



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Meeting Agenda Civil Service Board.

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Tuesday, November 5, 2019

4:45 PM

Council Chambers, Third Floor, City Hall

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### 1. ROLL CALL

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A. October 1, 2019

Attachments: [October 1, 2019 \(Draft Minutes\)](#)

B. October 15, 2019 (Special Meeting)

*The Special Meeting was closed as permitted by Minn. Stat. 13D.03 to discuss private data pursuant to Minn. Stat. 13.43 regarding an ISD 709 Maintenance Custodian.*

### 3. UNFINISHED BUSINESS

### 4. NEW BUSINESS

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

(1) Housing Inspector (revised)

Attachments: [Housing Inspector Memo](#)  
[Housing Inspector](#)  
[Housing Inspector \(strikeout\)](#)

(2) Housing Inspector Leadworker (revised)

Attachments: [Housing Inspector Leadworker Memo](#)  
[Housing Inspector Leadworker](#)  
[Housing Inspector Leadworker \(strikeout\)](#)

### 5. APPEALS

### 6. INFORMATIONAL

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

**B. 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.*

**C. ISD 709 – NOTICE OF TERMINATION AND CHARGES FOR REMOVAL**

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

**NEXT REGULAR MEETING SCHEDULED**

*December 3, 2019*

**ADJOURNMENT**



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Minutes - Draft

### Civil Service Board.

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Tuesday, October 1, 2019

4:45 PM

Council Chambers, Third Floor, City Hall

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Members Present: Joaquim Harris, Shelly Marquardt, John Strongitharm (Chair)

Members Absent: Laura Perttula

HR Staff Present: Laura Dahl (HR Generalist), Heather DuVal (HR Supervisor), Aimee Ott (HR Technician), Theresa Severance (Board Secretary)

Others Present: Erick Johanson (ISD 709 Employee); Gary Vezina (Firemen & Oilers, Local 956, Union President)

#### 1. ROLL CALL

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

A. September 3, 2019

Indexes:

Attachments: [2A Minutes 09-03-19](#)

This Item was approved unanimously.

#### 3. UNFINISHED BUSINESS

#### 4. NEW BUSINESS

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

(1) Park Maintenance Operations Coordinator (new)

Indexes:

Attachments: [4A\(1\) Park Maintenance Operations Coordinator memo](#)  
[4A\(1\) Park Maintenance Operations Coordinator](#)

This Item was approved unanimously.

- (2) Sustainability Officer (new)

Indexes:

Attachments: [4A\(2\) Sustainability Officer memo](#)

[4A\(2\) Sustainability Officer](#)

This Item was approved unanimously with removal of Essential Duty #8.

- (3) Water Plant Maintenance Coordinator (new)

Indexes:

Attachments: [4A\(3\) Water Plant Maintenance Coordinator memo](#)

[4A\(3\) Water Plant Maintenance Coordinator](#)

This Item was approved unanimously.

- (4) Budget & Grant Analyst (new)

Indexes:

Attachments: [4A\(4\) Budget & Grant Analyst memo](#)

[4A\(4\) Budget & Grant Analyst](#)

This Item was approved unanimously.

**5. APPEALS**

**6. INFORMATIONAL**

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

This Item was received.

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

This Item was reviewed.

**C. ISD 709 - NOTICE OF SUSPENSION WITHOUT PAY**

Motion made by Member Marquardt to schedule a Special Meeting to hear Employee's petition to the Board. The motion carried and was approved unanimously.

**7. ADJOURNMENT**



## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802



218-730-5210



hrinformation  
@duluthmn.gov

DATE: November 5, 2019  
TO: Civil Service Board  
FROM: Robyn Tuominen  
Human Resources Generalist  
SUBJECT: Revised Job Classification of Housing Inspector

**RECOMMENDATION:  
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF HOUSING INSPECTOR.**

### **Background Information**

The Housing Inspector job classification was most recently revised in 2010. The Life Safety division of the Fire Department would like to reduce the minimum requirements from two (2) years to one (1) year of field experience inspecting structures and dwellings. Currently, the years of experience requirement is higher for the Housing Inspector compared to the Housing Inspector Leadworker position. This change would help better align the education and experience requirements between the positions and broaden the eligibility within the candidate pool.

In addition, the description was updated to the new format, including template language.

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

### **Outline of Duties**

Assist owners and tenants, through inspection, consultation, and enforcement, in maintain their dwellings, premises, non-dwelling, and vacant lands in a safe, legal, and sanitary manner.

### **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 Housing Inspector.

## **HOUSING INSPECTOR**

### SUMMARY/PURPOSE

Assist owners and tenants, through inspection, consultation, and enforcement, in maintaining their dwellings, premises, non-dwelling structures, and vacant lands in a safe, legal, and sanitary manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with building and fire codes and sanitary and safety standards.
2. Schedule routine inspections of buildings, structures, and premises, and conduct housing condition surveys to determine general condition and compliance with housing codes, building codes, and related ordinances.
3. Notify property owners of code violations and the work necessary to correct them.
4. Check on the work progress of code violation corrections.
5. Issue condemnation notices when necessary.
6. Inspect buildings when violations have been corrected.
7. Investigate, follow up, and respond to complaints from the public.
8. Enforce all applicable codes and ordinances.
9. Coordinate inspection activities as required by the Housing and Redevelopment Authority, Board of Zoning Appeals, Planning Commission, and Building Appeal Board.
10. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
11. Write and process criminal and administrative citations and associated documentation.
12. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
13. Serve as a witness in court cases when required.
14. Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
15. Interpret all relevant statutes, codes, and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants, and others of compliance regulations.
16. Assist owners, contractors, and others in processing and acquiring City permits.
17. Search files for zoning, permit, and building history information.
18. Utilize computer systems and associated software.
19. 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.
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 below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Completion of a recognized certification program in code enforcement, property management, property rehabilitation or one (1) year of field experience inspecting structures and dwellings; or an acceptable combination of related education and experience equaling one (1) year.
2. License Requirements
  - A. A driver's license valid in Minnesota.

- B. Acquire and maintain International Property Maintenance Certification within one year of employment.
3. Knowledge Requirements
    - A. Knowledge of building construction methods.
    - B. Knowledge of applicable Minnesota state codes and local codes and ordinances.
    - C. Knowledge of proper application of codes and ordinances.
    - D. Knowledge of proper inspection methods and procedures.
    - E. Knowledge of business computer application software.
    - F. Knowledge of office methods and procedures.
  4. Skill Requirements
    - A. Skill in reading and interpreting building diagrams, plans, and specifications, codes, and ordinances.
    - B. Skill in effective oral and written communication.
    - C. Skill in providing excellent customer service
    - D. Skill in dealing with difficult customers and stressful situations.
  5. Ability Requirements
    - A. Ability to establish and maintain effective working relationships with owners, property managers, tenants, advocacy groups, law enforcement, contractors, workers, supervisors, peers, and the general public.
    - B. Ability to read and interpret codes and ordinances.
    - C. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
    - D. Ability to conduct effective inspections in a responsible and impartial manner.
    - E. Ability to interpret safety rules and apply them to hazardous situations.
    - F. Ability to communicate effectively both orally and in writing.
    - G. Ability to prepare clear, concise reports.
    - H. Ability to use a computer to maintain inspection records and write reports.
    - I. 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
    - A. Ability to work outside during inclement weather.
    - B. Ability to work at heights when performing inspections.
    - C. Ability to lift and/or carry equipment such as a ladder weighing up to 30 pounds in order to perform above ground level inspections.
    - D. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections.
    - E. Fine dexterity to operate computers and other office equipment.
    - F. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
    - G. Ability to attend work on a regular basis.

HR: RT	Union: Basic	EEOC: Technicians	CSB:	Class No: 3404
WC: 9410	Pay: 29	EEOF: Housing	CC:	Resolution:

## HOUSING INSPECTOR

### SUMMARY/PURPOSE:

Assist owners and tenants, through inspection, consultation, and enforcement, in maintaining their dwellings, premises, non-dwelling structures, and vacant lands in a safe, legal, and sanitary manner.

### FUNCTIONAL AREAS: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ~~4.~~ Inspect dwellings, non-dwelling structures, and vacant lands for compliance with building and fire codes and sanitary and safety standards.
2. ~~p A.~~ Schedule routine inspections of buildings, structures, and premises and conduct housing condition surveys to determine general condition and compliance with housing codes, building codes, and related ordinances.
3. ~~p B.~~ Notify property owners of code violations and the work necessary to correct them.
4. ~~p C.~~ Check on the work progress of code violation corrections.
5. ~~p D.~~ Issue condemnation notices when necessary.
6. ~~p E.~~ Inspect buildings when violations have been corrected.
7. ~~p F.~~ Investigate, follow up and respond to complaints from the public.
8. ~~2.~~ Enforce all applicable codes and ordinances.
9. ~~p A.~~ Coordinate inspection activities as required by the Housing and Redevelopment Authority, Board of Zoning Appeals, Planning Commission, and Building Appeal Board.
10. ~~p B.~~ Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
11. ~~p C.~~ Write and process criminal and administrative citations and associated documentation.
12. ~~p D.~~ Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
13. ~~p E.~~ Serve as a witness in court cases when required.
14. ~~3.~~ ~~Perform related work as required.~~
- ~~p A.~~ Maintain complete and accurate records of all inspections and daily records of all activities; and prepare information for monthly reports.
15. ~~p B.~~ Interpret all relevant statutes, codes, and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants, and others of compliance regulations.
16. ~~p C.~~ Assist owners, contractors, and others in processing and acquiring City permits.



17. D.— Search files for zoning, permit, and building history information.

18. E.— Utilize computer systems and associated software.

19. 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.

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 below are representative of the knowledge, skills, and abilities required.

#### 1. Education & Experience Requirements

A.

~~☒ A.~~— Completion of a recognized certification program in code enforcement, ~~real-estate~~, property management, property rehabilitation or ~~one (1)two (2)~~ years of field experience inspecting structures and dwellings; or ~~a an acceptable combination of related education and experience equaling one (1) year combination of education/experience in the above areas at a level of professional competence and responsibility which is accepted as equivalent.~~

#### 2. Licenses & Certifications

A.

~~B. ☒ A.~~— A driver's license valid in Minnesota.

B.— Acquire and maintain International Property Maintenance Certification within one year of employment.

~~C.~~

#### 3. Knowledge Requirements

A.

~~☒ A.~~— Knowledge of building construction methods.

B.— ~~B.~~— Knowledge of applicable Minnesota state codes and local codes and ordinances.

C. ~~☒ C.~~— Knowledge of proper application of codes and ordinances.

D. ~~☒ D.~~— Knowledge of proper inspection methods and procedures.

E. ~~☒ E.~~— Knowledge of business computer application software.

F.— ~~F.~~— Knowledge of office methods and procedures.

#### 4. Skill Requirements

A.

~~☒ A.~~— Skill in reading and interpreting building diagrams, plans, and specifications, codes and ordinances.

B. ~~☒ B.~~— Skill in effective oral and written communication.

~~C.~~ ~~C.~~ Skill in providing excellent customer service

~~D.~~ ~~D.~~ Skill in dealing with difficult customers and stressful situations.

## 5. Ability Requirements

A.

~~A.~~ Ability to establish and maintain effective working relationships with owners, property managers, tenants, advocacy groups, law enforcement, contractors, workers, supervisors, peers, and the general public.

B. ~~B.~~ Ability to read and interpret codes and ordinances.

C. ~~C.~~ Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.

D. ~~D.~~ Ability to conduct effective inspections in a responsible and impartial manner.

E. ~~E.~~ Ability to interpret safety rules and apply them to hazardous situations.

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

G. ~~G.~~ Ability to prepare clear, concise reports.

H. ~~H.~~ Ability to use a computer to maintain inspection records and write reports.

I. 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 Requirements

A. Ability to work outside during inclement weather.

B. Ability to work at heights when performing inspections.

C. Ability to lift and/or carry equipment such as a ladder weighing up to 30 pounds in order to perform above ground level inspections.

D. ~~A.~~ Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and ~~reach overhead~~ reach overhead in order to conduct inspections ~~outside of buildings.~~

E. ~~B.~~ ~~Ability to transport oneself to, from, and around various job sites.~~

Fine dexterity to operate computers and other office equipment.

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

G. ~~C.~~ ~~Ability to lift and/or carry items weighing up to 40 pounds such as files.~~

~~D.~~ ~~Ability to work outside during inclement weather.~~

~~E.~~ Ability to attend work on a regular basis.

~~p~~ ~~Essential functions of the job.~~

~~q~~ ~~Job requirements necessary on the first day of employment.~~

HR: <a href="#">CT</a>	Union: Basic	EEOC: Technicians	CSB: 20100615	Class No: 3404
WC: 9410	Pay: 29	EEOF: Housing	CC: 20100712	Resolution: 10-0368R

DRAFT



## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5210  
 hrinformation@duluthmn.gov

DATE: November 5, 2019  
TO: Civil Service Board  
FROM: Robyn Tuominen  
Human Resources Generalist  
SUBJECT: Revised Job Classification of Housing Inspector Leadworker

**RECOMMENDATION:  
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF HOUSING INSPECTOR LEADWORKER.**

### **Background Information**

The Housing Inspector Leadworker job classification was most recently revised in 2014. The Life Safety division of the Fire Department would like to increase the minimum requirements from one (1) year to two (2) years of field experience inspecting structures and dwellings and remove the requirement of having specific experience as a City of Duluth Housing Inspector or Solid Waste Compliance Officer. This change would help better align the education and experience requirements between the Housing Inspector and Housing Inspector Leadworker positions and broaden the eligibility within the candidate pool.

In addition, the description was updated to the new format, including template language.

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

### **Outline of Duties**

Under direction of the Code Official, to be responsible for coordinating and directing the inspection of dwellings, premises, non-dwelling structures, and vacant lands to assure they are maintained in a safe and sanitary manner.

### **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 Housing Inspector Leadworker.

## HOUSING INSPECTOR LEADWORKER

### SUMMARY/PURPOSE

Under direction of the Code Official, to be responsible for coordinating and directing the inspection of dwellings, premises, non-dwelling structures, and vacant lands to assure they are maintained in a safe and sanitary manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate inspection activities as required by city housing rehabilitation agencies, Planning Commission, and Building Appeal Board.
2. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with current codes and sanitary and safety standards.
3. Interpret applicable codes and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants and others of compliance regulations.
4. Enforce all applicable codes and ordinances.
5. Notify property owners of code violations and the work necessary to correct them.
6. Check on the progress of code violation corrections and inspect buildings when violations have been corrected.
7. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
8. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
9. Investigate and follow-up on complaints from the public.
10. Serve as witness in court cases when required.
11. Prepare information for monthly and yearly reports.
12. Respond to and resolve difficult complaints and problems.
13. Collaborate with others to develop and maintain data and create inspection and documentation forms.
14. Provide input on decisions regarding the hiring and discipline of personnel.
15. Establish work standards and evaluate the work of employees.
16. Train personnel in correct and safe operating procedures.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. 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.
19. 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 and Experience Requirements
  - A. Completion of a recognized certification program in code enforcement, property management, property rehabilitation; or two (2) years of field experience inspecting structures and dwellings; or an acceptable combination of related education and experience equaling two (2) years.
  - B. Two (2) years leadership experience preferred.
2. License Requirements
  - A. Possession of a valid Minnesota Class D Driver's License.
  - B. Acquire and maintain International Property Maintenance Certification within one (1) year of employment.

3. Knowledge Requirements
  - A. Knowledge of building construction methods.
  - B. Knowledge of applicable Minnesota state codes and local codes and ordinances.
  - C. Knowledge of proper application of codes and ordinances.
  - D. Knowledge of proper inspection methods and procedures.
  - E. Knowledge of office methods and procedures.
  - F. Knowledge of effective leadership practices.
  - G. Knowledge of business computer application software, office methods, and procedures.
  
4. Skill Requirements
  - A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.
  - B. Skill in effective oral and written communication.
  - C. Skill in providing excellent customer service.
  - D. Skill in dealing with difficult customers and stressful situations.
  - E. Skill in the use of computers and application software.
  - F. Skill in analyzing and interpreting data.
  
5. Ability Requirements
  - A. Ability to read and interpret codes and ordinances.
  - B. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
  - C. Ability to conduct effective inspections in a responsible and impartial manner.
  - D. Ability to interpret safety rules and apply them to hazardous situations.
  - E. Ability to communicate with groups and individuals of varying backgrounds and educational levels.
  - F. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
  - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members.
  - H. Ability to establish and maintain effective working relationships with co-workers, related agencies, and the general public.
  - I. Ability to prepare electronic documents.
  - J. Ability to supervise assigned personnel.
  - K. Ability to maintain confidential information.
  - L. Ability to exhibit leadership qualities of dependability and accountability.
  - M. Ability to exercise good judgment in decision making.
  
6. Physical Ability Requirements
  - A. Ability to work outside during inclement weather.
  - B. Ability to work at heights when performing inspections.
  - C. Ability to lift and/or carry equipment such as a ladder weighing up to 30 pounds in order to perform above ground level inspections.
  - D. Ability to frequently walk and stand and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections.
  - E. Fine dexterity to operate computers and other office equipment.
  - F. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
  - G. Ability to attend work on a regular basis.

HR: RT	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 1535
WC: 9410	Pay: 32	EEOF: Housing	CC:	Resolution:

## HOUSING INSPECTOR LEADWORKER

### SUMMARY/PURPOSE

Under direction of the Code Official, to be responsible for coordinating and directing the inspection of dwellings, premises, non-dwelling structures, and vacant lands to assure they are maintained in a safe and sanitary manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES ~~(other duties may be assigned)~~

- ~~1. Organize and direct the activities of assigned personnel.~~
1. Coordinate inspection activities as required by city housing rehabilitation agencies, Planning Commission, and Building Appeal Board.
- ~~2.~~
- ~~3. Assist in the hire, transfer, suspension, or discharge of assigned personnel.~~
- ~~4. Establish work standards and evaluate the work of employees.~~
- ~~5. Train personnel in correct and safe operating procedures.~~
- 6-2. Inspect dwellings, non-dwelling structures, and vacant lands for compliance with current codes and sanitary and safety standards.
- 7-3. Interpret applicable codes and ordinances governing residential and commercial properties in order to inform property owners, contractors, building managers, tenants and others of compliance regulations.
- 8-4. Enforce all applicable codes and ordinances.
- 9-5. Notify property owners of code violations and the work necessary to correct them.
- 10-6. Check on the progress of code violation corrections and inspect buildings when violations have been corrected.
- 11-7. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
- 12-8. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
- 13-9. Investigate and follow-up on complaints from the public.
- 14-10. Serve as witness in court cases when required.
- 15-11. Prepare information for monthly and yearly reports.
- 16-12. Respond to and resolve difficult complaints and problems.
13. Collaborate with others to develop and maintain data and create inspection and documentation forms.
14. ~~Provide input on decisions regarding the hiring and discipline of personnel.~~
15. ~~Establish work standards and evaluate the work of employees.~~
16. ~~Train personnel in correct and safe operating procedures.~~
17. ~~In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.~~
- 17-18. ~~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.~~
- 18-19. ~~Perform related tasks as assigned. 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 and Experience Requirements
  - A. Completion of a recognized certification program in code enforcement, property

management, property rehabilitation; One (1) year of experience as a City of Duluth Housing Inspector or Solid Waste Compliance Officer or two (2) years of field experience inspecting structures and dwellings; or an acceptable combination of related education and experience equaling two (2) years.

B. Two (2) years leadership experience preferred.

~~A. \_\_\_\_\_.~~

2. License Requirements

A. Possession of a valid Minnesota Class D Driver's License.

B. Acquire and maintain International Property Maintenance Certification within one (1) year of employment.

~~B. \_\_\_\_\_.~~

3. Knowledge Requirements

A. Knowledge of building construction methods.

B. Knowledge of applicable Minnesota state codes and local codes and ordinances.

C. Knowledge of proper application of codes and ordinances.

D. Knowledge of proper inspection methods and procedures.

E. Knowledge of office methods and procedures.

F. Knowledge of effective supervisory leadership practices.

G. Knowledge of business computer application software, office methods, and procedures.

4. Skill Requirements

A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.

B. Skill in effective oral and written communication.

C. Skill in providing excellent customer service.

D. Skill in dealing with difficult customers and stressful situations.

E. Skill in the use of computers and application software.

~~E.F. Skill in analyzing and interpreting data.~~

5. Ability Requirements

A. Ability to read and interpret codes and ordinances.

B. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.

C. Ability to conduct effective inspections in a responsible and impartial manner.

D. Ability to interpret safety rules and apply them to hazardous situations.

E. Ability to communicate with groups and individuals of varying backgrounds and educational levels.

E.F. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.

G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members.

~~F.H. Ability to establish and maintain effective working relationships with co-workers, related agencies, and the general public.~~

~~G.I. Ability to prepare electronic documents.~~

J. Ability to supervise assigned personnel.

K. Ability to maintain confidential information.

H.L. Ability to exhibit leadership qualities of dependability and accountability.

~~I.M. Ability to exercise good judgment in decision making, and accept responsibility for one's decisions and actions.~~



6. Physical Ability Requirements

- A. Ability to work outside during inclement weather.
- B. Ability to work at heights when performing inspections.
- C. Ability to lift and/or carry equipment such as a ladder weighing up to 30 pounds in order to perform above ground level inspections.
- D. Ability to frequently walk and stand and occasionally stoop, kneel, crouch, ~~and crawl,~~ and reach overhead in order to ~~perform~~ conduct inspections.
- E. Fine dexterity to operate computers and other office equipment.
- F. Ability to transport oneself to, from, and around ~~various job sites~~ sites of projects, tests, and other assignments.
- G. Ability to attend work on a regular basis.

HR: <del>HD</del>	Union: Basic	EEOC: Skilled Craft Workers	CSB: <del>40/07/2014</del>	Class No: 1535
WC: 9410	Pay: 32	EEOF: Housing	CC: <del>40/13/2014</del>	Resolution: 14-0532R

DRAFT

# Notice:

Item 6A contains  
Private Data.

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

# **Notice:**

**Item 6B**

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

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

# Notice:

Item 6C contains  
Private Data.

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