



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, August 6, 2024

4:45 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. June 11, 2024

Attachments: [2A Draft Minutes 06-11-2024](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A1. Construction Services Combination Inspector

Attachments: [4A1 Construction Services Combination Inspector](#)

4A2. Construction Services Permit Coordinator II

Attachments: [4A2 Construction Services Permit Coordinator II](#)

4A3. Land Use & Community Development Supervisor

Attachments: [4A3 Land Use & Community Development Supervisor](#)

4A4. Life Safety Supervisor

Attachments: [4A4 Life Safety Supervisor](#)

4A5. Manager, Economic Development & DEDA

Attachments: [4A5 Manager, Economic Development & DEDA](#)

4A6. Permitting Services Supervisor

Attachments: [4A6 Permitting Services Supervisor](#)

4A7. Utility Meter & Appliance Technician

Attachments: [4A7 Utility Meter & Appliance Technician](#)

4A8. Engineer II - ISD 709 Job Specification Change

Attachments: [4A8 ISD 709 Job Specification Change \(Engineer II\)](#)

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. ISD 709 Notice of Suspension Without Pay (July 9, 2024)

7. NEXT REGULAR MEETING SCHEDULED

September 3, 2024

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, June 11, 2024

4:45 PM

1. ROLL CALL

Members Present: John Strongitharm, Cliff Tanner

Members Absent: Ryan Logan (Chair),

HR Staff Present: Heather DuVal, Amber Green

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. May 7, 2024

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Senior Police Compliance & Records Administrator (New)

This Civil Service Board item was approved.

4A(2) Senior Police Data Operations & Administrative Analyst (New)

This Civil Service Board item was approved.

4A(3) Water Quality Compliance Officer (Revised Water Lab Chemist)

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.

7. NEXT REGULAR MEETING SCHEDULED

August 6, 2024.

8. ADJOURNMENT

4:47 p.m.



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: August 6, 2024
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Construction Services Combination Inspector

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CONSTRUCTION SERVICES COMBINATION INSPECTOR.

Background Information/Summary of Job

The Construction Services Combination Inspector job classification was most recently revised in 2022. The purpose of this position is to protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the City of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code. The major/primary changes to the job description are very minor including expanding the license requirement timeframe to allow internal applicants time to obtain the licensure.

The proposed revisions to this job description were discussed with the Basic Union, and they are supportive of these updates.

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 Construction Services Combination Inspector.

Construction Services Combination Inspector

SUMMARY/PURPOSE

To protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the City of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect building construction, HVAC and plumbing installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes, rules, ordinances, policies, and standards governing the work being inspected.
2. Inspect construction for compliance with approved building plans and applicable codes and regulations as a delegate of the Building Official and in keeping with building official policy and interpretation.
3. Review architectural and engineering plans, specifications, and other construction documents to ensure that they meet established codes, ordinances, and zoning requirements.
4. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
5. Determine conformance problems, issue orders regarding correction of defective work, stop work orders, and citations for violations of applicable codes as required.
6. Monitor assigned projects to ensure inspectors from all disciplines have approved installations prior to the covering of work.
7. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
8. Coordinate with inspectors from other disciplines as well as with plans examiners to ensure, timely, efficient, thorough inspections and documentation through the construction process.
9. Coordinate inspectors, other City departments, and contractors for final approval and scheduling final inspections.
10. As a deputy of the Building Official, pursuant to Minnesota State Building Code, provide signature on certificate of occupancy indicating all work, systems, documentation, and final inspections have been conducted, approved, and are complete.
11. Consult with City Building Official, other team members, and state and other agencies, when necessary.
12. Maintain written and computerized records, forms, or reports of inspections made and other information as needed.
13. Review permit applications and monitor work valuations provided by contractors to ensure proper fees are assessed.
14. Research permit and inspection histories as needed for administration of applicable codes.
15. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
16. Assist with **and coordinate** the process for demolition of damaged or unsafe buildings.
17. **Coordinate the annual parking ramp maintenance program, including reviewing submitted structural documents and engineer's reports.**

18. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing construction work.
19. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
20. Operate City vehicle to, from, and around inspection sites.
21. 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.
22. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A minimum of six (6) years of related training and/or full-time, verifiable professional experience in residential or commercial construction.
 - B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Must obtain and maintain certification as a Certified Building Official from the Minnesota Department of Labor and Industry **within one year of hire.**
3. Knowledge Requirements
 - A. Expert knowledge of the entirety of the Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work and application to construction projects.
 - B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.
 - C. Thorough knowledge of proper inspection methods and procedures.
 - D. Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.
 - E. General knowledge of traffic rules and regulations.
 - F. General knowledge of precautionary, safety, and fire prevention methods involved in construction work.
 - G. General knowledge of code requirements and inspection methods in plumbing, HVAC&R, and other trade areas.
 - H. **General knowledge of math for the purpose of measuring and computing construction costs.**
 - I. Knowledge of problem solving and conflict resolution techniques.
 - J. **Knowledge of City of Duluth zoning ordinances and regulations.**
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting structures and construction for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
 - C. Skill in estimating construction costs, including materials and labor, and completion schedules.

- D. Skill in collaborating with others.
- E. Skill in applying requirements consistent with division and building official policy.
- F. Skill in communication with permit holders, homeowners, and coworkers.
- G. Skill in maintaining good relationships and deescalating conflicts.
- H. 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.
- I. Skill in managing one's own time.
- J. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read, understand, and discuss building codes and other regulations.
- B. Ability to apply complex technical regulations to details of construction to determine compliance.
- C. Ability to observe construction work and conditions in buildings and exterior sites.
- D. Ability to participate in training to update construction knowledge and expertise.
- E. Ability to read and write reports regarding inspections and permits.
- F. Ability to maintain accurate and complete records.
- G. Ability to transport oneself to, from, and around various work sites.
- H. Ability to interpret safety rules and apply them to various hazardous situations.
- I. Ability to use a computer to maintain inspection records and write reports.
- J. Ability to work outside in inclement weather.
- K. Ability to establish and maintain effective working relationships with contractors, construction workers, peers, and the general public.
- L. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- M. 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.
- N. Ability to communicate and interact effectively with members of the public.
- O. Ability to communicate effectively both orally and in writing.
- P. Ability to understand and follow instructions.
- Q. Ability to problem-solve a variety of situations.
- R. Ability to set priorities and complete assignments on time.
- S. Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

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

HR: LD	Union: Basic	EEOC: Technicians	CSB:	Class No: 4740
WC: 9410	Pay: 35	EEOF: Housing	CC:	Resolution:

Construction Services Combination Inspector

SUMMARY/PURPOSE

To protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the City of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect building construction, HVAC and plumbing installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes, rules, ordinances, policies, and standards governing the work being inspected.
2. Inspect construction for compliance with approved building plans and applicable codes and regulations as a delegate of the Building Official and in keeping with building official policy and interpretation.
3. Review architectural and engineering plans, specifications, and other construction documents to ensure that they meet established codes, ordinances, and zoning requirements.
4. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
5. Determine conformance problems, issue orders regarding correction of defective work, stop work orders, and citations for violations of applicable codes as required.
6. Monitor assigned projects to ensure inspectors from all disciplines have approved installations prior to the covering of work.
7. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
8. Coordinate with inspectors from other disciplines ~~and~~ as well as with plans examiners to ensure, timely, efficient, thorough inspections and documentation through the construction process.
9. Coordinate inspectors, other City departments, and contractors for final approval and scheduling final inspections.
10. As a deputy of the Building Official, pursuant to Minnesota State Building Code, ~~after conducting final inspection and approving completed work, systems, and documentation,~~ provide signature on certificate of occupancy indicating all work, systems, documentation, and final inspections have been conducted, approved, and are complete ~~and approved~~.
11. Consult with City Building Official, other team members, and state and other agencies, when necessary.
12. Maintain written and computerized records, forms, or reports of inspections made and other information as needed.
13. Review permit applications and monitor work valuations provided by contractors to ensure proper fees are assessed.
14. Research permit and inspection histories as needed for administration of applicable codes.
15. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
16. Assist with and coordinate the process for demolition of damaged or unsafe buildings.
17. Coordinate the annual parking ramp maintenance program, including reviewing submitted structural documents and engineer's reports.

- ~~17-18.~~ Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing construction work.
- ~~18-19.~~ Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
- ~~19-20.~~ Operate City vehicle to, from, and around inspection sites.
- ~~20-21.~~ 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.
- ~~21-22.~~ Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A minimum of six (6) years of related training and/or full-time, verifiable professional experience in residential or commercial construction.
 - B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Must obtain and maintain certification as a Certified Building Official from the Minnesota Department of Labor and Industry ~~by date~~ **within one year of hire.**
3. Knowledge Requirements
 - A. Expert knowledge of the entirety of the Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work and application to construction projects.
 - B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.
 - ~~C. Knowledge of City of Duluth zoning ordinances and regulations.~~
 - ~~D-C.~~ Thorough knowledge of proper inspection methods and procedures.
 - ~~E-D.~~ Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.
 - ~~F. General knowledge of math for the purpose of measuring and computing construction costs.~~
 - ~~G-E.~~ General knowledge of traffic rules and regulations.
 - ~~H-F.~~ General knowledge of precautionary, safety, and fire prevention methods involved in construction work.
 - ~~I-G.~~ General knowledge of code requirements and inspection methods in plumbing, HVAC&R, and other trade areas.
 - ~~H.~~ **General knowledge of math for the purpose of measuring and computing construction costs.**
 - ~~J-I.~~ Knowledge of problem solving and conflict resolution techniques.
 - ~~J.~~ **Knowledge of City of Duluth zoning ordinances and regulations.**
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - M. Skill in inspecting structures and construction for adherence to regulations, requirements, ordinances, and procedures.
 - N. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.

- O. Skill in estimating construction costs, including materials and labor, and completion schedules.
 - P. Skill in collaborating with others.
 - Q. Skill in applying requirements consistent with division and building official policy.
 - R. Skill in communication with permit holders, homeowners, and coworkers.
 - S. Skill in maintaining good relationships and deescalating conflicts.
 - T. 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.
 - U. Skill in managing one's own time.
 - V. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to read, understand, and discuss building codes and other regulations.
 - B. Ability to apply complex technical regulations to details of construction to determine compliance.
 - C. Ability to observe construction work and conditions in buildings and exterior sites.
 - D. Ability to participate in training to update construction knowledge and expertise.
 - E. Ability to read and write reports regarding inspections and permits.
 - F. Ability to maintain accurate and complete records.
 - G. Ability to transport oneself to, from, and around various work sites.
 - H. Ability to interpret safety rules and apply them to various hazardous situations.
 - I. Ability to use a computer to maintain inspection records and write reports.
 - J. Ability to work outside in inclement weather.
 - K. Ability to establish and maintain effective working relationships with contractors, construction workers, peers, and the general public.
 - L. Ability to effectively communicate with individuals and groups, both verbally and in writing.
 - M. 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.
 - N. Ability to communicate and interact effectively with members of the public.
 - O. Ability to communicate effectively both orally and in writing.
 - P. Ability to understand and follow instructions.
 - Q. Ability to problem-solve a variety of situations.
 - R. Ability to set priorities and complete assignments on time.
 - S. Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

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

HR: GKLD	Union: Basic	EEOC: Technicians	CSB: 09/13/2022	Class No: 4740
WC: 9410	Pay: 35	EEOF: Housing	CC: 09/26/2022	Resolution: 22-0789R



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: August 6, 2024
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Construction Services Permit Coordinator II

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF CONSTRUCTION SERVICES PERMIT COORDINATOR II.

Background Information/Summary of Job

The new job classification of Construction Services Permit Coordinator II is being created to increase efficiency with processing permits in Construction Services department. The purpose of this position is to perform professional and technical work to provide information to the public, outside agency representatives and City staff in regard to laws, codes, ordinances, and requirements that apply to the construction and use of structures and land use. This position provides consultation related to zoning, building and engineering rules and procedures, and provides front-line customer service for the development process. This position also reviews applications and documents related to Minnesota residential building code; typical applications reviewed under the residential building code will include decks, garages, and additions to existing single-family homes.

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 Construction Services Permit Coordinator II.

Construction Services Permit Coordinator II

SUMMARY/PURPOSE

To perform professional and technical work to provide information to the public, outside agency representatives and City staff in regard to laws, codes, ordinances, and requirements that apply to the construction and use of structures and land use. This position provides consultation related to zoning, building and engineering rules and procedures, and provides front-line customer service for the development process. This position also reviews applications and documents related to Minnesota residential building code; typical applications reviewed under the residential building code will include decks, garages, and additions to existing single-family homes.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this class work independently with considerable latitude to make decisions when applying rules, regulations, policies, and procedures. Employees in this class have extensive knowledge of multiple departments' work focus (planning, construction services, fire prevention, parking, engineering, rental housing) in order to direct citizens to the correct staff for the service needed. Employees at this level are required to be fully trained and proficient in all procedures related to the assigned area of responsibility, and to have a broad and detailed understanding of the position's roles and responsibilities.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as primary point of contact to provide information related to construction, development, and use of land in the City, including building, zoning, and Uniform Development Code administration, planning division policies and procedures, and engineering policies and procedures.
2. Review construction documents related to the Minnesota Residential Code for the construction of decks, garages, and additions to single family homes (such as site, civil, architectural, and structural plans, geotechnical reports, specifications, and calculations) prepared by architects, engineers, contractors, and owners to ensure compliance with building codes, ordinances, statutes, and life safety regulations.
3. Identify aspects of residential plans that do not comply with the required codes and standards, and communicate code requirements to architects, engineers, contractors, and owners for correction.
4. Provide courteous, effective, and high-quality service to the public by personally responding to requests for service or making appropriate referrals.
5. Provide information and assistance relating to the processing of various building and land use permits to members of the public and City staff, providing explanation of code requirements, City policies, and procedures that pertain to submitted plans and proposals.
6. Use GIS, permitting software, paper, microfilm, and other digital records to respond to questions, research property histories, and review plans and proposals.
7. Research and respond to inquiries and complaints using manual and electronic records.
8. Compile informational handouts answering commonly asked questions.
9. Communicate with applicants through permitting process orally and in writing.
10. Determine all necessary permits and applicable processes for proposed construction and land use.
11. Conduct preliminary reviews of plans for initial intake purposes, and determine if plans comply with applicable codes, ordinances, and regulations; present plans to other staff for detailed review.

12. Review assigned types of site, erosion control, and construction for minor residential projects such as garages and decks, plans, and approve when appropriate.
13. Coordinate the review of permits and plans for compliance with state and city requirements, and process and issue permits.
14. Work with others to improve processes and practices to improve service and efficiency.
15. Verify that applicants are licensed and bonded as required.
16. Act as review process project manager, coordinating with multiple City departments, applicants, and construction and design teams to obtain approval of plans and permits.
17. Attend preliminary project meetings, and assist project owners from start to completion of development projects.
18. Attend zoning pre-application meetings with architects, engineers, developers, and others to discuss projects in the preliminary zoning application phase and provide preliminary feedback as appropriate.
19. Assist with public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or the general public about various building code topics, as well as permitting and review processes geared towards facilitating successful building projects.
20. Calculate and collect fees.
21. Maintain positive relationships with contractors, design professionals, homeowners, and others even in contentious situations.
22. 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.
23. 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. Associate's Degree in architectural drafting, building inspection technology, construction management, building trades, or civil engineering technology, or a related professional field, and one (1) year of related professional experience; OR a minimum of four (4) years of related education and/or verifiable professional administration of the building code as a field inspector, plans examiner, or permit technician, or engineering field experience.
2. License Requirements
 - A. Must have and maintain certification as an International Code Council Certified Permit Technician.
 - B. Must have and maintain certification through Minnesota Pollution Control Agency as an erosion and storm water control Construction Installer.
3. Knowledge Requirements
 - A. Extensive knowledge of applicable building codes, ordinances, statutes, and City policies.
 - B. Knowledge of architectural principles, zoning, and building construction.
 - C. Knowledge of Geographic Information Systems (GIS) and use of computers.
 - D. Knowledge of basic principles, methods, equipment, and materials used in construction of streets, sidewalks, water and gas mains, sanitary and storm sewers, and various public works structures.
 - E. Knowledge of contractor and design professional licensing regulations.
 - F. Knowledge of basic technical engineering principles and practices.
 - G. Knowledge of the principles of drafting.
 - H. Knowledge of the principles of technical writing.
 - I. Knowledge of problem-solving and conflict-resolution techniques.
 - J. Knowledge of applicable safety requirements.

- K. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in reading and interpreting legal descriptions, building plans, specifications, codes, and ordinances.
 - B. Skill in properly applying building codes and ordinances.
 - C. Skill in maintaining records and files, both paper and electronic.
 - D. Skill in providing excellent customer service.
 - E. Skill in using GIS for research and creation of maps.
 - F. Skill in researching and interpreting laws, rules, and regulations, legal documents, legal descriptions, maps, architectural and civil drawings, and building plans.
 - G. Skill in assessing the customer's immediate needs and ensuring customer's receipt of needed services through personal service or making appropriate referral.
 - H. Skill in providing effective consultation and advice to land or property owners, engineers, architects, builders, and the general public on code and regulatory practices compliance.
 - I. Skill in reviewing plans for compliance with applicable regulations.
 - J. Skill in project management.
 - K. Skill in communicating effectively with the public, coworkers, and other City work groups.
 - L. 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.
 - M. Skill in managing one's own time.
 - N. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to apply complex technical regulations to details of construction to determine compliance.
 - B. Ability to pay close attention to detail when researching or collecting data and information, and when reviewing plans, maps, drawings, specifications, and other related documents pertaining to land use, use of structures, and construction.
 - C. Ability to read, understand, interpret, and apply zoning and land use regulations, planning concepts, and instruction manuals.
 - D. Ability to understand legal descriptions, building and civil plans, codes, and ordinances.
 - E. Ability to exercise independent judgment and to take responsibility for one's actions.
 - F. Ability to understand and follow verbal and written instructions.
 - G. Ability to provide prompt, efficient, and responsive service.
 - H. Ability to analyze and project consequences of decisions and/or recommendations.
 - I. Ability to use GIS, permitting software, and other applications.
 - J. Ability to operate architectural and engineering scales and to perform accurate mathematical calculations.
 - K. Ability to provide a high standard of public service in the form of clear, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.
 - L. 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.
 - M. Ability to communicate and interact effectively with members of the public.
 - N. Ability to communicate effectively both orally and in writing.
 - O. Ability to understand and follow instructions.
 - P. Ability to problem-solve a variety of situations.
 - Q. Ability to set priorities and complete assignments on time.
 - R. 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: LD	Union: Basic	EEOC: Technicians	CSB:	Class No:
WC: 8810	Pay: 30	EEOF: Housing	CC:	Resolution:
<i>Job title change from Land Use Technician to Construction Services Permit Coordinator (07/10/2023; 23-0543R)</i> <i>Job title change from Code Plan Review Consultant to Land Use Technician (06/28/2010; 10-0334R)</i>				



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: July 31, 2024
TO: Civil Service Board
FROM: Aimee Ott
Human Resources Generalist
SUBJECT: New Job Classification of Land Use & Community Development Supervisor

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF LAND USE & COMMUNITY DEVELOPMENT SUPERVISOR.

Background Information/Summary of Job

The new job classification of Land Use & Community Development Supervisor is being created to assist the Manager of Planning & Development in supervising, organizing, directing, and coordinating the work activities of Land Use and Community Development. Perform the duties of the Land Use Supervisor as authorized in the UDC Chapter 50-1. Provide direction and perform complex reviews to ensure development projects are in conformance with Comprehensive Plan. Supervise the planning, development, and administration of rehabilitation and development projects or on-going programs in such fields as zoning and land use, community and economic development, housing, preservation, comprehensive, and environmental planning.

The proposed job description has been shared with the Supervisory 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 Land Use & Community Development Supervisor.

Land Use & Community Development Supervisor

SUMMARY/PURPOSE

To assist the Manager of Planning & Development in supervising, organizing, directing, and coordinating the work activities of Land Use and Community Development. Perform the duties of the Land Use Supervisor as authorized in the UDC Chapter 50-1. Provide direction and perform complex reviews to ensure development projects are in conformance with Comprehensive Plan. Supervise the planning, development, and administration of rehabilitation and development projects or on-going programs in such fields as zoning and land use, community and economic development, housing, preservation, comprehensive, and environmental planning.

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 little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage employee performance, and provide training, coaching, and mentoring for employees.
2. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
3. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
4. Perform or assign complex reviews of land use related actions to assess immediate and long-term effects on adjacent and citywide land uses, transportation, housing, recreation and economics in the City.
5. Identify and apply relevant statutes, ordinances, or regulations in response to specific questions or conditions; respond to questions and provide information to the public; provide explanation of and negotiate application requirements and issues; and make recommendations accordingly.
6. Plan, develop, and administer programs and projects to address identified community and housing needs within the City of Duluth.
7. Act as project lead for complex programs and development projects, including preliminary negotiation and overall project or program coordination, and in so doing, establishing professional relationships with developers, service professionals, and non-profit partners.
8. Formulate recommendations in the form of written and verbal reports to Planning Commission, City Council, and others as directed.
9. Draft ordinances and resolutions for City Council consideration and present specifics at Council meetings.
10. Conduct public meetings and arrange or provide staff services for public boards, commissions, and committees.
11. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
12. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
13. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
14. Establish and maintain positive working relationship with the 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.
15. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Bachelor's Degree in Business Administration, Planning, Urban Development, Social Science, Geography, or a related professional field, and five (5) years of related professional experience; OR a minimum of nine (9) years of related education and/or full-time, verifiable professional administration of land use regulations experience.
 - B. Three (3) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Thorough knowledge of general principles and practices of municipal administration, land use planning, zoning, urban design, natural resources identification and processes, environmental review, and comprehensive plan implementation.
 - B. General knowledge of federal and state legislation and programs related to rehabilitation and development planning in community or business development.
 - C. General knowledge of accepted principles and practices of business communications, recordkeeping, and report preparation.
 - D. General knowledge of the principles and practices of technical research and analysis.
 - E. Working knowledge of computer applications including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data.
 - F. Working knowledge of statistics and development research and data analysis.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
 - J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - K. Knowledge of effective leadership and personnel practices.
 - L. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - M. Knowledge of budgetary, and management principles, practices, and procedures.
 - N. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
 - A. Skill in interpreting laws, regulations, policies, procedures, maps, specifications, graphs and statistical data related to municipal planning.
 - B. Skill in making clear and persuasive oral presentations, sometimes to unreceptive audiences.
 - C. Skill in establishing and maintaining cooperative partnerships and effective working relationships with those contacted in the course of work.
 - D. Skill in preparing clear, concise and complete technical documents, reports, and correspondence using accepted business writing principles.
 - E. Skill in handling public and media relations.
 - 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 mediation and dispute resolution.

- J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- K. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to become proficient with and administer pertinent federal, state, and local laws and regulations, including Duluth Comprehensive Plan, Duluth zoning ordinance, Duluth subdivision regulations, Duluth sign ordinance, Duluth water resource management ordinance, Minnesota Comprehensive Planning Act, Minnesota Wetland Conservation Act, rules of Minnesota Board of Water & Soil Resources, Environmental Quality Board, and wetland impact rules of U.S. Army Corp of Engineers.
- B. Ability to communicate clearly, concisely, and effectively, both orally and in writing for lay and professional audiences.
- C. Ability to operate office equipment including fax, copier, computer hardware, and computer software including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data.
- D. 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.
- E. Ability to communicate and interact effectively with members of the public.
- F. Ability to communicate effectively both orally and in writing.
- G. Ability to recognize, analyze, and problem-solve a variety of situations.
- H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- I. Ability to handle difficult and stressful situations with professional composure.
- J. Ability to establish goals and objectives.
- K. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- M. Ability to manage a budget and work within the constraints of that budget.
- N. Ability to enforce safety rules and regulations.
- O. Ability to maintain confidential information.
- P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Q. Ability to exercise sound judgment in making critical decisions.
- R. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- S. Exhibits leadership qualities of dependability and accountability.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

The work environment involves 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:	Union: Supervisory	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:
FLSA Exemption Type: Administrative				



Human Resources

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DATE: August 6, 2024
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Life Safety Supervisor

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF LIFE SAFETY SUPERVISOR.

Background Information/Summary of Job

The new job classification of Life Safety Supervisor is being created to plan, direct, supervise, and evaluate the operations and staff of the Life Safety Division, and supervise complex issues related to code enforcement and compliance.

The proposed job description has been shared with the Supervisory 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 Life Safety Supervisor.

Life Safety Supervisor

SUMMARY/PURPOSE

To plan, direct, supervise, and evaluate the operations and staff of the Life Safety Division, and supervise complex issues related to code enforcement and compliance.

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 have supervisory responsibility, typically for employees who exercise broad discretion. The supervisor provides broad guidance including mission and vision but does not provide task or duty level. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage employee performance, and provide training, coaching, and mentoring for employees.
2. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
3. Establish and maintain positive working relationship with the 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.
4. Assist owners and tenants through inspection, consultation, and enforcement, in maintaining their dwellings, premises, non-dwelling structures, and vacant lands for compliance with current codes and sanitary and safety standards.
5. Plan and provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures and provide evaluation of work for compliance.
6. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
7. Interpret and enforce provisions of the codes governing the property maintenance of residential and commercial structures, the disposal of solid waste, abandoned property, abandoned or inoperable vehicles, sidewalk snow removal, and dangerous buildings. This work includes responding to complaints and investigations.
8. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
9. Determine conformance problems, interpret complex regulations, issue notices regarding correction of defective work, collect and organize evidence, advise on methods of correction and perform reinspection, including citations when required, as well as final inspection, and review the same for team members and provide feedback as needed.
10. Support, coordinate, and analyze the development of ordinances and resolutions for City Council consideration and present information as directed.
11. Serve as technical expert, conduct presentations, and provide information to other City divisions, landlords, property owners, related groups and the public regarding codes, and proper methods governing the maintenance of existing properties and structures.
12. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
13. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.

14. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
17. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Associate's Degree in construction management, building inspection, fire inspection, construction technology, education, social work, or a related professional field, and three (3) years of related professional experience; OR a minimum of five (5) years of related education and/or full-time, verifiable professional experience.
 - B. Three (3) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
 - C. Minnesota Fire Service Certification Board (or equivalent) certification in Fire Inspector I preferred.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Obtain 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 and City of Duluth 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, office methods, and procedures.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.
 - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - L. Knowledge of budgetary, and management principles, practices, and procedures.
 - M. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
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 analyzing and interpreting data.
 - 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 mediation and dispute resolution.
 - J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - K. Skill in motivating, developing, and leading people.
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 establish and maintain effective working relationships with co-workers, related agencies, and the general public.
 - 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 problem-solve a variety of situations.
 - 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 establish goals and objectives.
 - M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
 - N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - O. Ability to manage a budget and work within the constraints of that budget.
 - P. Ability to enforce safety rules and regulations.
 - Q. Ability to maintain confidential information.
 - R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - S. Ability to exercise sound judgment in making critical decisions.
 - T. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
 - U. Exhibits leadership qualities of dependability and accountability.
 - V. Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

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

HR:	Union: Supervisory	EEOC:	CSB:	Class No:
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WC:	Pay:	EEOF:	CC:	Resolution:
FLSA Exemption Type: Executive				



Human Resources

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DATE: August 6, 2024
TO: Civil Service Board
FROM: Aimee Ott
Human Resources Generalist
SUBJECT: New Job Classification of Manager, Economic Development & DEDA

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF MANAGER, ECONOMIC DEVELOPMENT & DEDA.

Background Information/Summary of Job

The new job classification of Manager, Economic Development & DEDA is being created to plan, direct, supervise, and evaluate the operations and staff of the Economic Development and Duluth Economic Development Authority (DEDA) Division, and oversee the implementation of economic development goals established by the City of Duluth and Duluth Economic Development Authority.

The proposed job description has been shared with the Supervisory 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 Manager, Economic Development & DEDA.

Manager, Economic Development & DEDA

SUMMARY/PURPOSE

To plan, direct, supervise, and evaluate the operations and staff of the Economic Development and Duluth Economic Development Authority (DEDA) Division, and oversee the implementation of economic development goals established by the City of Duluth and Duluth Economic Development Authority.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage employee performance, and provide training, coaching, and mentoring for employees.
2. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
3. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
4. Supervise activities designed to expand existing businesses, develop new businesses, drive private investment, and facilitate development projects through City permitting.
5. Prepare, control, and monitor the Division's and Authority's budget, expenditures, and administration of funds.
6. Formulate, implement, review, evaluate, and amend policies, objectives, goals, and plans.
7. Partner with the Executive Director of the Duluth Economic Development Authority, employees in the department, private businesses, and developers to further the mission and goals of the DEDA.
8. Develop and implement a strategic plan for economic development and support regional economic development efforts.
9. Assist in the management of budget, including tax increment financing (TIF) and the DEDA budget.
10. Lead the negotiation of large-scale development agreements, and conduct financial analysis for various projects.
11. Establish and maintain strong relationships with key stakeholders, including, but not limited to, developers, business owners, nonprofit leaders, key legislators, residents, and representatives of other jurisdictions and agencies.
12. Lead the coordination of projects with other departments, and ensure clear communication on expectations and progress.
13. Partner with the Executive Director of DEDA to create, refine, and manage the process and standard operating procedures of the commission and establish efficient workflows.
14. Act on behalf of the Executive Director of DEDA in their absence.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Establish and maintain positive working relationship with the 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 are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in Public Administration, Business Administration, Urban Planning, Geography, or a related professional field, and six (6) years of related professional experience; OR a minimum of 10 years of related education and/or full-time, verifiable professional Business/Economic Development experience.
 - B. Three (3) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Thorough knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership techniques, and coordination of people and resources.
 - B. Thorough knowledge of business and public financing, real estate principles, and tax increment financing.
 - C. Thorough knowledge of problem-solving and conflict-resolution techniques.
 - D. Thorough knowledge of budgetary and management principles, practices, and procedures.
 - E. Thorough knowledge of negotiations and legal contracts as they pertain to business operations and development.
 - F. Working knowledge of entitlements and land use and zoning, as they pertain to economic development.
 - G. Working knowledge of local, state, and other business and economic development programs.
 - H. Knowledge of effective leadership and personnel practices.
 - I. Knowledge of applicable safety requirements.
 - J. Knowledge of, or the ability to learn, City policies and procedures.
 - K. Knowledge of, or the ability to learn the economic needs of the City and its various neighborhoods.
 - L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - M. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
 - A. Skill in real estate development project origination, predevelopment work, and navigating entitlement processes.
 - B. Skill in building public-private partnerships to undertake development projects or solutions that benefit all parties and implement public goals.
 - C. Skill in making the best use of the resources available for economic development by prioritizing projects using logical assumptions and knowledge of business facts.
 - D. Skill in analyzing the financial needs of businesses and developing a package of public and private financing to meet those needs.
 - E. Skill in organizing and presenting information to others by making written and verbal presentations clearly and responding to questions directly and confidently.
 - 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 mediation and dispute resolution.
- J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- K. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- B. Ability to establish goals and objectives.
- C. Ability to apply good judgment and to use discretion on large projects that require extensive evaluation and research.
- D. Ability to maintain confidential information.
- E. Ability to build and maintain a network of development and business partners to accomplish the objectives and goals of the DEDA.
- F. Ability to act responsibly on projects with pre-established objectives, policies, and procedures, but which require wide latitude for individual initiative and discretion.
- G. Ability to travel and participate in various work-related activities after regular business hours.
- H. Ability to perform in-depth financial analysis in the evaluation of business needs and operations.
- 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.
- J. Ability to communicate and interact effectively with members of the public.
- K. Ability to communicate effectively both orally and in writing.
- L. Ability to recognize, analyze, and problem-solve a variety of situations.
- M. Ability to handle difficult and stressful situations with professional composure.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to manage a budget and work within the constraints of that budget.
- Q. Ability to enforce safety rules and regulations.
- R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- S. Ability to exercise sound judgment in making critical decisions.
- T. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- U. Exhibits leadership qualities of dependability and accountability.
- V. 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:	Union: Supervisory	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:
FLSA Exemption Type: Executive				



Human Resources

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DATE: August 6, 2024
TO: Civil Service Board
FROM: Aimee Ott
Human Resources Generalist
SUBJECT: New Job Classification of Permitting Services Supervisor

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF PERMITTING SERVICES SUPERVISOR.

Background Information/Summary of Job

The new job classification of Permitting Services Supervisor is being created to assist the Construction Services Manager in supervising, organizing, directing, and coordinating the work activities of the permitting services work group in the Construction Services & Inspection Division to deliver excellent customer service, consistent code administration, efficient permitting and review processes, and proper documentation related to division activity.

The proposed job description has been shared with the Supervisory 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 Permitting Services Supervisor.

Permitting Services Supervisor

SUMMARY/PURPOSE

To assist the Construction Services Manager in supervising, organizing, directing, and coordinating the work activities of the permitting services work group in the Construction Services & Inspection Division to deliver excellent customer service, consistent code administration, efficient permitting and review processes, and proper documentation related to division activity.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees who exercise broad discretion. The supervisor provides broad guidance including mission and vision but does not provide task or duty level. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establish and maintain positive working relationship with the 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.
2. Manage employee performance, and provide training, coaching, and mentoring for employees.
3. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
4. Determine priorities, assign work to personnel, collaborate to develop efficient workflows, and coordinate schedules to facilitate timely completion of work and fulfillment of department goals and objectives.
5. Monitor work of assigned personnel and ensure that their work product is in alignment with the Building Official's interpretations of the state building code to ensure compliance with established methods, guidelines, and procedures.
6. Perform the duties of the Construction Services Permit Coordinator or Plans Examiner.
7. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing building design and construction work.
8. Establish standards for exemplary customer service, which provides complete accurate information and convenience to customers, delivered with patience, respect, and professionalism.
9. Establish work standards and guidelines, which facilitate effective enforcement of applicable regulations while providing flexibility in their administration.
10. Address complex complaints, disputes, violations, and regulatory interpretation for the division and for designers, builders, and the public.
11. Lead group discussions and training sessions to advance knowledge of codes, processes, and best work practices.
12. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
13. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
14. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
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. Associate's Degree in Construction Management, Architectural Drafting and Design, or a related professional field, and six (6) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional experience working with codes in construction, plan review, or building design.
 - B. Three (3) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.

2. License Requirements
 - A. Within two (2) years of appointment, must obtain certification as a Plans Examiner by a nationally recognized code agency.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge Requirements
 - A. Thorough knowledge of the entirety of the Minnesota Building Code and other related ordinances, laws, regulations, and manuals governing building design and construction.
 - B. Thorough knowledge of mechanical, plumbing, electrical, and fire codes.
 - C. Thorough knowledge of architectural design principles and building construction methods.
 - D. Thorough knowledge of legal aspects of building code enforcement.
 - E. Working knowledge of best practices for customer service.
 - F. Working knowledge of algebra, geometry, and trigonometry in order to evaluate designs for compliance with the Building Code.
 - G. General knowledge of, or the ability to learn, City of Duluth zoning ordinances and regulations.
 - H. Knowledge of problem-solving and conflict-resolution techniques.
 - I. Knowledge of applicable safety requirements.
 - J. Knowledge of, or the ability to learn, City policies and procedures.
 - K. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - L. Knowledge of effective leadership and personnel practices.
 - 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.
 - O. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements
 - A. Skill in maintaining records and files, both paper and electronic.
 - B. Skill in properly applying building codes and ordinances.
 - C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - D. Skill in managing one's own time and the time of others.
 - E. Skill in completing assignments accurately and with attention to detail.
 - F. Skill in mediation and dispute resolution.
 - G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - H. Skill in motivating, developing, and leading people.

5. Ability Requirements
 - A. Ability to calculate structural loads, stress, and other calculations necessary to approve proposed plans.
 - B. Ability to read and interpret blueprints, site plans, architectural designs, and construction specifications.
 - C. Ability to transport oneself to, from, and around construction sites within the City of Duluth.
 - D. 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.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to recognize, analyze, and problem-solve a variety of situations.
 - H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - I. Ability to handle difficult and stressful situations with professional composure.
 - J. Ability to establish goals and objectives.
 - K. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
 - L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - M. Ability to manage a budget and work within the constraints of that budget.
 - N. Ability to enforce safety rules and regulations.
 - O. Ability to maintain confidential information.
 - P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - Q. Ability to exercise sound judgment in making critical decisions.
 - R. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
 - S. Exhibits leadership qualities of dependability and accountability.
 - T. Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

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

HR:	Union: Supervisory	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:
FLSA Exemption Type: Executive				



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802



218-730-5210



hrinformation
@duluthmn.gov

DATE: August 6, 2024
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Utility Meter & Appliance Technician

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF UTILITY METER & APPLIANCE TECHNICIAN.

Background Information/Summary of Job

The new job classification of Utility Meter & Appliance Technician is being created to service gas appliances, water and gas meters, investigate gas odor and CO calls, and ensuring the efficient and safe operation of essential utilities.

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 Utility Meter & Appliance Technician.

Utility Meter & Appliance Technician

SUMMARY/PURPOSE

This position is responsible for servicing gas appliances, water and gas meters, investigating gas odor and CO calls, ensuring the efficient and safe operation of essential utilities. Responsibilities include visiting residential, commercial, and industrial properties, conducting routine maintenance, troubleshooting complex issues, and ensuring safety and functionality for a diverse range of utility customers.

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.[CF1]

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect, diagnose, maintain, repair and adjust electrical or mechanical gas-fired equipment and appliances in accordance with all applicable codes and ordinances to ensure safe and efficient operation.
2. Perform wet and dry repairs, part replacement, combustion analysis and programming updates to boilers and hydronic systems.
3. Respond to gas and CO emergencies, assess severity, establish incident command, communicate with Dispatch, collaborate with Fire, Police, Engineering, and Utility Operations to ensure safety and protect life and property.
4. Conduct follow up on above and below ground gas leak repairs, confirming that repairs have been made properly and there is no longer gas present.
5. Respond to and resolve service and emergency calls in residences and businesses, which occasionally may result in encountering dangerous pets, unsanitary conditions and dissatisfied customers.
6. Perform gas leak detection survey work, troubleshoot hard-to-find gas leaks using gas detection equipment, classify leaks, make and maintain electronic records on GIS and schedule relights.
7. Repair, maintain, and calibrate carbon monoxide, oxygen, and hydrogen sulfide meters and other gas detection devices.
8. Collect and record consumption data from gas and water meters.
9. Select proper temperature compensating units and install proper gearing and O-rings in gas meters.
10. Cut, fit, thread, and tap pipes and set gas pressure at work sites.
11. Install and test diaphragms, orifices, springs, and pilots of regulators and reliefs.
12. Determine location of and operate water curb boxes and gas riser shut-offs.
13. Perform installations, troubleshoot, and make repairs to remote read systems.
14. Test pipes, fittings, and equipment, and maintain testing records according to regulatory agency requirements.
15. Safely enter utility vaults using confined space procedures, monitor H₂S, O₂, CO and natural gas levels, and ventilate and dewater as necessary.
16. Restore and shut off services, conduct flow tests and inspect for leaks on the service line to determine integrity of pipe and location of leak.
17. Deliver time-sensitive correspondence and collect credit payments in person.

18. Maintain an accurate running parts inventory of materials needed to operate the gas and water distribution systems. [CF2]
19. Inspect new furnace and boiler installations within our gas distribution system.
20. Perform conversions of gas-fired equipment between LP (propane) and natural gas.
21. Investigate and determine cause(s) of anomalies and discrepancies with water and gas bills.
22. Program and document the calibration of gas and water meters using testing equipment. Generate relevant reports and upkeep inspection forms as necessary.
23. Perform work to thaw water services as needed.
24. Perform work to connect, disconnect and remove overland lines.
25. Attend mandatory in-house and manufacturer training sessions to stay updated on industry-standard practices for repair and maintenance.
26. Perform installation, inspection, diagnosing, maintenance, repair, adjustments and removals of water meters, gas meters, regulators, and reliefs.
27. Provide excellent customer service and communicate effectively with members of the public, including face-to-face and in-home contact.
28. Use proper safety equipment to work in hazardous conditions such as exposure to asbestos, confined entry, raw sewage, animal feces and used needles.
29. Inspect house side water services for material type and maintain records of results.
30. 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.
31. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A minimum of four (4) years of related education and/or full-time, verifiable professional experience, which demonstrates possession of the following knowledge, skill, and ability requirements.
 - B. Experience with skilled diagnostic and service work on gas-fired equipment, or general water and gas service is highly preferred.
 - C. Completion of an On the Job Training (OJT) program which includes OJT, college courses [CF3], manufacturer training and viable work history shall be completed within four years and will be reviewed by the supervising authority.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Acquire and maintain OQ (Operator Qualification) certification as required by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) within one (1) year of hire.
3. Knowledge Requirements
 - A. Knowledge of the principles, methods, equipment, and materials used in water and gas utility service work, gas venting, and gas plumbing repairs.
 - B. Knowledge of usability testing of water and gas lines.
 - C. Knowledge of applicable safety precautions and safe work methods.
 - D. Basic knowledge of State and City codes for plumbing, wiring, and venting.
 - E. Knowledge of manufacturer codes and procedures.
 - F. Knowledge of situational de-escalation techniques when working with the public.

- G. Knowledge of problem-solving and conflict-resolution techniques.
- H. Knowledge of applicable safety requirements.
- I. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in diagnosing and repairing water and gas service problems.
- B. Skill in using hand and power tools.
- C. Skill in talking to others to convey information effectively.
- D. Skill in operation of technical equipment and detection devices.
- 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 obtain knowledge of the principles, methods, equipment, and materials used in gas equipment repair.
- B. Ability to maintain assigned tools and keep equipment in a safe and proper working condition.
- C. Ability to read schematic drawings and ladder diagrams.
- D. Ability to diagnose electrical and mechanical malfunctions.
- E. Ability to operate motorized equipment in inclement weather and ensure vehicle maintenance.
- F. Ability to instruct and mentor new employees.
- G. Ability to develop and maintain effective working relationships with co-workers and the public.
- H. Ability to read and interpret tools such as electronic multimeter, ruler, pipe locator, etc.
- I. Ability to handle difficult and stressful situations with professional composure.
- 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.
- J. Ability to communicate and interact effectively with members of the public.
- K. Ability to communicate effectively both orally and in writing.
- L. Ability to understand and follow instructions.
- M. Ability to problem-solve a variety of situations.
- N. Ability to set priorities and complete assignments on time.
- O. 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: LD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

Date: July 29, 2024

To: Gary Vezina and Jason Ledoux

From: Charlie Cook
Human Resources Manager

Re: Job Specification Change and Recommendation for Second Shift Engineer II

The Second Shift Engineer II position will be housed in the Building Operations Department. Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Second Shift Engineer II, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Second Shift Engineer I assists school custodian I/II/III's in their use of equipment and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Second Shift Engineer I monitor evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system. May substitute for Building Engineers during temporary absences.

This position change will be in the certification or licensing requirements section of the job description. Changing the Second Shift Engineer II licensure from Class 1-C to Class 2-C.


Please let me know if you are in agreement with this proposal as soon as possible, by signing below and returning to me.



Gary Vezina, Union President

7-29-24

Date



Jason Ledoux, Union Secretary

7-29-24

Date



Human Resources

7-31-24

Date



Second Shift Engineer II

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 12

Reports to

Building Engineer/Supervisor of Operations/Manager of Facilities

Accountable for (Job Titles)

Pool Custodian, School Custodian I/II/III

Summary

To operate and maintain a low-pressure heating system and a natatorium. To perform mechanical installations, repairs and custodial work.

Essential functions

Operate and maintain low pressure heating system; operate, maintain and repair a variety of heating and ventilation equipment.

Assist with various custodial tasks including floor care, sanitation, trash and snow removal, stadium set-up and equipment transport.

Oversee nightly operations of the building; coordinate with building principal and various faculty and staff regarding access, heating and ventilation needs for evening activities; assist in monitoring the conduct of students and adults in and around the building.

Operate and maintain natatorium; clean pool and maintain related equipment; test and maintain proper chemical balances.

Open and close building for daily operations; ensure building and grounds are safe and secure.

Direct night custodians.

In the absence of the Building Engineer, order supplies, conduct building inspections and interface with principals, faculty and staff on facility maintenance problems as they arise.

Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a minimum of a high school diploma or GED

Two years of relevant experience in HVAC, plumbing and electrical maintenance and repair

Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

Class 2-C Boilers License in the State of Minnesota
Certified Pool Operator License

Knowledge Requirements

Knowledge of operation, maintenance and repair of low-pressure boilers, pumps, and various heating and ventilation equipment.
Knowledge of operation, maintenance and repair of natatorium systems.
Lawn and turf care materials and techniques.
Knowledge of basic carpentry, plumbing and electrical maintenance techniques.
OSHA safety rules and safe working practices.

Skill Requirements

Operation and maintenance of heating and ventilation equipment.
Operation of hand and power tools.
Operation of personal computers.
Use of energy management, word processing and electronic spreadsheet software applications.
Overseeing, directing, leading and assigning work to custodial workers.
Oral and written communications.

Work environment

Work is performed under a variety of indoor and outdoor conditions. There are risks of electrical shock, slip and fall injuries, injuries from moving mechanical equipment and heavy lifting and exposure to outdoor weather conditions, disagreeable indoor climate conditions, loud noises, vibrations, fumes, airborne particles, toxic and caustic chemicals associated with the work.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear			√	
Taste and smell		√		
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.			√	

5709 **Duluth**
Public Schools

Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.	√			

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:


Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting on December 14, 2001. Revised by Human Resources 2/2021. Approved by Duluth Civil Service Board 06/01/2021.

Date: July 29, 2024
To: Gary Vezina and Jason Ledoux
From: Charlie Cook
Human Resources Manager
Re: Job Specification Change and Recommendation for Engineer II

The Engineer II position will be housed in the Building Operations Department. The Engineer II assumes responsibility for and participates in the general operation; preventive maintenance; custodial care of assigned building and grounds; the heating, cooling and ventilation of the building. Positions assigned to this classification have responsibility for directing a small staff (2-5) comprised of Custodians, Pool Custodians and Firepersons I including the scheduling of work assignments, determining work priorities, staff evaluations but does not have the authority to initiate other personnel actions. The Engineer II classification is part of a classification series comprised of four levels. Positions assigned to the Engineer II differ from Engineer I in that the Engineer II is typically assigned facilities of larger square footage (e.g. 75,000 – 200,000 sq. ft.) and typically require a larger number of staff to maintain the additional square footage or also have to perform maintenance for a swimming pool. The difference between positions assigned to Engineer II vs. Engineer III is primary related to the size of the facility and the greater diversity of staff required to properly maintain and service the needs of the assigned building.

This position change will be in the certification or licensing requirements section of the job description. Changing the Engineer II licensure from Class 1-C to Class 2-C and removing the pool certification.

Please let me know if you are in agreement with this proposal as soon as possible, by signing below and returning to me.




Gary Vezina, Union President




Date




Jason Ledoux, Union Secretary



Date



Human Resources



Date



CLASSIFICATION DESCRIPTION

TITLE: Engineer II



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

<p><u>Title of Immediate Supervisor:</u> Supervisor of Building Operations/Building Principal</p>	<p><u>Department:</u> Building Operations</p>	<p><u>FLSA Status:</u> Non-Exempt</p>
<p><u>Accountable For (Job Titles):</u> Fireperson I, Pool Custodian & Custodians</p>		<p><u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local No. 956, Pay Group 15</p>

General Summary or Purpose Of Job:
<p>The Engineer II assumes responsibility for and participates in the general operation; preventive maintenance; custodial care of assigned building and grounds; the heating, cooling and ventilation of the building. Positions assigned to this classification have responsibility for directing a small staff (2-5) comprised of Custodians, Pool Custodians and Firepersons I including the scheduling of work assignments, determining work priorities, staff evaluations but does not have the authority to initiate other personnel actions. The Engineer II classification is part of a classification series comprised of four levels. Positions assigned to the Engineer II differ from Engineer I in that the Engineer II is typically assigned facilities of larger square footage (e.g. 75,000 – 200,000 sq. ft.) and typically require a larger number of staff to maintain the additional square footage or also have to perform maintenance for a swimming pool. The difference between positions assigned to Engineer II vs. Engineer III is primary related to the size of the facility and the greater diversity of staff required to properly maintain and service the needs of the assigned building.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	<p>Operates and maintains steam boiler heating and ventilation systems in accordance with state laws and regulations.</p> <ul style="list-style-type: none"> ▪ Fires boilers ▪ Punches flues ▪ Adjusts thermostats ▪ Greases and oils motors ▪ Checks belts ▪ Monitors the system to ensure efficiency ▪ Operates the energy management computer system to maintain and track the preventive maintenance program. 	Daily 15%



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Assists in the maintenance of school facilities and property. Assists in performing custodial duties and operating snow removal equipment. Inspects playground equipment, roof and other areas of the building to assess needs and maintenance requirements. Reports needs beyond the capabilities of building personnel.	Daily 30%
3.	Directs and monitors staff activities, schedules and priorities in the cleaning, care, and maintenance of building facilities and grounds in accordance with the standard procedures and guidelines established by Building Operations and directions of the Building Principal. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff. Performs other lead responsibilities that do not involve initiating personnel actions.	Daily 10%
4.	Conducts preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within the building. Detects and makes routine repairs and/or schedules and monitors the repairs make by vendors or other District staff.	Monthly 10%
5.	Monitors and ensures the swimming pool and related facilities are properly maintained and serviced. Tests and conducts required water tests to ensure proper chemical balances in accordance with Health Department regulations and standards and makes adjustments as needed.	Daily 10%
6.	Works closely with Building Operations personnel, the building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations capital projects, maintenance projects, custodial or set up needs.	Daily 10%
7.	Orders and purchases supplies, cleaning materials and equipment necessary to maintain building properly. Monitors and purchases needs in accordance with the established building maintenance budget.	Weekly 5%
8.	Documents, records or prepares fuel reports, work orders, staff timesheets, inspection sheets, safety procedures or other documentation/reports required.	Daily 10%
9.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

preferred or desirable qualifications)

Requires a minimum of a high school diploma and two years previous experience as an Engineer I or related experience directing the custodial and maintenance activities of a large facility; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements_(prior to job entry):

Class "2-C" Boiler License in the State of Minnesota (Required)

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles involving combustion, mechanical, electrical and HVAC equipment and systems.
- Operational fundamentals of the equipment and supplies used in custodial and ground maintenance.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- State laws and requirements governing licensing and operation of HVAC equipment and systems.
- State laws and health guidelines pertaining to the operation and maintenance of swimming pools.
- Basic understanding of supervisory practices and fundamentals.

Skill Requirements:

Skilled in:

- Leading, scheduling, planning, monitoring and evaluating the work of custodial and facility maintenance personnel.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Maintaining, monitoring and servicing swimming pools in accordance with regulations and standards.
- Use of hand and power tools.
- Performing custodial and ground maintenance functions.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, etc.) in accordance with District and departmental requirements.
- Communicating and collaborating with other district personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facility.



CLASSIFICATION DESCRIPTION

TITLE: Engineer II

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		

General Environmental Conditions:

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve work with chemicals, working with or around mechanical parts, and some exposure to disagreeable fumes or airborne particles.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:


Description revised by BCC, 1/02.

Date: July 29, 2024
To: Gary Vezina and Jason Ledoux
From: Charlie Cook
Human Resources Manager
Re: Job Specification Change and Recommendation for Second Shift Engineer I

The Second Shift Engineer I position will be housed in the Building Operations Department. Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Second Shift Engineer I, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Second Shift Engineer I assists school custodian I/II/III's in their use of equipment and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Second Shift Engineer I monitor evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system. May substitute for Building Engineers during temporary absences.

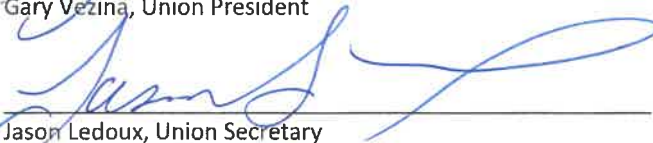
This position change will be in the certification or licensing requirements section of the job description. Changing the Second Shift Engineer I licensure from Class 2-C to a Special.

Please let me know if you are in agreement with this proposal as soon as possible, by signing below and returning to me.




Gary Vezina, Union President

7-29-24
Date



Jason Ledoux, Union Secretary

7-29-24
Date



Human Resources

7-31-24
Date

Second Shift Engineer I

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 5A

Reports to

Building Engineer/Supervisor of Operations/Manager of Facilities

Accountable for (Job Titles)

School Custodian I/II/III

Summary

Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Second Shift Engineer I, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Second Shift Engineer I assists school custodian I/II/III's in their use of equipment and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Second Shift Engineer I monitor evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system. May substitute for Building Engineers during temporary absences.

Essential functions

Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas; empty trash containers and pencil sharpeners, and remove and replace trash liners in trash containers.

Wet mop cafeteria, kitchen, and bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper; sanitize locker rooms, and showers.

Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize locker rooms, showers and other areas as needed to maintain clean and safe walking surfaces.

Close building for daily operations; ensure building and grounds are safe and secure.

Cleans rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean indoor and outdoor glass; dust all areas; replace burned out light bulbs; tightens and replaces fasteners on door hinges, cabinet doors, drawer glides, replaces furniture parts and similar duties.

Remove furnishings, strip and refinish floors; buff; scrub; clean furniture; sweep, shovel or blow snow from sidewalks; sand and salt sidewalks and parking lots; water outdoor plants and mow and trim lawns.

Perform stripping and refinishing floors, shampooing carpets, cleaning furniture, cleaning walls and staircases. Set-up and tear down and move furnishings and equipment as needed.

Performs basic building maintenance and repairs and performs other duties of comparable level as required and assigned.

Minimum Qualifications

Requires a minimum of a high school diploma or GED

One year of experience

Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

Special Boilers License in the State of Minnesota

Knowledge Requirements

Cleaning standards.

Cleaning methods.

Cleaning chemicals.

Time management.

Effective communications

Basic boiler operation

Basic knowledge of standard tools, methods and practices involved in building maintenance.

Skill Requirements

Use and care of floor cleaning equipment.

Task prioritization.

Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn tractors with blower attachments).

Operation of personal computers, including related to building access and lighting control.

Operation of hand and power tools.

Oral and written communications.

Has the ability to coordinate and assist the work of custodian II as directed by building engineer or facilities management supervisor.

Written and verbal communication and relationship skills to efficiently and effectively perform essential duties.

Work environment

Work is performed under various conditions and there are risks associated with slippery and elevated surfaces, electrical equipment, and cleaning and maintenance chemicals, airborne particles, vibration, and outdoor weather conditions associated with the work.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification by Kerry M. Leider 07.19.16

Approved by Duluth Civil Service Board on 08/02/2016. Revised by Human Resources 2/2021.

Approved by Duluth Civil Service Board 06/01/2021.