



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, November 2, 2021

4:00 PM

Webex

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. October 5, 2021

Attachments: [2A Draft Minutes 10-05-2021](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Recreation Specialist (revised)

Attachments: [4A\(1\) Recreation Specialist](#)

4A(2) Water Conveyance Leadworker (new)

Attachments: [4A\(2\) Water Conveyance Leadworker](#)

4A(3) Energy Coordinator (revised)

Attachments: [4A\(3\) Energy Coordinator](#)

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.

7. NEXT REGULAR MEETING SCHEDULED

December 7, 2021

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, October 5, 2021

10:30 AM

Webex

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

HR Staff Present: Heather DuVal, Aimee Ott, Theresa Severance

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. July 7, 2021

This Civil Service Board Item was approved.

2B. July 26, 2021 (Special Meeting)

This Civil Service Board Item was approved.

2C. September 1, 2021 (Special Meeting)

This Civil Service Board Item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Planner I (revised)

This Civil Service Board Item was approved.

4A(2) Planner II (revised)

This Civil Service Board Item was approved.

4A(3) Grant Coordinator (revised)

This Civil Service Board Item was approved.

4A(4) Measurement Services Supervisor (revised including title change to Utility Services Supervisor; replacement Item)

This Civil Service Board Item was approved.

5. APPEALS

6. INFORMATIONAL

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

This Item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Item was received.

7. NEXT REGULAR MEETING SCHEDULED - November 2, 2021

8. ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: October 22, 2021
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Recreation Specialist

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

Background Information

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 Recreation Specialist was last revised in August 2002. Only minor changes were made to this description including language to reflect the way programming has changed and evolved to be more mobile which includes implementation and delivery of these programs throughout the community. In addition, experience was increased to reflect the skills needed to plan, promote, and implement a variety of programs.

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

Outline of Duties

The Recreation Specialist organizes plans, promotes, and facilitates recreation activities, programs, camps and special events for youth through adults in our parks and facilities throughout the community to support our mission of health and well-being of our community by facilitating recreational opportunities.

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 Recreation Specialist.

Recreation Specialist

SUMMARY/PURPOSE

To organize, plan, promote, and facilitate recreation activities, programs, camps, and special events for youth through adults in parks and facilities throughout the community, supporting the Parks & Recreation Division's mission of promoting health and well-being of the Duluth community through recreational opportunities.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, promote, implement, instruct, and supervise regular and seasonal recreational activities for youth through adults.
2. Liaison with interested individuals, clubs, groups, committees, organizations, boards, and special interest groups to identify their recreational program interests and needs.
3. Evaluate programs and activities; conduct research to identify and recommend program changes that reflect community needs; review existing programs and services; submit findings, recommendations, periodic reports, and program summaries to supervisor.
4. Schedule and monitor the use of facilities, equipment, and supplies.
5. Obtain and maintain supplies for programs and activities; maintain accurate records regarding inventory replacement/repair and purchase of equipment and supplies; provide staff with necessary information and supplies to conduct recreation programs.
6. Train, schedule, and guide the work of contracted instructors and volunteers in safe and proper work techniques.
7. Develop, prepare, and assist in the preparation and dissemination of brochures, announcements, bulletins, flyers, calendars, and other promotional materials.
8. Submit program budgets and purchasing requests to supervisor; monitor expenditures to ensure authorized budget appropriations are not exceeded; collect fees for programs, events, and facility and equipment use.
9. Direct others and participate in the maintenance of facilities and grounds of ballfields, ice rinks, courts, trails, and other sport and play areas, including raking and collecting leaves, branches, paper, and rubbish; plowing, shoveling, and removing snow from sidewalks, skating rinks, and other areas; and mowing lawns, trimming shrubbery, and controlling weeds.
10. Direct others and participate in the maintenance of building interiors, including cleaning, scrubbing, mopping, dusting, sweeping, and waxing; perform minor repairs of buildings, fixtures, and equipment; conduct regular safety inspections of buildings, equipment, and grounds.
11. Provide emergency first aid within scope of applicable training/credentials and policies.
12. Respond in a timely fashion to citizen inquiries, requests, and complaints regarding facilities, equipment, and programming.
13. Prepare specifications for contractors, review proposals, present reports, summary submissions, and participate in the selection of contractors.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A minimum of four (4) years of related education and/or of full-time, verifiable professional recreation experience to include leading a variety of recreational activities as a primary responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Ability to obtain and maintain a First Aid/CPR certification prior to the completion of the probationary period.
3. Knowledge Requirements
 - A. Knowledge of recreational programming and current trends and the basic fundamentals of common recreational sports and activities.
 - B. Knowledge of the methods, materials, tools, and procedures used in the safe operation, maintenance, and repair of buildings, grounds, fixtures, and equipment.
 - C. Knowledge of problem-solving and conflict-resolution techniques.
 - D. Knowledge of applicable safety requirements, specifically as they relate to proper conduct around moving machinery, using equipment, emergency situations, and rules and regulations for defensive driving.
 - E. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. 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.
 - B. Skill in managing one's own time.
 - C. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to plan, organize, motivate, lead, and promote a variety of recreational activities year round for different age groups with diverse interests and varying skill levels.
 - B. Ability to handle requests, inquiries, and complaints in a cooperative and constructive manner.
 - C. Ability to conduct a variety of indoor and outdoor recreational activities and maintenance tasks year round.
 - D. Ability to work irregular hours, including evening, weekends, and holidays to oversee programs and events.
 - E. Ability to transport program equipment via vehicles and trailers.
 - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - G. Ability to communicate and interact effectively with members of the public.
 - H. Ability to communicate effectively both orally and in writing.
 - I. Ability to understand and follow instructions.
 - J. Ability to problem-solve a variety of situations.
 - K. Ability to set priorities and complete assignments on time.
 - L. Ability to attend work as scheduled and/or required.

Physical Demands

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

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

Work Environment

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

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|----------|--------------|-------------------------|------|----------------|
| HR: HD | Union: Basic | EEOC: Paraprofessionals | CSB: | Class No: 4434 |
| WC: 9102 | Pay: | EEOF: Natural Resources | CC: | Resolution: |

RECREATION Recreation SpecialistSPECIALIST

SUMMARY/PURPOSE

~~To provide the opportunity for people of all ages to relax, exercise, socialize and share common interests through organized recreational activities. Organize, plan, promote, and facilitate recreation activities, programs, camps, and special events for youth through adults in our parks and facilities throughout the community, supporting to support the our Parks & Recreation Division's mission of promoting health and well-being of the Duluth our community throughby facilitating recreational opportunities.~~

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

~~1. Arrange meetings with interested individuals, groups, committees, and boards to identify their recreational interests and needs.~~

~~2.1. Plan, organize, promote, implement, instruct, and supervise regular and seasonal recreational activities for youth through adults.~~

~~3. Motivate individuals and groups to become involved in the recreation program by participating in and leading specific activities and events.~~

~~4. Arrange Serve as a liaison Liaison with and conduct meetings with interested individuals, clubs, groups, committees, organizations, and boards, and special interest groups to identify their recreational program interests and needs.~~

~~2.~~

~~4. Ensure that preparations for scheduled activities and events have been carried out.~~

~~5. Provide instruction to others by explaining and demonstrating the proper use of supplies and equipment.~~

~~6. Provide instruction to others by explaining and demonstrating the proper techniques, procedures, and rules used in specific activities, games, and sports.~~

~~7. Ensure participant compliance with applicable rules and regulations.~~

~~8.3. Evaluate programs and activities; conduct research to identify and recommend program changes that reflect community needs; review existing programs and services; submit findings, recommendations, periodic reports, and program summaries to supervisor.~~

~~the overall need, cost, quality, and effectiveness of activities and programs, and recommend improvements and changes. Conducts research to identify and recommend program changes that reflect community needs; reviews and evaluates programs and services; submits end-of-season reports and program summaries to the Assistant Parks and Recreation Manager.~~

~~9. Schedule and monitor the use of facilities, equipment, and supplies.~~

~~4.~~

~~10. Requisition, secure and inventory necessary materials, supplies, and equipment. Obtain and maintain supplies for programs and activities; maintain accurate records regarding inventory replacement/repair and purchase of equipment and supplies; provide staff with necessary information and supplies to conduct recreation programs.~~

~~5.~~

~~11. Recruit volunteers to assist with recreational events and activities.~~

~~12. Delegate and supervise the work of assigned personnel.~~

~~13.6. Train, schedule, and guide the work of contracted instructors and volunteers in safe and proper work techniques.~~

- 14.7. Develop, prepare, and assist in the preparation and dissemination of brochures. Prepare announcements, bulletins, flyers, calendars, and other promotional materials.
- 15. Complete and maintain required statistics and records.
- 16.8. Provide input on recreation center expenses for the division budget. Submit program budgets and purchasing requests to the Assistant Parks and Recreation Manager/supervisor, monitor expenditures to ensure authorized budget appropriations are not exceeded; collect fees for programs, events, and facility and equipment use.
- 17.9. Direct others and participate in the maintenance of facilities and grounds of ballfields, ice rinks, courts, trails, and other sport and play areas, including raking and collecting leaves, branches, paper, and rubbish; plowing, shoveling, and removing snow from sidewalks, skating rinks, and other areas; and mowing lawns, trimming shrubbery, and controlling weeds.
- 18. Direct others, participate in the preparation and maintenance of ball fields, ice rinks, courts, trails, and other sports, and play areas.
- 19.10. Direct others and participate in the maintenance of building interiors, including cleaning, scrubbing, mopping, dusting, sweeping, and waxing; perform minor repairs of buildings, fixtures, and equipment; conduct regular safety inspections of buildings, equipment, and grounds.
- 20. Provide assistance and serve as liaison to local clubs, boards, committees, organizations, and other special interest groups regarding recreational programming.
- 11. Provide first aid treatment in emergencies/emergency first aid within scope of applicable training/credentials and policies.
- 21. Serve as an active member of the Recreation Division of the Department of Parks & Recreation.
- 12. Respond in a timely fashion to citizen inquiries, requests, and complaints regarding facilities, equipment, and programming.
- 22. Prepare specifications for contractors, review proposals, present reports, summary submissions, and participate in the selection of contractors.
- 13.
- 23.14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 24.15. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A minimum of ~~two~~ four (24) years of related education and/or of full-time, verifiable professional ~~physical education or~~ recreation experience to include leading a variety of recreational activities as a primary responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - A-B. Ability to obtain within _____ months of hire and maintain a First Aid/CPR certification prior to the completion of the probationary period.
3. Knowledge Requirements
 - A. Knowledge of recreational programming and current trends and the basic fundamentals of common recreational sports and activities.
 - B. Knowledge of the methods, materials, and procedures used in the safe operation, maintenance, and repair of buildings, grounds, fixtures, and equipment.
 - C. ~~Knowledge of first aid.~~
 - D-C. Knowledge of problem-solving and conflict-resolution techniques.

~~E-D.~~ Knowledge of applicable safety requirements, specifically as they relate to proper conduct around moving machinery, using equipment, emergency situations, and rules and regulations for defensive driving.

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

4. Skill Requirements

- A. 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.
- B. Skill in managing one's own time.
- C. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

~~A.~~ ~~Ability to acquire First Aid and Cardio-Pulmonary Resuscitation certification prior to the completion of the probationary period~~ Ability to plan, organize, motivate, lead, and promote a variety of recreational activities year round for different age groups with diverse interests and varying skill levels.

B. Ability to handle requests, inquiries, and complaints in a cooperative and constructive manner.

C. Ability to conduct a variety of indoor and outdoor recreational activities and maintenance tasks year round.

~~D.~~ Ability to work irregular hours, including evening, weekends, and holidays to oversee programs and events.

~~D.~~ Ability to transport program equipment via vehicles and trailers.

~~E.~~

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

~~F-G.~~ Ability to communicate and interact effectively with members of the public.

~~G-H.~~ Ability to communicate effectively both orally and in writing.

~~H-I.~~ Ability to understand and follow instructions.

~~I-J.~~ Ability to problem-solve a variety of situations.

~~J-K.~~ Ability to set priorities and complete assignments on time.

~~K-L.~~ Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

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

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|----------|--------------|-------------------------|------|----------------|
| HR: HD | Union: Basic | EEOC: Paraprofessionals | CSB: | Class No: 4434 |
| WC: 9102 | Pay: | EEOF: Natural Resources | CC: | Resolution: |



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: October 25, 2021
TO: Civil Service Board
FROM: Theresa Severance
Manager, Human Resources, Healthcare and Safety
SUBJECT: New Job Classification for Water Conveyance Leadworker

**RECOMMENDATION:
APPROVAL OF THE NEW JOB DESCRIPTION FOR THE CLASSIFICATION OF WATER CONVEYANCE LEADWORKER.**

Background Information

In 2011, the City created Water Conveyance Technician and Water Conveyance Specialist positions after a review of maintenance operations for the lift stations, pump stations and water plant indicated that efficiency and effectiveness could be greatly improved by merging these functions. When those positions were filled, they were led by a Utility Operations Leadworker. Today, the conveyance system needs have grown and the City currently has three Water Conveyance Specialists. Due to the demands and the specific functions of the conveyance systems, the City believes there is a need to have a conveyance systems specific leadworker to better maintain the integrity of the system in operation and maintenance. Adding this position would also allow an opportunity for current employees to advance in their careers.

The job classification was discussed with the AFSCME union and all are agreeable to the proposed job description.

Outline of Duties

This classification is responsible for coordinating, scheduling, directing, and participating fully in the inspection, maintenance, repair, and operation of the City's conveyance system and will oversee the activities of employees and contractors engaged in water, wastewater, and storm water operation and maintenance projects.

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 description for Water Conveyance Leadworker.

Water Conveyance Leadworker

SUMMARY/PURPOSE

To coordinate, schedule, direct, and participate fully in the inspection, maintenance, repair, and operation of the City's conveyance system and oversee the activities of employees and contractors engaged in water, wastewater, and storm water operation and maintenance projects.

DISTINGUISHING FEATURES OF THE CLASS

The Water Conveyance Leadworker is the lead position for employees working in the water conveyance system. At this level, incumbents perform the most complex and specialized work tasks, while exercising broader discretion and independent judgment within established guidelines. This classification serves as the leadworker for the Water Conveyance Specialists, Water Conveyance Technicians, or assigned personnel. An aspect of the work involves dealing with contractors, industry and utility representatives, and the general public in order to work out solutions to problems encountered during the course of the work. Incumbents have final responsibility for the repair and maintenance of the water distribution system or the waste and storm water collection system.

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 project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and coordinate assigned conveyance system installation, repairs, modifications, and maintenance projects.
2. Perform highly skilled work in the operation and maintenance of water/wastewater/storm water pump stations.
3. Review construction plans and specifications for compliance with existing standards and plan projects.
4. Develop traffic control plans for worksites and instruct subordinates in proper installation of the plan, and inspect worksites for appropriate barricades, warning devices, and proper placement of equipment.
5. Monitor work progress and maintain records of work performed and materials used.
6. Interpret maps for the purpose of directing maintenance personnel to locate work projects.
7. Establish work standards and review work performance to ensure proper productivity using all means available including the work order management system.
8. Assign crews to accomplish work; keep records of work complete, in-progress, and work projected for later scheduling; schedule routine and long-range tasks as appropriate.
9. Authorize changes or deviations from proposed methods to suit the work situation; confer with supervisors regarding work progress and tasks or authorized action that facilitates increased production in critical assignments, such as changing crew composition and size, requesting support equipment, operators, new materials, tools, or supplies.
10. Monitor performance measures and initiate process improvements to meet unit level goals and objectives.
11. Visit field sites before major work projects are undertaken to determine probable extent of job and materials required; notify concerned agencies of major shutdowns; advise supervisors of probable complication which may require the cooperation of other departments or may involve the public.

12. Provide clear, sufficient, and timely information to the unit workers about plans, expectations, tasks, and activities.
13. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and moving forward within the work environment.
14. Plan construction and maintenance projects.
15. Provide materials and equipment necessary to perform work projects.
16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Provide training on new or modified procedures and policies to all affected parties.
19. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
20. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
21. 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.
22. 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 five (5) years of related education and/or full-time, verifiable professional collection system or water distribution experience.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Pollution Control Agency (MPCA) Wastewater Facility Operators S-C Certificate.
 - B. Possess and maintain a valid Minnesota Department of Health Water System Supply Operator Class C Certificate.
 - C. Possess and maintain an unlicensed individual electrical registration.
 - D. Possess and maintain a valid Minnesota Class B commercial driver's license or privilege.
3. Knowledge Requirements
 - A. Thorough knowledge of construction work methods and procedures related to maintenance and repair of wastewater collection systems and water distribution systems.
 - B. Thorough knowledge of telemetry/SCADA software and hardware.
 - C. Knowledge of location and topography of the conveyance and distribution systems within the city of Duluth.
 - D. Thorough knowledge of the materials, equipment, procedures, and practices used in the installation, repair, and maintenance of water distribution, sanitary and storm water collection systems.
 - E. Knowledge of methods and procedures of flow monitoring and sampling of water, wastewater, and storm water.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.

- I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.
 - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
4. Skill Requirements
- A. Skill in diagnosing and performing repairs to water distribution system, and sanitary and storm water collection systems.
 - A. Ability to plan and lay out a work project, and develop work crew and equipment schedules.
 - B. Skill in the operation/maintenance of sampling/flow meter installation and data collection.
 - C. Skill in the operation and use of a variety of maintenance and testing tools and equipment.
 - D. Skill in setting up appropriate traffic controls.
 - E. Skill in directing and leading others.
 - F. Skill in calculation of water and wastewater volumes.
 - G. Skill in reading and interpreting schematic drawings.
 - H. Skill in reading maps, specifications, and construction plans used in utility construction work.
 - I. 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.
 - J. Skill in completing assignments accurately and with attention to detail.
 - K. Skill in mediation and dispute resolution.
 - L. 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 work relationships.
 - B. Ability to communicate and interact effectively with members of the public.
 - C. Ability to communicate effectively both orally and in writing.
 - D. Ability to recognize, analyze, and solve a variety of problems.
 - E. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - F. Ability to handle difficult and stressful situations with professional composure.
 - G. Ability to work successfully as a member of a team and independently with minimal supervision.
 - H. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - I. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - J. Ability to enforce safety rules and regulations and apply them to hazardous situations.
 - K. Ability to maintain confidential information.
 - L. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - M. Ability to exercise sound judgment in making critical decisions.
 - N. Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

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

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|--------|--------------|-------|------|-------------|
| HR: TS | Union: Basic | EEOC: | CSB: | Class No: |
| WC: | Pay: | EEOF: | CC: | Resolution: |



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: November 2, 2021
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Energy Coordinator

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

Background Information

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 Energy Coordinator was last revised in 2010. This job has evolved over the years and the duties needed to be in line with the current responsibilities.

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

Outline of Duties

The Energy Coordinator tracks, influences, and improves the (corporate) City of Duluth's energy efficiency by developing, implementing, and managing maintenance, construction, and operational strategies, projects, programs and systems that reduce energy consumption in City facilities and on City property. This position works to transition City energy use to renewable sources while developing sustainable operational practices that further the City's climate change adaptation, mitigation, and environmental protection efforts in line with the corporate City's greenhouse gas emission reduction goals.

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 Energy Coordinator.

Energy Coordinator

SUMMARY/PURPOSE

To track, influence, and improve the (corporate) City of Duluth's energy efficiency by developing, implementing, and managing maintenance, construction, and operational strategies, projects, programs and systems that reduce energy consumption in City facilities and on City property. Work to transition City energy use to renewable sources while developing sustainable operational practices that further the City's climate change adaptation, mitigation, and environmental protection efforts in line with the corporate City's greenhouse gas emission reduction goals.

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. Perform professional and technical work to aid the City in reducing its overall energy consumption and reduce the environmental impact of energy use.
2. Develop and manage a centralized energy tracking mechanism to monitor energy usage and costs within the organization.
3. Analyze data relating to energy consumption and greenhouse gas emissions through monitoring, tracking, and benchmarking.
4. Conduct energy audits of facilities and analyze results to develop energy-saving strategies.
5. Ensure projects follow Owner Performance Requirements and other internal operational standards for construction and facilities.
6. Identify energy efficiency improvement projects, maintenance procedures, and operational practices; develop plans, coordinate implementation, manage projects and maintenance systems, and coordinate utility rebates and incentive programs, track progress and communicate the results.
7. Study the feasibility of new energy technologies, energy-saving devices, or equipment for possible introduction and application. Manage, implement, and troubleshoot lighting and building control systems.
8. Work with the Sustainability Officer to develop, plan, communicate, and implement a comprehensive energy and sustainability program that prioritizes, guides, and communicates progress and initiatives across City operations.
9. Assist in preparation of energy-related grant applications for federal, state, or private funding sources.
10. Develop, implement, and manage systems and projects that support energy efficiency in City facilities and on City property.
11. Prepare year-end energy reports to assist with annual GHG reporting, GreenStep Cities reporting, and energy dashboard updates, and maintain related records. Use data to create graphics that communicate progress and prepare reports for Sustainability Officer and Energy Plan Commission.
12. Track Energy Fund spending and project implementation. Report on financial results (cost and energy savings) annually. Coordinate with finance to accurately report on cost savings and capture savings to be reinvested for future work.
13. Maintain up-to-date knowledge of applicable laws, regulations, products, programs, and other initiatives, and ensure the information is distributed appropriately.

14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
19. 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.
20. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Bachelor's Degree in engineering, environmental or natural science, energy management, business, or a related professional field, and four (4) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional experience implementing, coordinating, and managing multifaceted programs, preferably in the area of energy efficiency or conservation.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Advanced knowledge of current energy and sustainability concepts, issues, trends, and best practices.
 - B. Knowledge of legislation relating to energy conservation, renewable energy, alternative fuels, and greenhouse gas and other emissions.
 - C. Knowledge of quantitative analysis methodology to analyze energy use and emissions data.
 - D. Knowledge of energy project design and implementation.
 - E. Knowledge of problem-solving and conflict-resolution techniques.
 - F. Knowledge of applicable safety requirements.
 - G. Knowledge of, or the ability to learn, City policies and procedures.
 - H. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - I. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in developing and delivering effective presentations.
 - B. Skill in presenting data, producing technical reports and correspondence, and writing interpretations that are easily understood by the intended audience.
 - C. Skill in effectively leading and facilitating change and building consensus within a large organization.
 - D. Skill in project management, with proven ability to plan, administer and evaluate progress while remaining within budget.

- E. 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.
- F. Skill in managing one's own time and the time of others.
- G. Skill in completing assignments accurately and with attention to detail.
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to collect, interpret and critically analyze information.
- B. Ability to operate commonly used office equipment, personal computer and associated software programs.
- C. Ability to secure and manage grant funding and leverage additional resources for City initiatives.
- D. Ability to provide technical assistance and troubleshooting for energy-related elements of City facilities (e.g., HVAC controls, lighting controls, EV charging stations, etc.).
- 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 recognize, analyze, and solve a variety of problems.
- I. Ability to organize and prioritize work while meeting multiple deadlines.
- J. Ability to handle difficult and stressful situations with professional composure.
- K. Ability to work successfully as a member of a team and independently with minimal supervision.
- L. Ability to train and lead others.
- M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- N. Ability to enforce safety rules and regulations.
- O. Ability to maintain confidential information.
- P. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
- Q. 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.

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| HR: LD | Union: Basic | EEOC: | CSB: | Class No: |
| WC: | Pay: | EEOF: | CC: | Resolution: |

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5. Ensure projects follow Owner Performance Requirements and other internal operational standards for construction and facilities.
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