



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Meeting Agenda Civil Service Board.

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Thursday, August 6, 2020

4:00 PM

Webex

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### 1. ROLL CALL

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A. July 7, 2020

Attachments:     [July 7, 2020](#)

### 3. UNFINISHED BUSINESS

### 4. NEW BUSINESS

#### A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

(1) Street Maintenance Operations Coordinator (new)

Attachments:     [Street Maintenance Operations Coordinator](#)

### 5. APPEALS

### 6. INFORMATIONAL

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

#### B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS

### NEXT REGULAR MEETING SCHEDULED

September 7, 2020

**ADJOURNMENT**



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Minutes - Draft

### Civil Service Board.

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Tuesday, July 7, 2020

4:00 PM

Webex

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

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

Others Present: Shawn Krizaj (Fire Chief), Andrew Beck (Firefighter), Cory Flesch (Firefighter), Marcie Thole (Firefighter), Scott Kleive (Deputy Fire Chief), Tom Guntzburger (Training Officer), Bill Chopskie, Dave Werner

#### 1. ROLL CALL

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

A. November 5, 2019

This Item was approved unanimously

#### 3. UNFINISHED BUSINESS

#### 4. NEW BUSINESS

##### A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

(1) Street Maintenance Laborer (new)

This Item was approved unanimously

(2) Victim Services Specialist (new)

This Item was approved unanimously as amended (addition of "gender" to 5G in the job description)

(3) Senior GIS Technician

This Item was approved unanimously

##### B. ELECTION OF OFFICERS

(1) Chairperson

Joaquim Harris was nominated and accepted. This Item was approved unanimously

(2) Vice-Chairperson

Laura Perttula was nominated and accepted. This Item was approved unanimously

## **5. APPEALS**

### **A. FIRE EQUIPMENT OPERATOR (M2028) APPLICANTS**

(1) Candidate A

This appeal was denied unanimously.

(2) Candidate B and Candidate C

Motion to make "setting the brake" a scored part of the exam. (Applicants receive zero points.) This Item was approved unanimously

## **6. INFORMATIONAL**

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

This Item was received.

### **B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS**

This Item was received.

### **C. LETTER FROM ATTORNEY GENERAL'S OFFICE REGARDING SUPERVISORY JOB DUTIES**

This Item was received.

### **D. UPDATE REGARDING NEW BOARD MEMBER APPOINTMENTS**

This Item was received.

## **ADJOURNMENT**



## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802



218-730-5210



hrinformation  
@duluthmn.gov

DATE: August 6, 2020  
TO: Civil Service Board  
FROM: Laura Dahl  
Human Resources Generalist  
SUBJECT: New Job Classification of Street Maintenance Operations Coordinator

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

### **Background Information**

The Street Maintenance division would like to create this new classification to better align with their workload needs. The division does not have staff assisting with high-level administrative duties and they would like to create this classification to fill that need.

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

### **Outline of Duties**

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

### **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 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. Assist with coordinating crews' work activities within the Street Maintenance Division.

### **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 and research 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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
7. Provide training on new or modified procedures and policies to all affected parties.
8. Coordinate and perform Street Maintenance functions and programs for the City.
9. Investigate accident reports, and submit the required reports and paperwork when necessary.
10. Create and present program reports and proposals.
11. In collaboration with the Manager, organize and direct the activities of assigned personnel.
12. Provide input on decisions regarding the hiring process and onboarding procedures.
13. Monitor work sites to ensure compliance with established operating methods, guidelines, safety standards, policies, and procedures.
14. Assist in the budget control for Street Maintenance.
15. Operate heavy equipment such as loader, motor grader, sand truck, sweeper, flusher, etc. when necessary.
16. 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.
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 below are representative of the knowledge, skills, and abilities required.

1. **Education & Experience Requirements**
  - A. A combination of education and/or experience equal to a four-year bachelor's degree and two (2) years of full-time equivalent experience in the functional areas identified as essential.
  - B. Work experience in a Street Maintenance division is highly desirable.
2. **License Requirements**
  - A. Possession of a valid Minnesota Class A - Commercial Driver's License or equivalent by the date of appointment and continuously thereafter.
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. Extensive knowledge of the methods and practices of street, park, and traffic maintenance.
- F. Knowledge of labor relations and the relevant labor agreements.
- G. Knowledge of all applicable safety and operational laws and regulations.

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 the operation of personal computer and related software.
- G. Skill in directing and leading others.
- H. Skill in the use of equipment, procedures, and practices used in maintenance operations.
- I. Skills in maintaining, grading, reshaping, patching, resurfacing, ditching streets and alleys, snow and ice removal, and street cleaning.

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.
- 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, delegate work assignments, 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 operate all applicable items of equipment in a safe, courteous manner.
- H. Ability to read and interpret technical manuals, basic blueprints, maps, labor agreements, contracts, and other manuals as required.

6. 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.
- C. Ability to occasionally lift and carry up to 50 pounds, and frequently lift and carry up to 25 pounds.
- D. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No:
WC:	Pay:	EEOF: Streets/Highways	CC:	Resolution:

# Notice:

Item 6A contains  
Private Data.

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

# **Notice:**

Item 6B

## **Non-Public Review of New Eligible Lists**

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