



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, May 5, 2026

4:45 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

March 3, 2025

Attachments: [2A. March 3, 2025 Minutes \(draft\)](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Operations Program Coordinator (new)

Attachments: [4A\(1\) Operations Program Coordinator \(new\)](#)

4A(2) Workforce Development Supervisor (new)

Attachments: [4A\(2\) Workforce Development Supervisor \(new\)](#)

4A(3) Water Conveyance Specialist (revised)

Attachments: [4A\(3\) Water Conveyance Specialist \(revised\)](#)

4A(4) Water Conveyance Technician (revised)

Attachments: [4A\(4\) Water Conveyance Technician \(revised\)](#)

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. NON-PUBLIC ISD 709 NOTICE OF TERMINATION OF EMPLOYMENT (MARCH 12, 2026)

Notice: Item 6C Non-Public ISD 709 Notice of Termination of Employment will be distributed to members at the Civil Service Board meeting.

6D. NON-PUBLIC ISD 709 NOTICE OF SUSPENSION WITHOUT PAY (APRIL 20, 2026)

Notice: Item 6D Non-Public ISD 709 Notice of Suspension Without Pay will be distributed to members at the Civil Service Board meeting.

7. NEXT REGULAR MEETING SCHEDULED

June 2, 2026

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, March 3, 2026

4:45 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

December 7, 2025

Indexes:

Attachments: [2A. December 2, 2025 Minutes \(draft\)](#)

This Civil Service Board Item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Assistant Chief of Training (new)

Indexes:

Attachments: [4A\(1\) Assistant Chief of Training](#)

This Civil Service Board item was approved.

4A(2) Assistant Chief of Special Operations (revised)

Indexes:

Attachments: [4A\(2\) Assistant Chief of Special Operations](#)

This Civil Service Board item was approved.

5. APPEALS

6. INFORMATIONAL

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

This Civil Service Board item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Civil Service Board item was received.

6C. NON-PUBLIC NOTICE OF REJECTION ON PROBATION (December 15, 2026)

This Civil Service Board item was received.

6D. NON-PUBLIC NOTICE OF TERMINATION OF EMPLOYMENT (December 19, 2026)

This Civil Service Board item was received.

7. NEXT REGULAR MEETING SCHEDULED

April 7, 2026

8. ADJOURNMENT

4:46 p.m.



Human Resources

218-730-5210 | hrinformation@duluthmn.gov

Room 340 | 411 West First Street | Duluth, Minnesota 55802

www.duluthmn.gov

DATE: May 5, 2026

TO: Civil Service Board

FROM: Aimee Ott
Human Resources Generalist

SUBJECT: New Job Classification of Operations Program Coordinator

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF OPERATIONS PROGRAM COORDINATOR.

Background Information/Summary of Job

The new job classification of Operations Program Coordinator is being created as a result of a job audit. The purpose of the position is to coordinate and support the administration of assigned programs and initiatives within a department or division; coordinate operational activities, monitor program requirements and compliance, and support budget tracking, reporting, and related special projects. The classification is designed to be broad enough for use across multiple City Departments/Divisions rather than limited to the incumbent's Department/Division.

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 Operations Program Coordinator.

Operations Program Coordinator

SUMMARY/PURPOSE

To coordinate and support the administration of assigned programs and initiatives within a department or division; coordinate operational activities, monitor program requirements and compliance, and support budget tracking, reporting, and related special projects.

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/programs that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare and analyze financial and operational reports for assigned programs and projects; compile, track, and monitor program-level expenditures and related budget data to support budget development and financial oversight.
2. Coordinate and support assigned operational programs, initiatives, and special projects by tracking activities, timelines, deliverables, and compliance requirements.
3. Monitor assigned programs and operations for compliance with applicable policies, procedures, regulatory requirements, and state record retention laws; identify issues and communicate findings to appropriate staff.
4. Analyze current operations, workflows, and procedures to identify inefficiencies or problem areas; research alternatives and recommend and assist in implementing process improvements.
5. Participate in the development and implementation of goals, objectives, policies, procedures, and operational guidelines for assigned functions or programs.

6. Collaborate in the planning, design, testing, implementation, and development, and deployment of new applications and enhancements to existing applications; provide support for the testing of new and existing software applications under development or consideration for purchase.
7. In conjunction with IT, meet with decision makers, application owners, and end users to define business, financial, and operations requirements and application goals; identify and resolve application issues; communicate problems and issues to key stakeholders, including management, development teams, end users, and unit leaders.
8. Provide assistance in resolving operational and administrative issues; identify issues, conduct research to find alternative solutions, and assist in the implementation of recommendations; provide program-level support by compiling information, responding to requests, and supporting decision-making processes.
9. Train assigned employees in program-related work methods, procedures, and techniques.
10. Attend and participate in meetings; serve as a liaison with public and private organizations, community groups, and social organizations; provide information and serve as a resource.
11. Be an effective team member by exhibiting self-motivation, collaborating with team members to support daily operations, promoting respectful working relationships and ensuring timely completion of assigned tasks.
12. Coordinate with various City departments, other government agencies, and community groups to share resources, minimize duplication, and improve processes.
13. In collaboration with the supervisor, organize and direct the work activities of assigned team, including determining work priorities, assignments, and schedules.
14. Provide input to the supervisor regarding the hiring, onboarding, training, and performance matters.
15. Establish and maintain positive working relationships with the supervisor and assigned staff by maintaining two-way communication, demonstrating consistent and reliable follow through on assignments, advocating for team operational needs, and offering expertise to improve processes, systems, and overall efficiency.

16. 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 public administration, business or organizational management, finance, accounting, communications, or a closely-related field appropriate to the assigned work unit, and two (2) years of related full-time professional experience, as determined by Human Resources; OR a minimum of six (6) years of related education and/or full-time professional experience, as determined by Human Resources.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Preferred Requirements
 - A. Ability to obtain and maintain Class D Water Operator Certification within 18 months of appointment as required based on assignment.
 - B. Ability to obtain and maintain Operator Qualifications (OQs) as required based on assignment.
4. Knowledge Requirements
 - A. Knowledge of program analysis, planning, implementation, and evaluation principles and techniques.
 - B. Knowledge of process mapping, control, and continuous improvement or total quality management principles.
 - C. Knowledge of principles and practices of accounting, budgeting, and capital improvement programming.
 - D. Knowledge of research methods and analytical techniques used to evaluate programs, operations, and data.

- E. Working knowledge of troubleshooting principles, methodologies, and issue resolution techniques.
 - F. Working knowledge of technical management and administration of software and hardware platforms, including current systems, software applications, protocols, and standards.
 - G. Knowledge of problem solving and conflict resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of City policies and procedures.
 - J. Knowledge of applicable federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - K. Knowledge of effective leadership and personnel practices.
5. Skill Requirements
- A. Skill in organizing programs or projects that involve a variety of individuals, priorities, and operational factors.
 - B. Skill in project planning, implementation, coordination, and evaluation.
 - C. Skill in communicating logically, persuasively, and accurately with both groups and individuals.
 - D. Skill in preparing clear, concise written reports, correspondence, program documentation, and related training materials.
 - E. Skill in managing and tracking multiple projects and priorities concurrently.
 - F. Skill in locating, classifying, and interpreting a variety of informational, financial, and statistical data.
 - G. Skill in researching and preparing evaluations and recommendations for application systems and products as needed.
 - H. Skill in use of general office equipment, computer systems, and job-required software applications.
 - I. Skill in completing assignments accurately and with attention to detail.
 - J. Skill in analytical thinking and problem solving.
6. Ability Requirements
- A. Ability to interpret technical documentation for training and end-user procedures.

- B. Ability to learn and apply new concepts, technologies, and processes quickly.
- C. Ability to conduct research into applications development and delivery concepts as required.
- D. Ability to present ideas in business-friendly and technical language as required.
- E. Ability to research and analyze complex problems and prepare recommendations on a variety of issues.
- F. Ability to read, interpret, audit, and correct financial statements.
- G. Ability to understand the City's budget and accounting processes.
- 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 a variety of individuals, including members of the public, coworkers, and external partners.
- J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- K. Ability to handle difficult and stressful situations with professional composure.
- L. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. Ability to exercise sound judgment and maintain confidentiality.
- P. 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:	Pay:	EEOF:	CC:	Resolution:



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation
@duluthmn.gov

DATE: April 24, 2026
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Workforce Development Supervisor

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF WORKFORCE DEVELOPMENT SUPERVISOR.

Background Information/Summary of Job

The new job classification of Workforce Development Supervisor is being created to assist the Manager and Director with oversight of programs and staff within the Workforce Development division. This position will collaborate with the Workforce Development Operations Manager in the development and day-to-day implementation of programs and services to both jobseekers and employers. The Supervisor will also play a critical role in developing and maintaining internal and external partnerships with diverse stakeholder groups, leading innovation and ensuring compliance with federal and state requirements, and representing Workforce Development to employers and external stakeholders.

The proposed job description has been shared with the Supervisory Union, and they agree with what is being proposed.

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 Workforce Development Supervisor.

Workforce Development Supervisor

SUMMARY/PURPOSE

This is a leadership-level position responsible for overseeing programs and supervising staff within the Workforce Development division, collaborating with the Workforce Development Operations Manager in the development and day-to-day implementation of programs and services to both jobseekers and employers. The Supervisor also plays a critical role in developing and maintaining internal and external partnerships with diverse stakeholder groups, leading innovation and ensuring compliance with federal and state requirements, and representing Workforce Development to employers and external stakeholders.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with some discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide oversight and coordination of workforce programming among assigned program teams, ensuring that policies, procedures, and guidelines are clear and set forth in a consistent and collaborative manner.
2. Prioritize, assign, and direct the work of assigned staff, including establishing work standards, providing performance evaluations, delegating authority and responsibility, communicating instructions and information.
3. Assist in developing and monitoring program budgets and performance metrics, ensuring funds are spent in a responsible manner that achieves contract goals and is in compliance with all City, state, and federal regulations and requirements.
4. Build and maintain relationships and collaborative partnerships with employers, community organizations, educational institutions, and other entities to advance the goals and priorities of the department.

5. Lead and facilitate committees and interdisciplinary teams as required.
6. Monitor information systems and prepare reports for the Director relative to budgets and expenditures, participant enrollment and demographics, evaluation of program grant performance, and other relevant data and metrics.
7. Function as an active member of the CareerForce Duluth One Stop Operator and partnership team, helping coordinate building activities and partner collaboration.
8. Assist Operations Manager and Director in identifying service gaps and developing strategies to better serve participant and employer populations.
9. Research and identify available grant opportunities and help prepare grant applications, as well as drafting and submitting reports.
10. Meet and communicate effectively with program and fiscal monitors to ensure adherence to policies, regulations, directives and recommendations.
11. Work with Operations Manager to determine program scope, budgets, and draft work plans, including establishing goals and timelines.
12. Draft, review, and approve agreements, including community benefits workforce plans, Incumbent Worker Training contracts, professional services contracts, and/or on-the-job training contracts.
13. Respond to inquiries, requests, and complaints as necessary and in a timely manner.
14. Keep updated on pertinent legislation, program and compliance rules, and relevant regulations which could affect department operations and disseminate information to appropriate personnel.
15. Be prepared to demonstrate or learn all knowledge, skills, and abilities listed below.
16. May manage a caseload as needed to support programs and initiatives.
17. Manage employee performance, and provide training, coaching, and mentoring for new and existing staff in current and emerging methods, policies and procedures.
18. Provide clear, sufficient, and timely direction and information to employees about plans, expectations, tasks, and activities.
19. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative toward improvements.

20. Make recommendations to the Operations Manager and Director regarding employment action, including hire, assignment, promotion, transfer, suspension, grievance resolution, discipline, or discharge of personnel.
21. Maintain awareness of and provide ongoing training of employees in labor market and economic trends, employer-driven workforce needs, emerging methods and trends, and evidence-based best practices, helping lead innovation and responsive programming across the division.
22. Coordinate with various City departments, other government agencies, and community groups to share resources, minimize duplication, and improve processes
23. Establish and maintain positive working relationships with employees, Manager, and Director by maintaining two-way communication, demonstrating consistent and reliable follow-through on assignments, advocating for team operational needs, and offering expertise to improve processes, systems, and overall efficiency.
24. Other duties as 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. Bachelor's degree in a human service/human resource or management-based field (such as social work, vocational rehabilitation, public administration, sociology, criminal justice, or psychology), or a related field and at least two (2) years of full-time equivalent experience working in employment or vocational counseling, employee assistance counseling, skill assessment and training, or a related field. A master's degree in a relevant field may be substituted for two (2) years of experience. At least one year of this experience must be in a supervisory or lead capacity.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge Requirements

- A. Knowledge of workforce development projects and program planning, implementation, management, analysis, and evaluation principles and practices.
- B. Knowledge of individual and group counseling techniques used in assessment, career and short-term personal counseling, and crisis intervention.
- C. Knowledge of effective job search and job retention strategies.
- D. Knowledge of employer and labor union recruitment and hiring strategies and techniques.
- E. Thorough knowledge of employment conditions throughout the region, including social, economic, and community issues impacting area businesses and employment opportunities.
- F. Knowledge of grant-funded programs and processes.
- G. Knowledge of effective supervision methods, including communication and conflict resolution techniques.
- H. Knowledge of workforce development methodology, programs, resources, and providers.
- I. Knowledge of problem-solving and conflict-resolution techniques.
- J. Knowledge of applicable safety requirements.
- K. Knowledge of City policies and procedures.
- L. Knowledge of applicable City, state and federal laws, codes, and regulations, regarding workforce development activities, program policies, and procedures.
- M. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- N. Knowledge of budgetary and management principles, practices, and procedures.

4. Skill Requirements

- A. Skill in designing and implementing effective workforce development programs.
- B. Skill in building and managing employer, labor union, education, and community partnerships.
- C. Skill in building and maintaining positive relationships with diverse individuals and groups.
- D. Skill in active listening and effective English language communication both speaking and in writing.
- E. Skill in managing contracts and budgets.
- F. Skill in developing, implementing, evaluating, and refining processes and procedures.
- G. Skill in analyzing and organizing information to develop, evaluate, and improve programs.
- H. Skill in effectively communicating on a one-to-one basis or with groups for the purpose of obtaining and providing information and for resolving conflicts.
- I. Skill in preparing and presenting accurate and concise written and oral reports to individuals and groups by established deadlines.
- J. Proven problem-solving skills with demonstrated ability to gather, analyze and interpret information, generate reports and proposals, collaborate with and advise senior leadership, and effectively respond to user requests.
- K. Skill in training others in tools and methods required for completion of job duties, and providing constructive feedback, coaching, and timely intervention.
- L. Strong customer service skills coupled with solid interpersonal and public relations skills to work effectively with various officials, staff, citizens, employers, and other customers.
- M. Skill and proficiency with general office equipment, computer systems, and job-related software applications including Microsoft Office Suite with advanced skill in Excel and Word.

- N. Skill in managing and coordinating one's own time and the time of others, including prioritizing, scheduling and coordinating work projects.
- O. Skill in completing assignments accurately and with attention to detail.
- P. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Q. Skill in motivating, developing, leading, and supervising people in an open and participative work environment.

5. Ability Requirements

- A. Ability to plan, direct, coordinate, meet deadlines, evaluate, and modify workforce development programs with attention to detail.
- B. Ability to plan and facilitate effective meetings of diverse internal and external stakeholders.
- C. Ability to develop and maintain effective working relationships with public officials, community organizations, management, and the public, and work effectively as a team player.
- D. Ability to respond to inquiries in a timely manner and with complete accuracy.
- E. Ability to work independently, exercise initiative, and make independent judgment while demonstrating dependability, responsibility, and consistency in job performance.
- F. Ability to administer and monitor the effectiveness of the City of Duluth Workforce Development programs and lead program improvements.
- G. Ability to adapt to changing needs and manage multiple programs/projects.
- H. Ability to perform a wide variety of duties with accuracy and speed under the pressure of time-sensitive deadlines.
- I. Ability to delegate work tasks and to lead teams and assignments of others within the established work group.
- J. Ability to set and lead others in achieving performance standards and goals.
- K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect among team members, fostering safe work practices and developing trusting work relationships.

- L. Ability to communicate and interact effectively with a variety of individuals, including members of the public, coworkers, and external partners in person one-on-one and in groups, and in writing.
- M. Ability to recognize, analyze, and problem-solve a variety of situations.
- N. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- O. Ability to handle difficult and stressful situations with professional composure.
- P. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- Q. Ability to interpret laws, contracts, policies, complex materials, procedures, etc. and explain them to others.
- R. Ability to manage a budget and work within the constraints of that budget.
- S. Ability to demonstrate integrity and maintain confidentiality, use sound judgment, inventiveness, and make logical decisions in the performance of assigned tasks.
- 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 light items such as papers, books, small parts; driving an automobile, etc.

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 lit, heated, and ventilated.

HR: XX	Union:	EEOC:	CSB: 00/00/0000	Class No: 0000
WC: 0000	Pay:	EEOF:	CC: 00/00/0000	Resolution: 00-0000R

FLSA Exemption Type: (Pick One) Administrative [HR, Accounting, Finance, Payroll, Legal, PR, Compliance, etc.], Executive [CEO, CFO, Managers, Supervisors, Employees in Decision-Making Roles], Professional [Lawyers, Licensed Engineers, Architects, Roles that Require Advanced Education]

DRAFT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: April 24, 2026
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Water Conveyance Specialist

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF WATER CONVEYANCE SPECIALIST.

Background Information/Summary of Job

The Water Conveyance Specialist job classification was most recently revised in March of 2018. The purpose of this position is to ensure the dependability and functionality of regulated pressurized distribution systems, water/wastewater/storm water pump stations, and perform flow monitoring and sampling operations of wastewater and storm water. Only minor changes were made to this description including revisions to education and experience and licensure requirements to better reflect current needs and to help broaden the applicant pool.

The proposed revisions to this job description were discussed with the Basic Union and incumbents, and they are agreeable to proposed changes.

Recommendation

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

WATER CONVEYANCE SPECIALIST

SUMMARY/PURPOSE

To ensure the dependability and functionality of regulated pressurized distribution systems, water/wastewater/storm water pump stations, and perform flow monitoring and sampling operations of wastewater and storm water.

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.

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled work in the operation and maintenance of water/wastewater/storm water pump stations.
2. Perform proper safety methods when entering manholes, vaults, reservoirs, wet wells, confined work spaces, working with electricity, using hand and power tools, operating heavy equipment, or driving a motor vehicle.
3. Monitor the daily operation of pumping stations, booster stations, and drinking water storage tanks, with the Supervisory Control & Data Acquisition (SCADA) system to ensure the proper operation of all equipment at each station so the normal flow is not interrupted.
4. Ensure proper operation and maintenance of City-owned water and low pressure sewer systems to include but not limited to grinder stations, booster stations, pumps, structures, controls, or air release valves.

5. Implement emergency procedures on each pump station in the event of the malfunction of either primary pumping equipment or any auxiliary equipment.
6. Troubleshoot for the cause of any malfunction affecting pumps or any related equipment of each pump station.
7. Maintain and repair all types of water and wastewater pumps.
8. Maintain and repair industrial type electric motors.
9. Monitor, perform, and record required predictive maintenance program tasks.
10. Train assigned personnel in proper, safe operating and maintenance procedures.
11. Build, install, adjust, maintain, and repair water distribution system regulators, reliefs, pressure reducers, and pressure transmitters.
12. Maintain and operate large standby generators for emergency backup or a planned power service shutdown.
13. Maintain and repair various wet well and reservoir level sensing systems.
14. Maintain and repair valves, couplings, and drive shafts.
15. Maintain wet wells, reservoirs, storage basins, bar screens, tipping trough systems, and grinder pump stations.
16. Calibrate water regulators, reliefs, reducers, computerized pressure transducers, and related equipment.
17. Monitor and maintain inventory of parts for proper pump station system operation.
18. Maintain and operate large auxiliary pumps for emergency backup or bypass pumping.
19. Perform skilled work in the installation and collection of data utilizing flow monitor/sampling equipment.
20. Perform work to install, connect, calibrate flow poke equipment.
21. Install various types of flow meters; bubbler, area velocity, ultrasonic, and submerged probe.
22. Install, maintain and collect data from various types of water/wastewater samplers and rain gauges.
23. Monitor and maintain sampling/flow monitor inventory; loggers, batteries, battery chargers, spring rings, flow metering inserts, and rapid transfer devices.
24. Monitor and maintain magnetic flow meters to include transmitters.

25. Perform work to download, upload, and review data between computer and field installed data collecting devices.
26. 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.
27. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
28. Provide training on new or modified procedures and policies to all affected parties.
29. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
30. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
31. 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.
32. 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. Completion of the City of Duluth Utility Operator Apprenticeship Program; OR
 - B. One (1) year of experience as a Water Conveyance Technician or equivalent.
2. License Requirements
 - A. Possess a valid Minnesota Pollution Control Agency (MPCA) Wastewater Facility Operators S-D Certificate.

- B. Ability to obtain and maintain a valid Minnesota Pollution Control Agency (MPCA) Wastewater Facility Operators S-C Certificate and Minnesota Department of Health Class C Water Operator Certificate within eighteen (18) months of appointment.
 - C. Ability to obtain and maintain an unlicensed individual electrical registration within twelve (12) months of hire date.
 - D. Possess and maintain a valid Minnesota Class A commercial driver's license or privilege.
3. Knowledge Requirements
- A. Extensive knowledge of the methods, equipment, and materials used in high pressure plumbing, pipe fitting, and related trades as they apply to water distribution.
 - B. Knowledge of construction work methods and procedures related to maintenance and repair of water distribution systems.
 - C. Knowledge of electricity and electronics.
 - D. Knowledge of personal computers and related data processing equipment.
 - E. Knowledge of telemetry/SCADA software and hardware.
 - F. Knowledge of the National Electrical Code in relation to pump station functions.
 - G. Knowledge of plumbing and building codes in relation to pump stations.
 - H. Knowledge of Minnesota Pollution Control Agency regulations pertaining to wastewater discharge.
 - I. Knowledge of Minnesota Department of Health regulations pertaining to water distribution systems.
 - J. Knowledge of confined space entry procedures.
 - K. Knowledge of lock-out tag-out procedures.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.
 - N. Knowledge of, or the ability to learn, City policies and procedures.
 - O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - P. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. Skill in diagnosing and repairing water regulated system problems.
- B. Skill in the repair of heavy-duty pumps and electric motors.
- C. Skill in the operation/maintenance of sampling/flow meter installation and data collection.
- D. Skill in the operation and use of a variety of maintenance and testing tools and equipment – flow meters, poly phase meter, volt ohm meter, gear pullers, conduit benders, tap and die sets, atmospheric testing meters, portable generators, and electric hoists.
- E. Skill in setting up appropriate traffic controls.
- 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 using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to calculate water and wastewater volumes.
- B. Ability to read and interpret schematic drawings.
- C. Ability to diagnose and repair regulators and reliefs.
- D. Ability to identify good flow monitoring sites.
- E. Ability to successfully complete a "Competent Person" training program.
- 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 recognize, analyze, and solve a variety of problems.
- J. Ability to organize and prioritize work while meeting multiple deadlines.

WATER CONVEYANCE SPECIALIST

SUMMARY/PURPOSE

To ensure the dependability and functionality of regulated pressurized distribution systems, water/wastewater/storm water pump stations, and perform flow monitoring and sampling operations of wastewater and storm water.

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.

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled work in the operation and maintenance of water/wastewater/storm water pump stations.
2. Perform proper safety methods when entering manholes, vaults, reservoirs, wet wells, confined work spaces, working with electricity, using hand and power tools, operating heavy equipment, or driving a motor vehicle.
3. Monitor the daily operation of pumping stations, booster stations, and drinking water storage tanks, with the Supervisory Control & Data Acquisition (SCADA) system to ensure the proper operation of all equipment at each station so the normal flow is not interrupted.
4. Ensure proper operation and maintenance of City-owned water and low pressure sewer systems to include but not limited to grinder stations, booster stations, pumps, structures, controls, or air release valves.

5. Implement emergency procedures on each pump station in the event of the malfunction of either primary pumping equipment or any auxiliary equipment.
6. Troubleshoot for the cause of any malfunction affecting pumps or any related equipment of each pump station.
7. Maintain and repair all types of water and wastewater pumps.
8. Maintain and repair industrial type electric motors.
9. Monitor, perform, and record required predictive maintenance program tasks.
10. Train assigned personnel in proper, safe operating and maintenance procedures.
11. Build, install, adjust, maintain, and repair water distribution system regulators, reliefs, pressure reducers, and pressure transmitters.
12. Maintain and operate large standby generators for emergency backup or a planned power service shutdown.
13. Maintain and repair various wet well and reservoir level sensing systems.
14. Maintain and repair valves, couplings, and drive shafts.
15. Maintain wet wells, reservoirs, storage basins, bar screens, tipping trough systems, and grinder pump stations.
16. Calibrate water regulators, reliefs, reducers, computerized pressure transducers, and related equipment.
17. Monitor and maintain inventory of parts for proper pump station system operation.
18. Maintain and operate large auxiliary pumps for emergency backup or bypass pumping.
19. Perform skilled work in the installation and collection of data utilizing flow monitor/sampling equipment.
20. Perform work to install, connect, calibrate flow probe equipment.
21. Install various types of flow meters; bubbler, area velocity, ultrasonic, and submerged probe.
22. Install, maintain and collect data from various types of water/wastewater samplers and rain gauges.
23. Monitor and maintain sampling/flow monitor inventory; loggers, batteries, battery chargers, spring rings, flow metering inserts, and rapid transfer devices.
24. Monitor and maintain magnetic flow meters to include transmitters.

25. Perform work to download, upload, and review data between computer and field installed data collecting devices.

26. 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.

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

28. Provide training on new or modified procedures and policies to all affected parties.

29. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.

30. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.

31. 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.

~~26-32.~~ 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. Completion of the City of Duluth ~~Lift Station~~ Utility Operator Apprenticeship Program; OR

B. ~~Three (3) years~~ One (1) year of experience as a Water Conveyance Technician or equivalent.

2. License Requirements

A. ~~Possess and maintain a valid Minnesota Driver's License or privilege.~~

- A. Possess a valid Minnesota Pollution Control Agency (MPCA) Wastewater Facility Operators S-D Certificate.
 - B. Ability to obtain and maintain a valid Minnesota Pollution Control Agency (MPCA) Wastewater Facility Operators S-C Certificate and Minnesota Department of Health Class C Water Operator Certificate within eighteen (18) months of appointment.
 - C. ~~Possess~~Ability to obtain and maintain an unlicensed individual electrical registration within twelve (12) months of hire date.
 - D. Possess and maintain a valid Minnesota Class A commercial driver's license or privilege.
3. Knowledge Requirements
- A. Extensive knowledge of the methods, equipment, and materials used in high pressure plumbing, pipe fitting, and related trades as they apply to water distribution.
 - B. Knowledge of construction work methods and procedures related to maintenance and repair of water distribution systems.
 - C. Knowledge of electricity and electronics.
 - D. Knowledge of personal computers and related data processing equipment.
 - E. Knowledge of telemetry/SCADA software and hardware.
 - F. Knowledge of the National Electrical Code in relation to pump station functions.
 - G. Knowledge of plumbing and building codes in relation to pump stations.
 - H. Knowledge of Minnesota Pollution Control Agency regulations pertaining to wastewater discharge.
 - I. Knowledge of Minnesota Department of Health regulations pertaining to water distribution systems.
 - J. Knowledge of confined space entry procedures.
 - K. Knowledge of lock-out tag-out procedures.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.
 - N. Knowledge of, or the ability to learn, City policies and procedures.

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

P. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

A. Skill in diagnosing and repairing water regulated system problems.

B. Skill in the repair of heavy-duty pumps and electric motors.

C. Skill in the operation/maintenance of sampling/flow meter installation and data collection.

D. Skill in the operation and use of a variety of maintenance and testing tools and equipment – flow meters, poly-phase meter, volt-ohm meter, gear pullers, conduit benders, tap and die sets, atmospheric testing meters, portable generators, and electric hoists.

E. Skill in setting up appropriate traffic controls.

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

5. Ability Requirements

~~A. Ability to communicate effectively in both written and oral form.~~

A. Ability to calculate water and wastewater volumes.

B. Ability to read and interpret schematic drawings.

C. Ability to diagnose and repair regulators and reliefs.

D. Ability to identify good flow monitoring sites.

E. Ability to successfully complete a "Competent Person" training program.

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.

6. Physical Ability Requirements

G. Ability to frequently lift, communicate and carry equipment and materials weighing up to 50 pounds, interact effectively with members of the public.

H. Ability to occasionally lift, communicate effectively both orally and carry with assistance equipment in writing.

H.I. Ability to recognize, analyze, and materials weighing up to 100 pounds, such as generators and pumps solve a variety of problems.

A. Ability to frequently push, pull, stoop, kneel, crouch, and reach to perform maintenance on pumps.

H.J. Ability to occasionally climb and balance, organize and prioritize work while working on tanks and basins at heights up to 30 feet, meeting multiple deadlines.

H.K. Ability to work in confined spaces, handle difficult and stressful situations with professional composure.

K.L. Ability to work outside in inclement weather, successfully as a member of a team and independently with minimal supervision.

M. Ability to train and lead others.

N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.

O. Ability to enforce safety rules and regulations.

P. Ability to maintain confidential information.

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

L.R. Ability to attend work on a regular basis as scheduled and/or required.

B. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, 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: XX ———MC	Union: ———Basic	EEOC: ———Skilled-Craft Workers	CSB: 00/00/0000 ———03/06/2018	Class No: 0000 ———3329
WC: 0000 ———7520	Pay: ———34	EEOF: ———Sanitation/Sewage	CC: 00/00/0000 ———03/26/2018	Resolution: 00-0000R ———18-0256R

- K. Ability to handle difficult and stressful situations with professional composure.
- L. Ability to work successfully as a member of a team and independently with minimal supervision.
- M. Ability to train and lead others.
- N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- O. Ability to enforce safety rules and regulations.
- P. Ability to maintain confidential information.
- Q. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- R. 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, 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: XX	Union:	EEOC:	CSB: 00/00/0000	Class No: 0000
WC: 0000	Pay:	EEOF:	CC: 00/00/0000	Resolution: 00-0000R



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: April 24, 2026
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Water Conveyance Technician

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

Background Information/Summary of Job

The Water Conveyance Technician job classification was most recently revised in September of 2018. The purpose of this position is to ensure the dependability and functionality of water/wastewater/storm water pumping stations and perform flow monitoring and sampling operations of wastewater and storm water. Only minor changes were made to this description including revisions to education and experience and licensure requirements to better reflect current needs and to help broaden the applicant pool.

The proposed revisions to this job description were discussed with the Basic Union and incumbents, and they are agreeable to proposed changes.

Recommendation

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

WATER CONVEYANCE TECHNICIAN

SUMMARY/PURPOSE

To ensure the dependability and functionality of water/wastewater/storm water pumping stations and perform flow monitoring and sampling operations of wastewater and storm water.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this classification will perform semi-skilled work and be trained to perform skilled work in the functional areas listed below.

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 supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with work in the operation and maintenance of water/wastewater/storm water pump stations.
2. Perform proper safety methods when entering manholes, vaults, reservoirs, wet wells, confined workspaces, working with electricity, using hand and power tools, operating heavy equipment, or driving a motor vehicle.
3. Monitor the daily operation of pumping stations, booster stations, and drinking water storage tanks, with the Supervisory Control & Data Acquisition (SCADA) system to ensure the proper operation of all equipment at each station so the normal flow is not interrupted.
4. Ensure proper operation and maintenance of City-owned water and low pressure sewer systems to include but not limited to, grinder stations, booster stations, pumps, structures, controls, or air release valves.

5. Implement emergency procedures on each pump station in the event of the malfunction of either primary pumping equipment or any auxiliary equipment.
6. Troubleshoot for the cause of any malfunction affecting pumps or any related equipment of each pump station.
7. Maintain and repair all types of water and wastewater pumps.
8. Maintain and repair industrial type electric motors.
9. Monitor, perform, and record required predictive maintenance program tasks.
10. Maintain and operate large standby generators for emergency backup or a planned power service shutdown.
11. Maintain and repair various wet well and reservoir level sensing systems.
12. Maintain and repair valves, couplings, and drive shafts.
13. Maintain wet wells, reservoirs, storage basins, bar screens, tipping trough systems, and grinder pump stations.
14. Monitor and maintain inventory of parts for proper pump station system operation.
15. Maintain and operate large auxiliary pumps for emergency backup or bypass pumping.
16. Assist in the maintenance and repair of water distribution system regulators, reliefs, pressure reducers, and pressure transmitters.
17. Install various types of flow meters; bubbler, area velocity, ultrasonic and submerged probe.
18. Install, maintain, and collect data from various types of water/wastewater samplers and rain gauges.
19. Monitor and maintain sampling/flow monitor inventory; loggers, batteries, battery chargers, spring rings, flow metering inserts, rapid transfer devices.
20. Monitor and maintain magnetic flow meters to include transmitters.
21. Perform work to download, upload, and review data between computer and field installed data collecting devices.
22. Perform related duties as required.
23. 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. 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 full-time, verifiable professional wastewater collection systems or water distribution systems experience.
2. License Requirements
 - A. Ability to obtain and maintain a valid Minnesota Pollution Control Agency Wastewater Operators Class S-D Certificate within eighteen (18) months of hire date.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - C. Ability to obtain and possess a Minnesota Class B commercial driver's license within twelve (12) months of hire date.
 - D. Ability to obtain and possess an **unlicensed individual electrical registration** within twelve (12) months of hire date.
3. Knowledge Requirements
 - A. Knowledge of electricity and electronics.
 - B. Basic knowledge of personal computers and related data processing equipment.
 - C. Knowledge of telemetry/SCADA software and hardware.
 - D. Knowledge of the National Electrical Code in relation to pump station functions.
 - E. Knowledge of plumbing and building codes in relation to pump stations.
 - F. Knowledge of Minnesota Pollution Control Agency regulations pertaining to wastewater discharge.
 - G. Knowledge of Minnesota Department of Health regulations pertaining to water distribution systems.
 - H. Knowledge of confined space entry procedures.
 - I. Knowledge of lock-out tag-out procedures.
 - J. Knowledge of problem-solving and conflict-resolution techniques.**

K. Knowledge of applicable safety requirements.

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

4. Skill Requirements

A. Skill in the repair of heavy-duty pumps and electric motors.

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 – flow meters, poly phase meter, volt ohm meter, gear pullers, conduit benders, tap and die sets, atmospheric testing meters, portable generators, and electric hoists.

D. Skill in setting up appropriate traffic controls.

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.

G. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

A. Ability to calculate water and wastewater volumes.

B. Ability to read and interpret schematic drawings.

C. Ability to identify good flow monitoring sites.

D. Ability to successfully complete a "Competent Person" training program.

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.

WATER CONVEYANCE TECHNICIAN

SUMMARY/PURPOSE

To ensure the dependability and functionality of water/wastewater/storm water pumping stations and perform flow monitoring and sampling operations of wastewater and storm water.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this classification will perform semi-skilled work and be trained to perform skilled work in the functional areas listed below.

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 supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with work in the operation and maintenance of water/wastewater/storm water pump stations.
2. Perform proper safety methods when entering manholes, vaults, reservoirs, wet wells, confined workspaces, working with electricity, using hand and power tools, operating heavy equipment, or driving a motor vehicle.
3. Monitor the daily operation of pumping stations, booster stations, and drinking water storage tanks, with the Supervisory Control & Data Acquisition (SCADA) system to ensure the proper operation of all equipment at each station so the normal flow is not interrupted.
4. Ensure proper operation and maintenance of City-owned water and low pressure sewer systems to include but not limited to, grinder stations, booster stations, pumps, structures, controls, or air release valves.

5. Implement emergency procedures on each pump station in the event of the malfunction of either primary pumping equipment or any auxiliary equipment.
6. Troubleshoot for the cause of any malfunction affecting pumps or any related equipment of each pump station.
7. Maintain and repair all types of water and wastewater pumps.
8. Maintain and repair industrial type electric motors.
9. Monitor, perform, and record required predictive maintenance program tasks.
10. Maintain and operate large standby generators for emergency backup or a planned power service shutdown.
11. Maintain and repair various wet well and reservoir level sensing systems.
12. Maintain and repair valves, couplings, and drive -shafts.
13. Maintain wet wells, reservoirs, storage basins, bar screens, tipping trough systems, and grinder pump stations.
14. Monitor and maintain inventory of parts for proper pump station system operation.
15. Maintain and operate large auxiliary pumps for emergency backup or bypass pumping.
16. Assist in the maintenance and repair of water distribution system regulators, reliefs, pressure reducers, and pressure transmitters.
17. Install various types of flow meters; bubbler, area velocity, ultrasonic and submerged probe.
18. Install, maintain, and collect data from various types of water/wastewater samplers and rain gauges.
19. Monitor and maintain sampling/flow monitor inventory; loggers, batteries, battery chargers, spring rings, flow metering inserts, rapid transfer devices.
20. Monitor and maintain magnetic flow meters to include transmitters.
21. Perform work to download, upload, and review data between computer and field installed data collecting devices.
22. Perform related duties as required.
23. 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. 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. Possession of a State of Minnesota Maintenance Electrician's License~~ A minimum of a State of Minnesota Maintenance Electrician's License ~~two (2) years of related education and one (1) year of/or full-time, verifiable experience working with programmable controllers (MicroLogic); or~~
- ~~B. Completion of a City of Duluth Water & Gas Maintenance training program, Utility Operator apprenticeship program, or Lift Station Operator apprenticeship program; or~~
- A. ~~Four (4) years of verifiable experience in~~ professional wastewater collection systems or water distribution systems. experience.

2. License Requirements

- ~~A. Possess and maintain a valid Minnesota Driver's License or privilege.~~
- A. Ability to obtain and maintain a valid Minnesota Pollution Control Agency Wastewater Operators Class S-D Certificate within eighteen (18) months of hire date.
- ~~B. Possess and maintain a valid Minnesota Class D driver's license or privilege.~~
- C. Ability to obtain and possess a Minnesota Class B commercial driver's license within twelve (12) months of hire date.
- D. Ability to obtain and possess an **unlicensed individual electrical registration** within twelve (12) months of hire date.

3. Knowledge Requirements

- A. Knowledge of electricity and electronics.
- B. Basic knowledge of personal computers and related data processing equipment.
- C. Knowledge of telemetry/SCADA software and hardware.
- D. Knowledge of the National Electrical Code in relation to pump station functions.
- E. Knowledge of plumbing and building codes in relation to pump stations.
- F. Knowledge of Minnesota Pollution Control Agency regulations pertaining to wastewater discharge.
- G. Knowledge of Minnesota Department of Health regulations pertaining to water distribution systems.

- H. Knowledge of confined space entry procedures.
- I. Knowledge of lock-out tag-out procedures.

J. Knowledge of problem-solving and conflict-resolution techniques.

K. Knowledge of applicable safety requirements.

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

4. Skill Requirements

- A. Skill in the repair of heavy-duty pumps and electric motors.
- 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 – flow meters, poly-phase meter, volt-ohm meter, gear pullers, conduit benders, tap and die sets, atmospheric-testing meters, portable generators, and electric hoists.
- D. Skill in setting up appropriate traffic controls.

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.

G. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

A. Ability to calculate water and wastewater volumes.

B. Ability to read and interpret schematic drawings.

C. Ability to identify good flow monitoring sites.

D. Ability to successfully complete a "Competent Person" training program.

A.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.

B.F. Ability to communicate and interact effectively in both written and oral form with members of the public.

C.G. Ability to calculate water **communicate effectively both orally and** wastewater volumes **in writing.**

D.H. Ability to read **understand and** interpret schematic drawings **follow instructions.**

E.I. Ability to identify good flow monitoring sites **problem-solve a variety of situations.**

A. Ability to successfully **set priorities and complete** a "Competent Person" training program.

6. Physical Ability Requirements

F.J. Ability to transport oneself to, from, and around sites of projects, tests, and other **assignments on time.**

G.K. Ability to attend work on a regular basis **as scheduled and/or required.**

A. Ability to frequently lift and carry equipment and materials weighing up to 50 pounds.

B. Ability to occasionally lift and carry, with assistance, equipment and materials weighing up to 100 pounds, such as generators and pumps.

C. Ability to frequently push, pull, stoop, kneel, crouch, and reach to perform maintenance on pumps.

D. Ability to occasionally climb and balance while working on tanks and basins at heights up to 30 feet.

E. Ability to work in confined spaces.

F. Ability to work outside in inclement weather.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, 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: XX —— MC	Union: —— Basic	EEOC: —— Skilled Craft Workers	CSB: 00/00/0000 —— 09/04/2018	Class No: 0000 —— 4211
WC: 0000 —— 7520	Pay: —— 29	EEOF: —— Sanitation/Sewage	CC: 00/00/0000 —— 09/10/2018	Resolution: 00-0000R —— 18-0638R

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, 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: XX	Union:	EEOC:	CSB: 00/00/0000	Class No: 0000
WC: 0000	Pay:	EEOF:	CC: 00/00/0000	Resolution: 00-0000R