



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Monday, July 26, 2021

1:00 PM

Webex

Special Meeting

1. ROLL CALL

2. NEW BUSINESS

2A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

2A(1) Heavy Equipment Operator (revised)

Attachments: [Heavy Equipment Operator](#)

NEXT REGULAR MEETING SCHEDULED

August 3, 2021 (canceled due to lack of business)

September 7, 2021 (City Hall Council Chambers)

ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: July 26, 2021
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Heavy Equipment Operator

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

Background Information

HR is updating all job descriptions that are 10 years old or older; this classification is one of them. The updated job description is in a new format, including new standard language.

This job description has been discussed with the union and they agree to the changes.

Outline of Duties

To perform a variety of skilled tasks in road construction, equipment operation, routine maintenance, and/or repair of City streets. The work involves performing manual tasks using a wide array of hand, power tools and the operation of construction equipment; duties may be performed under adverse weather or working conditions.

Recommendation

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

Heavy Equipment Operator

SUMMARY/PURPOSE

To perform a variety of skilled tasks in road construction, equipment operation, routine maintenance, and/or repair of City streets. The work involves performing manual tasks using a wide array of hand, power tools and the operation of construction equipment; duties may be performed under adverse weather or working conditions.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Street Maintenance Laborer by the proficient knowledge, skills, and abilities obtained by performing a full range of duties as assigned.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of temporary/seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operate a wide array of construction equipment such as but not limited to, sweepers, graders, flushers, loaders, bulldozers, excavators, plow trucks, ROW mowers, and backhoes in a safe and efficient manner.
2. Perform detailed pre-operation checks on vehicles and equipment prior to use and document findings.
3. Perform routine operator level maintenance as assigned and emergency repairs if necessary.
4. Perform tasks related to Street Maintenance, such as but not limited to snow plowing/removal, sanding/salting roadways; constructing, grading, patching roadways; street sweeping operations; maintaining ditches, storm drains, natural water courses; loading, hauling, and stockpiling sand, gravel, brush, and other materials.
5. Maintain a safe work area by setting up appropriate barricades, warning devices, and proper vehicle and equipment placement.
6. Lead work crews as assigned.
7. Maintain records of work performed both in written and digital formats, as required.
8. Maintain clean and safe common areas for employees to use on a regular basis.
9. 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.
10. 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 related education and/or of full-time, verifiable experience to demonstrate proficiency in the operation of heavy equipment in excess of five (5) tons, such as sweepers, graders, flushers, loaders, bulldozer, and backhoes as a primary responsibility.
2. License Requirements

- A. Possess and maintain a valid Minnesota Class A commercial driver's license or privilege with tanker endorsement.
3. Knowledge Requirements
- A. Knowledge of applicable safety laws, regulations, practices, and policies that pertain to traffic controls and devices in fixed and moving worksites.
 - B. Knowledge of methods, tools, equipment, and materials used in the road construction industry.
 - C. Knowledge of basic road construction work methods and procedures related to building and maintaining roads and alleyways.
 - 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.
4. Skill Requirements
- A. Skill in the use of materials, equipment, procedures, and practices used in street maintenance.
 - B. Skill in road construction, equipment operation, and the routine maintenance of associated equipment.
 - 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.
5. Ability Requirements
- A. Ability to interpret manuals, catalogs, engineering plans, and shop drawings related to the position.
 - B. Ability to use hand and power tools and machines.
 - C. Ability to operate assigned equipment for long intervals in all types of weather as necessary.
 - D. Ability to work assigned shifts, nights, and weekends.
 - 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 attend work as scheduled and/or required.

Physical Demands

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

Work Environment

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

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 4205
WC: 5506	Pay:	EEOF: Streets/Highways	CC:	Resolution:

Heavy Equipment Operator

SUMMARY/PURPOSE: Operate heavy equipment in order to maintain City roadways operation, routine maintenance, and/or repair of City streets. The work involves performing manual tasks using a wide array of hand, power tools and the operation of construction equipment; duties may be performed under adverse weather or working conditions.

FUNCTIONAL AREAS:

1. _____

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Street Maintenance Laborer by the proficient knowledge, skills, and abilities obtained by performing a full range of duties as assigned.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of temporary/seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operate heavy equipment.

1. * A. Operate gasoline or diesel a wide array of construction equipment such as but not limited to, sweepers, graders, flushers, loaders, bulldozers, log excavators, plow trucks, aerial trucks, ROW mowers, and backhoes in a safe and efficient manner.

2. * B. Perform routine detailed pre-operation checks on vehicles and equipment prior to use and document findings.

* C. Perform minor routine equipment operator level maintenance as assigned.

3. * D. Perform and emergency repairs on vehicles and equipment, if necessary.

2. Maintain streets, storm drains, catch basins, utility pipe lines, and other public works.

* A. Perform tasks related to Street Maintenance, such as but not limited to; snow plowing, blowing, and hauling snow from roadways.

* B. Perform tasks such as removal, sanding and salting slippery roadways.

* C. Perform tasks such as; constructing, grading, and patching roadways.

* D. Perform tasks such as wetting, street sweeping, and cleaning roadways.

* E. Perform tasks such as flushing and cleaning manholes, catch basins, and storm sewer pipelines.

* F. Maintain operations; maintain ditches and storm drains, natural water courses.

4. * G. Perform tasks such as, loading, hauling, and stockpiling sand, gravel, brush, and other materials.

3. Perform related duties.

5. * A. Maintain a safe work area by setting up appropriate barricades, warning devices, and proper vehicle and equipment placement.

6. * B. Supervise Lead work crew personnel crews as assigned.

7. * C. Maintain records of work performed both in written and digital formats, as required.

* D. Perform tasks using hand tools, as required.

8. ~~E.~~ Perform related tasks as Maintain clean and safe common areas for employees to use on a regular basis.
9. 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.
10. 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, minimum of 2 years of related education and/or of full-time, verifiable, experience which to demonstrates proficiency in the operation of heavy equipment in excess of five (5) tons, such as sweepers, graders, flushers, loaders, bulldozers, log trucks, aerial trucks, bulldozer, and backhoes as a primary responsibility.

2. License Requirements

- ~~A.~~ Possession of Possess and maintain a valid Minnesota Class A commercial driver's driver's license or privilege with tanker endorsement.

3. Knowledge Requirements

- ~~A.~~ Knowledge of applicable safety laws and regulations.
- ~~A.~~ B. Knowledge of applicable laws, regulations, practices, and policies that pertain to traffic controls and devices in fixed and moving work sites, worksites.
- ~~B.~~ Knowledge of methods, tools, equipment, and materials used in the road construction industry.
- ~~C.~~ Knowledge of basic road construction work methods and procedures related to building and maintaining roads and alleyways.
- ~~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.

4. Skill Requirements

- ~~A.~~ A. Skill in the use of materials, equipment, procedures, and practices used in street maintenance.
- ~~B.~~ B. Skill in street cleaning, road construction, equipment operation and snow removal, the routine maintenance of associated equipment.
- ~~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.

5. Ability Requirements

- ~~A.~~ Ability to establish and maintain effective working relationships with subordinates and supervisors.

- ~~+~~ B. ~~Ability to meet the public and handle their complaints or requests in a cooperative manner.~~
- A. ~~+~~ C. ~~Ability to interpret manuals, catalogs, engineering plans and shop drawings related to the position.~~
- B. ~~+~~ D. ~~Ability to use hand and power tools and machines.~~
- ~~+~~ E. ~~Ability to operate a motor vehicle in a safe and courteous manner.~~
- ~~+~~ F. ~~Ability to accept personal responsibility for one's decisions.~~
- C. ~~+~~ G. ~~Ability to operate assigned equipment for long intervals in all types of weather as necessary.~~
- ~~+~~ H. ~~Ability to use good judgment and work independently under limited supervision.~~
- ~~+~~ I. ~~Ability to direct and supervise the work of assigned personnel.~~
- ~~+~~ J. ~~Ability to communicate and follow directions in oral and written form.~~
- ~~+~~ K. ~~Ability to climb, balance, stoop, push and pull.~~
- ~~+~~ L. ~~Ability to frequently lift and carry equipment and materials weighing up to 50 pounds.~~
- M. ~~Ability to occasionally lift and carry with assistance equipment and materials weighing up to 100 pounds, such as snow plow blades, truck chains, and bags of cement.~~
- D. ~~+~~ N. ~~Ability to work assigned shifts, nights, and weekends.~~
- E. ~~+~~ O. ~~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 attend work on a regular basis scheduled and/or required.~~

*Essential functions of the job

~~+~~ Job requirements necessary on the first day of employment

Physical Demands

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

Work Environment

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

HR: JA _____	Union: Basic _____	EEOC: Skilled Craft Workers _____	CSB: 20080404 _____	Class No: 4205 _____
WC: 5506 _____	Pay: 27 _____	EEOF: St/Highways _____	CC: 20080428 _____	Resolution: 08-0254R _____