience Requirements**

- A. Bachelor's Degree in Business Administration, Project Management, or a related professional field, and two (2) years of full-time, related professional experience; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience.

2. **License Requirements**

- A. No specific licenses required.

3. **Knowledge Requirements**

- A. Knowledge of budgeting and capital improvement programming.
- B. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.
- C. Knowledge of problem-solving and conflict-resolution techniques.
- D. Knowledge of applicable safety requirements.
- E. Knowledge of, or the ability to learn, City policies and procedures.
- F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- G. Knowledge of effective leadership and personnel practices.

4. **Skill Requirements**

- A. Skill in writing reports, letters, memos and presentations in an understandable and logical format.
- B. Skill in evaluating and analyzing operational methods and procedures.
- C. Skill in managing and tracking multiple projects concurrently.
- D. Skill in working with architects, engineers, contractors, attorneys, planners and other professionals.
- E. Strong attention to detail and a proactive nature.
- F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in mediation and dispute resolution.
- J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. **Ability Requirements**

- A. Ability to lead interdisciplinary work teams, task forces, and committees to achieve assigned goals.
- B. Ability to work independently, anticipate next steps, and adapt to changing work priorities.
- C. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- D. Ability to communicate and interact effectively with members of the public.
- E. Ability to communicate effectively both orally and in writing.
- F. Ability to recognize, analyze, and solve a variety of problems.
- G. Ability to organize and prioritize work while meeting multiple deadlines.
- H. Ability to handle difficult and stressful situations with professional composure.
- I. Ability to work successfully as a member of a team and independently with minimal supervision.
- J. Ability to train and lead others.
- K. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.

- L. Ability to enforce safety rules and regulations.
- M. Ability to maintain confidential information.
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. 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:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

CITY OF DULUTH
PHYSICAL DEMANDS DOCUMENTATION CHECKOFF LIST

Job Title: [Enter Job Title]

Date: [Enter Date]

Required: Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements: Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes; this will be used to determine necessary pre-employment medical appointment(s) for the job classification.

1. How much daily/weekly on-the-job time is spent on the following physical activities? (Use blank rows to fill in other physical demands not listed in this document.)

	<u>Amount of Time</u>				
	None	Under ¼	Up to ¼	Up to ¾	Over ¾
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical height required of reach: <u>[Req. Height]</u> in. / Typical weight of objects used while reaching: <u>[Enter Weight]</u> lbs.					
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell <i>(Ex: gas leak, equipment malfunction)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[List Other]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[List Other]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[List Other]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[List Other]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	<u>Amount of Time</u>				
	None	Under ¼	Up to ¼	Up to ¾	Over ¾
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 50 pounds with assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision/hearing requirements?

- No special vision requirements. *(Example: daily computer use, reading documents, etc.)*
- No special hearing requirements. *(Example: communicating with others, hearing a phone ring, car horns, sirens, etc.)*
- Close vision (clear vision at 20 inches or less). *Example: handle extremely small components to repair electronic equipment*
- Distance vision (clear vision at 20 feet or more). *Example: identify license plates; observe equipment function, etc.*
- Color vision (ability to identify and distinguish colors). *Example: identify color-coded wires; match paint colors/shades, etc.*
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point). *Example: forestry, directing traffic, firefighting, police patrol, carpentry, plumbing, etc.*
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). *Example: Lift Bridge employees, Water Plant employees, etc.*
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). *Example: repairing electronics*
- No hearing loss. *(Example: Lift Bridge employees)*
- Minimal hearing loss. *(Example: Police Officer, Fire operation employees, radio operators, etc.)*

4. Specify the essential job duties in the job description that require the physical demands indicated above.

[List Job Duties Here]

CITY OF DULUTH
WORK ENVIRONMENT DOCUMENTATION CHECKOFF LIST

Job Title: [Enter Job Title]

Date: [Enter Date]

Required: Documentation in a job description to accurately reflect the essential duties of the job and work environment.

Specify Significant WORK ENVIRONMENT for the Job Requirements: Clarify how much on-the-job time work environment conditions are required to perform the job effectively. Use the chart below to develop your description of work environment by checking the appropriate boxes.

1. How much daily/weekly exposure to the following environmental conditions does this job require?

	<u>Amount of Time</u>				
	None	Under 1/3	Up to 1/3	Up to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How much noise is typical for the work environment of this job?

- Very quiet conditions (*Example: forest trail, isolation booth for hearing test*)
- Quiet conditions (*Example: library, private office*)
- Moderate noise (*Example: business office with computers and printers, light traffic*)
- Loud noise (*Example: metal can manufacturing department, large earth-moving equipment*)
- Very loud noise (*Example: jack hammer work, front row at rock concert*)

3. Specify the essential job duties in the job description that require the work environment conditions indicated above.

[List Job Duties Here]

Project Coordinator

~~Purpose: Coordinate and implement special projects. Review operational procedures and evaluate the effectiveness of existing and proposed programs and operations.~~

~~Functional Areas: Under general direction:~~

~~1. Evaluate the effectiveness of existing and proposed procedures and operational practices.~~

* A. **SUMMARY/PURPOSE**

To oversee complex projects, serving as the coordinator in the planning, development, and implementation of major projects and programs. The Project Coordinator works with external and internal stakeholders to help achieve the goals of these initiatives through presentations, record keeping, budgeting, and other administrative and outreach duties.

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. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and design valid research methods to effectively accomplish desired results.
2. * B. Coordinate and administer special projects, which includes planning projects, monitoring budget, and coordinating with staff liaisons; managing external consultant teams, interdepartmental teams, and maintaining relations with both internal and external stakeholders; and presenting project reports to leadership and/or community organizations.
- ~~2.3.~~ Assist department personnel in determining the scope of a particular project as well as establishing goals and timetables.
4. * C. Conduct research, provide data, make recommendations, and implement solutions to achieve project goals and objectives.
5. Coordinate and carry out the administrative functions for effective and efficient operations of the department.
- ~~3.6.~~ Provide department personnel with relevant information to assist them in the decision-making process.
- 4.7. * D. Assist department personnel in preparing and presenting recommendations.
- ~~5.8.~~ ~~2.~~ Develop programs Provide direction and assistance to others involved in operational procedures as directed problem solving.
- ~~* A. Research necessary data and systems to develop new and more efficient procedures.~~
9. * B. Prepare and/or present reports and proposals.
10. 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.

6.11. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.

7.12. C. Provide training on new or modified systems, procedures, and policies to all affected parties.

13. 3. Act as lead worker on assigned programs and projects. Coordinate and perform other related project management functions and programs for the City.

In collaboration with the supervisor, organize and direct the work as required.

* A. Determine needs, requirements, timetables, and priorities of assigned team and determine work projects such as automation and computerization of existing manual procedures.

8.14. * B. Perform work with staff as assigned to carry out job priorities, assignments, and work schedules.

C. Provide direction, input on decisions regarding the hiring processes and assistance to others involved in operational problem solving.

9.15. D. Develop office and reporting onboarding procedures and other administrative functions of personnel.

* E. Prepare and/or present reports and proposals.

* F. Attend meetings as directed.

16. 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.

17. Other duties may be assigned.

JOB REQUIREMENTS

1. 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 and Education Requirements

* A combination of education and/or experience equal to a four year bachelor's degree and two years full-time equivalent experience in the functional areas identified as essential above.

A. 2. Bachelor's Degree in Business Administration, Project Management, or a related professional field, and two (2) years of full-time, related professional experience; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience.

2. License Requirements

A. No specific licenses required.

2.3. Knowledge Requirements

A. * A. Knowledge of budgeting and capital improvement programming.

B. * B. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.

C. * C. Knowledge of accepted problem-solving and conflict-resolution techniques.

D. Knowledge of applicable safety requirements.

E. Knowledge of, or the ability to learn, City policies and procedures.

F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

~~C.G. Knowledge of effective leadership and personnel, supervisory and management practices.~~

* ~~D. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.~~

~~3. Skills~~

* ~~A.~~

4. Skill Requirements

A. Skill in writing reports, letters, memos and presentations in an understandable and logical format.

* ~~B. Skill in communicating logically and accurately in oral and written forms.~~

B. * ~~C. Skill in evaluating and analyzing operational methods and procedures.~~

C. * ~~D. Skill in managing and tracking multiple projects concurrently.~~

D. * ~~E. Skill in working with architects, engineers, contractors, attorneys, planners and other professionals.~~

E. * ~~F. Strong attention to detail and a proactive nature.~~

~~E.F. Skill in the operation of personal office equipment including, but not limited to, general computer and related systems, job required software applications, the internet, and modern office equipment.~~

~~4. Abilities~~

G. * ~~A. Skill in managing one's own time and the time of others.~~

H. ~~Skill in completing assignments accurately and with attention to detail.~~

I. ~~Skill in mediation and dispute resolution.~~

J. ~~Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.~~

5. Ability Requirements

A. ~~Ability to lead interdisciplinary work teams, task forces, and committees to achieve assigned goals.~~

B. ~~Ability to work independently, anticipate next steps, and adapt to changing work priorities.~~

C. ~~Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~

D. ~~Ability to communicate and interact effectively with members of the public.~~

E. ~~Ability to communicate effectively both orally and in writing.~~

F. ~~Ability to recognize, analyze, and solve a variety of problems.~~

~~A.G. Ability to organize, schedule, coordinate and delegate, prioritize work while meeting multiple deadlines.~~

~~B.H. * B. Ability to establish, handle difficult and maintain effective working relationships, stressful situations with supervisors, employees and the general public, professional composure.~~

I. * ~~C. Ability to transport oneself, work successfully as a member of a team and independently with minimal supervision.~~

~~C.J. Ability to, from, train and around sites of projects and sites of public meetings, lead others.~~

K. * ~~D. Ability to transport (usually by lifting, interpret and carrying) materials, apply laws, contracts, regulations, policies, and equipment weighing up procedures.~~

~~D.L. Ability to 50 pounds, such as television, video camera recorder, enforce safety rules and projectors, regulations.~~

M. * ~~E. Ability to read, maintain confidential information.~~

N. ~~Ability to demonstrate dependability, responsibility, and consistency in job performance.~~

~~E.O. Ability to attend work as scheduled and interpret technical manuals, basic blueprints, maps and other manuals as /or required.~~

*~~Essential functions, or job requirements necessary on the first day of employment.~~

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: 6	K	Union: Basic	EEOC: Professionals	CSB: 49940308	Class No: 3321
WC: 10	94	Pay: 32	EEOF: Varies	CC: 49940324	Resolution: 94-0235R

CITY OF DULUTH
PHYSICAL DEMANDS DOCUMENTATION CHECKOFF LIST

Job Title: [Enter Job Title] **Date:** [Enter Date]

Required: Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements: Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes; this will be used to determine necessary pre-employment medical appointment(s) for the job classification.

1. How much daily/weekly on-the-job time is spent on the following physical activities? (Use blank rows to fill in other physical demands not listed in this document.)

	<u>Amount of Time</u>				
	<u>None</u>	<u>Under ½</u>	<u>Up to ½</u>	<u>Up to ¾</u>	<u>Over ¾</u>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical height required of reach: [Req. Height] in. / Typical weight of objects used while reaching: [Enter Weight] lbs.					
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell (Ex: gas leak, equipment malfunction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[List Other]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[List Other]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[List Other]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[List Other]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	<u>Amount of Time</u>				
	<u>None</u>	<u>Under ½</u>	<u>Up to ½</u>	<u>Up to ¾</u>	<u>Over ¾</u>
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 50 pounds with assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision/hearing requirements?

- No special vision requirements. (Example: daily computer use, reading documents, etc.)
- No special hearing requirements. (Example: communicating with others, hearing a phone ring, car horns, sirens, etc.)
- Close vision (clear vision at 20 inches or less). Example: handle extremely small components to repair electronic equipment
- Distance vision (clear vision at 20 feet or more). Example: identify license plates; observe equipment function, etc.
- Color vision (ability to identify and distinguish colors). Example: identify color-coded wires; match paint colors/shades, etc.
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point). Example: forestry, directing traffic, firefighting, police patrol, carpentry, plumbing, etc.
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). Example: Lift Bridge employees, Water Plant employees, etc.
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). Example: repairing electronics
- No hearing loss. (Example: Lift Bridge employees)
- Minimal hearing loss. (Example: Police Officer, Fire operation employees, radio operators, etc.)

4. Specify the essential job duties in the job description that require the physical demands indicated above.

[List Job Duties Here]

WORK ENVIRONMENT DOCUMENTATION CHECKOFF LIST

Job Title: [Enter Job Title] Date: [Enter Date]

Required: Documentation in a job description to accurately reflect the essential duties of the job and work environment.**Specify Significant WORK ENVIRONMENT for the Job Requirements:** Clarify how much on-the-job time work environment conditions are required to perform the job effectively. Use the chart below to develop your description of work environment by checking the appropriate boxes.**1. How much daily/weekly exposure to the following environmental conditions does this job require?**

	Amount of Time				
	None	Under 1/3	Up to 1/3	Up to 2/3	Over 2/3
<u>Wet or humid conditions (non-weather)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Work near moving mechanical parts</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Work in high, precarious places</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Fumes or airborne particles</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Toxic or caustic chemicals</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Outdoor weather conditions</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Extreme cold (non-weather)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Extreme heat (non-weather)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Risk of electrical shock</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Risk of radiation</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Vibration</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How much noise is typical for the work environment of this job?

- Very quiet conditions (Example: forest trail, isolation booth for hearing test)
- Quiet conditions (Example: library, private office)
- Moderate noise (Example: business office with computers and printers, light traffic)
- Loud noise (Example: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (Example: jack hammer work, front row at rock concert)

3. Specify the essential job duties in the job description that require the work environment conditions indicated above.

[List Job Duties Here]



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: May 7, 2024
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Street Maintenance Operations Coordinator

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF STREET MAINTENANCE OPERATIONS COORDINATOR.

Background Information/Summary of Job

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

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

The purpose of this position is to perform highly responsible leadership work within the Street Maintenance Division. The major/primary changes to the job description are only minor updates to explain the role better. The position has evolved since the creation of this position and we wanted the job description to capture the full scope. The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

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

Street Maintenance Operations Coordinator

SUMMARY/PURPOSE

Perform highly responsible leadership work within the Street Maintenance Division. Coordinate and implement departmental projects, review operational procedures, and evaluate the effectiveness of existing and proposed programs and operations.

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. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and research methods to effectively accomplish desired results.
2. Assist department personnel in determining the scope of a particular project as well as establishing goals and timelines.
3. Research and recommend methods, equipment, materials, and staffing necessary to perform the work in Street Maintenance, and provide department personnel and leadership with relevant information to assist them in the decision-making process.
4. Assist department personnel in preparing and presenting recommendations to leadership.
5. Research necessary data and systems to develop new and more efficient procedures.
6. Investigate accident reports, and submit the required reports and paperwork when necessary.
7. Create and present program reports and proposals.
8. Represent the City at City Council meetings, public forums, and professional conferences at the federal, state, and regional levels.
9. Monitor work sites to ensure compliance with established operating methods, guidelines, safety standards, policies, and procedures.
10. Create, manage and update department wide seniority lists and associated overtime documents.
11. Manage and update AVL/GPS mapping systems, material tracking for Street Maintenance.
12. Assist in the budget control for Street Maintenance.
13. Perform invoicing, review and approve billing for all Street Maintenance transactions.
14. Enter annual operational contracts and requisitions with outside vendors.
15. Approve, track and reconcile the use and purchase of operational materials.
16. Act as liaison between the division and other City departments and divisions, outside agencies, and special interest groups.
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 Street Maintenance functions and programs for the City.
21. In collaboration with the Manager, organize and direct the activities of assigned teams, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring process and onboarding procedures.
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. Bachelor's Degree in Project Management, or a related professional field, and two (2) years of full-time, related professional experience; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience in functional areas identified as essential duties
 - B. Work experience in a Street Maintenance division is highly desirable.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Must obtain Minnesota Pollution Control Agency Smart Salting Level(s) 1 and 2 within two (2) years of employment.
 - C. Must obtain Minnesota Erosion and Stormwater Management licenses: Construction Installer and Construction Site Management within Two (2) years of employment.
 - D. Must obtain Certified Public Works Professional-Supervision (CPWP-S) through the American Public Works Association (AWPA) within five (5) years of employment.
3. Knowledge Requirements
 - A. Knowledge of budgeting and capital improvement programming.
 - B. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.
 - C. Knowledge of accepted personnel, supervisory and management practices.
 - D. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
 - E. Knowledge of mapping software used for asset management and vehicle tracking and analytics.
 - F. Extensive knowledge of the methods and practices of street, park, and traffic maintenance.
 - G. Knowledge of labor relations and the relevant labor agreements.
 - H. Knowledge of all applicable safety and operational laws and regulations.
 - I. Knowledge of problem-solving and conflict-resolution techniques.
 - J. Knowledge of applicable safety requirements.
 - K. Knowledge of, or the ability to learn, City policies and procedures.
 - L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - M. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in writing reports, letters, memos, and presentations in an understandable and logical format.
 - B. Skill in communicating logically and accurately in oral and written forms.
 - C. Skill in evaluating and analyzing operational methods and procedures.
 - D. Skill in managing and tracking multiple projects concurrently.
 - E. Skill in working with architects, engineers, contractors, attorneys, planners, and other professionals.
 - F. Skill in directing and leading others.
 - G. Skill in the use of equipment, procedures, and practices used in maintenance operations.
 - H. 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.
 - I. Skill in managing one's own time and the time of others.
 - J. Skill in completing assignments accurately and with attention to detail.

K. 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 lead interdisciplinary work teams, task forces, and committees to achieve assigned goals.
- B. Ability to work independently, anticipate next steps, and adapt to changing work priorities.
- C. Ability to use good judgment in decision-making.
- D. Exhibit leadership qualities of dependability and accountability.
- E. Ability to organize, schedule, coordinate, supervise work, motivate team members, and set and maintain effective performance standards and goals.
- F. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- G. Ability to read and interpret technical manuals, basic blueprints, maps, labor agreements, contracts, and other manuals as required.
- H. 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.
- I. Ability to communicate and interact effectively with members of the public.
- J. Ability to communicate effectively both orally and in writing.
- K. Ability to recognize, analyze, and solve a variety of problems.
- L. Ability to organize and prioritize work while meeting multiple deadlines.
- M. Ability to handle difficult and stressful situations with professional composure.
- N. Ability to work successfully as a member of a team and independently with minimal supervision.
- O. Ability to train and lead others.
- P. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- Q. Ability to enforce safety rules and regulations.
- R. Ability to maintain confidential information.
- S. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- T. 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:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

Street Maintenance Operations Coordinator

SUMMARY/PURPOSE

Perform highly responsible leadership work within the Street Maintenance Division. Coordinate and implement departmental projects, review operational procedures, and evaluate the effectiveness of existing and proposed programs and operations. ~~Assist with coordinating crews' work activities within the Street Maintenance Division.~~

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. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and research methods to effectively accomplish desired results.
2. Assist department personnel in determining the scope of a particular project as well as establishing goals and timelines.
3. ~~Recommend~~Research and ~~research~~recommend methods, equipment, materials, and staffing necessary to perform the work in Street Maintenance, and provide department personnel and leadership with relevant information to assist them in the decision-making process.
4. Assist department personnel in preparing and presenting recommendations to leadership.
5. Research necessary data and systems to develop new and more efficient procedures.
 1. ~~Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.~~
 2. ~~Provide training on new or modified procedures and policies to all affected parties.~~
 3. ~~Coordinate and perform Street Maintenance functions and programs for the City.~~
6. Investigate accident reports, and submit the required reports and paperwork when necessary.
7. Create and present program reports and proposals.
8. ~~In collaboration with~~Represent the Manager, ~~organize~~City at City Council meetings, public forums, and ~~direct~~professional conferences at the activities of assigned personnel.
 4. ~~Provide input on decisions regarding the hiring process and onboarding procedures.~~
federal, state, and regional levels.
9. Monitor work sites to ensure compliance with established operating methods, guidelines, safety standards, policies, and procedures.
10. ~~Create, manage and update department wide seniority lists and associated overtime documents.~~
11. ~~Manage and update AVL/GPS mapping systems, material tracking for Street Maintenance.~~
- 40:12. Assist in the budget control for Street Maintenance.
 5. ~~Operate heavy equipment such as loader, motor grader, sand truck, sweeper, flusher, etc. when necessary.~~
13. ~~Perform invoicing, review and approve billing for all Street Maintenance transactions.~~
14. ~~Enter annual operational contracts and requisitions with outside vendors.~~
15. ~~Approve, track and reconcile the use and purchase of operational materials.~~
16. ~~Act as liaison between the division and other City departments and divisions, outside agencies, and special interest groups.~~
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 Street Maintenance functions and programs for the City.
- 21. In collaboration with the Manager, organize and direct the activities of assigned teams, and determine work priorities, assignments, and work schedules.
- 22. Provide input on decisions regarding the hiring process and onboarding procedures.
- 23. Establish and maintain positive working relationships with supervisors and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- 24. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A combination of education and/or experience equal to Bachelor's Degree in Project Management, or a four-year bachelor's degree related professional field, and two (2) years of full-time equivalent, related professional experience; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience in the functional areas identified as essential duties
 - B. Work experience in a Street Maintenance division is highly desirable.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class A—Commercial Driver's License (LD1) or equivalent by privilege.
 - B. Must obtain Minnesota Pollution Control Agency Smart Salting Level(s) 1 and 2 within two (2) years of employment.
 - C. Must obtain Minnesota Erosion and Stormwater Management licenses: Construction Installer and Construction Site Management within Two (2) years of employment.
 - D. Must obtain Certified Public Works Professional-Supervision (CPWP-S) through the date of appointment and continuously thereafter American Public Works Association (AWPA) within five (5) years of employment.
3. Knowledge Requirements
 - A. Knowledge of budgeting and capital improvement programming.
 - B. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.
 - C. Knowledge of accepted personnel, supervisory and management practices.
 - D. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
 - E. Knowledge of mapping software used for asset management and vehicle tracking and analytics.
 - F. Extensive knowledge of the methods and practices of street, park, and traffic maintenance.
 - G. Knowledge of labor relations and the relevant labor agreements.
 - H. Knowledge of all applicable safety and operational laws and regulations.
 - I. Knowledge of problem-solving and conflict-resolution techniques.
 - J. Knowledge of applicable safety requirements.
 - K. Knowledge of, or the ability to learn, City policies and procedures.
 - L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - M. Knowledge of effective leadership and personnel practices.
4. Skill Requirements

- A. Skill in writing reports, letters, memos, and presentations in an understandable and logical format.
- B. Skill in communicating logically and accurately in oral and written forms.
- C. Skill in evaluating and analyzing operational methods and procedures.
- D. Skill in managing and tracking multiple projects concurrently.
- E. Skill in working with architects, engineers, contractors, attorneys, planners, and other professionals.
- ~~A. Skill in the operation of personal computer and related software.~~
- F. Skill in directing and leading others.
- G. Skill in the use of equipment, procedures, and practices used in maintenance operations.
- ~~B. Skills in maintaining, grading, reshaping, patching, resurfacing, ditching streets and alleys, snow and ice removal, and street cleaning.~~
- H. 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.
- I. Skill in managing one's own time and the time of others.
- J. Skill in completing assignments accurately and with attention to detail.
- K. 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 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 relationships.~~
- ~~B. Ability to maintain confidential information.~~
- A. Ability to lead interdisciplinary work teams, task forces, and committees to achieve assigned goals.
- B. Ability to work independently, anticipate next steps, and adapt to changing work priorities.
- ~~A-C. Ability to use good judgment in decision-making.~~
- ~~B-D. Exhibit leadership qualities of dependability and accountability.~~
- ~~C-E. Ability to organize, schedule, coordinate, supervise work, delegate work assignments, motivate team members, and set and maintain effective performance standards and goals.~~
- ~~D-F. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.~~
- ~~C. Ability to operate all applicable items of equipment in a safe, courteous manner.~~
- E-G. Ability to read and interpret technical manuals, basic blueprints, maps, labor agreements, contracts, and other manuals as required.

1. Physical Ability Requirements

- ~~A. Ability to climb, balance, stoop, lift, push, pull, and carry.~~
- ~~B. Ability to transport oneself to, from, and around projects, worksites, and public meetings.~~
- H. 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.
- I. Ability to communicate and interact effectively with members of the public.
- J. Ability to communicate effectively both orally and in writing.
- K. Ability to occasionally lift and carry up to 50 pounds, and frequently lift, recognize, analyze, and carry up solve a variety of problems.
- L. Ability to organize and prioritize work while meeting multiple deadlines.
- ~~F-M. Ability to 25 pounds handle difficult and stressful situations with professional composure.~~
- N. Ability to work successfully as a member of a team and independently with minimal supervision.
- O. Ability to train and lead others.
- P. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- Q. Ability to enforce safety rules and regulations.
- R. Ability to maintain confidential information.

S. Ability to demonstrate dependability, responsibility, and consistency in job performance.

G.T. Ability to attend work on a regular basis 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.

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