



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, August 26, 2025

4:45 PM

Lakeside Conference Room 430

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A(1) May 6, 2025

Attachments: [2A\(1\) May 6, 2025 Minutes \(draft\)](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Graduate Engineer (new)

Attachments: [4A\(1\) Graduate Engineer \(new\)](#)

4A(2) Data Practices Compliance Specialist (revised)

Attachments: [4A\(2\) Data Practices Compliance Specialist](#)

4A(3) Water System Maintenance Foreperson (revised)

Attachments: [4A\(3\) Water System Maintenance Foreperson \(revised\)](#)

5. APPEALS

6. INFORMATIONAL

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

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

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

7. NEXT REGULAR MEETING SCHEDULED

October 7, 2025

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, May 6, 2025

4:45 PM

Council Chambers

1. ROLL CALL

Members Present: John Strongitharm, Cliff Tanner

Members Absent: Ryan Logan

HR Staff Present: Amber Royer Henderson, Matt Silverness

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

April 1, 2025

Indexes:

Attachments: [2A April 1, 2025 Minutes \(draft\)](#)

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

(1) Budget Manager (revised)

Indexes:

Attachments: [4A\(1\) Budget Manager \(revised\)](#)

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

June 3, 2025

8. ADJOURNMENT

4:50 p.m.



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: August 26, 2025
TO: Civil Service Board
FROM: Aimee Ott
Human Resources Generalist
SUBJECT: New Job Classification of Graduate Engineer

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF GRADUATE ENGINEER.

Background Information/Summary of Job

The new job classification of Graduate Engineer is being created to broaden the candidate pool for the Project Engineer job classification. Currently, the Project Engineer class requires licensure as a Professional Engineer (PE) from the state, whereas the Graduate Engineer requires Engineer-in-Training (EIT) certification from the state. To sit for the PE exam, candidates must complete four years of progressive engineering experience under the supervision of a licensed PE. The Graduate Engineer role is an entry-level position designed to provide that experience under the direction of Project Engineers or other licensed PEs within the Engineering Division. Once licensed, these employees would ideally apply for the Project Engineer position.

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 Graduate Engineer.

Graduate Engineer

SUMMARY/PURPOSE

To perform, direct, and guide others who perform engineering work in the design, construction, and maintenance of street improvements, utility installations, buildings and other structures, water, gas, storm, and sanitary utility systems.

DISTINGUISHING FEATURES OF THE CLASS

Employees at the Graduate Engineer level are distinguished from the Project Engineer level by the amount of guidance and instruction needed to perform duties as assigned and are not expected to function with the same amount of program knowledge, experience, proficiency, or skill level. Positions at this level require frequent supervision and substantial training and exercise minimal independent discretion and judgment while working towards a Professional Engineer (PE) license. Graduate Engineers will work under the direction of Project Engineers and Senior Engineers.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Perform responsible, entry-level engineering work involving the design, construction, and maintenance of various engineering projects.
2. Assist in writing project specifications per city, state, and federal guidelines and industry standards for various street and utility jobs.
3. Estimate costs using previous bids and regional trends, for projects and capital budgeting.
4. Perform preliminary pavement and utility design work using data collection and analysis, software programs, engineering calculations, and methodologies to develop construction solutions that meet local, state, and federal standards.
5. Operate computers to prepare, review, and edit engineering drawings, analyze data and cost estimations through spreadsheet software, prepare project memorandums and reports, and use modeling software to simulate and analyze existing utility system networks and proposed expansion or retrofit projects.
6. Meet with representatives within the Engineering Division, other City departments, public and private utility owners, and county, state, and federal regulatory agencies with authority or involvement in construction and repair to keep parties informed about City policies. Gather input on issues or concerns, and report back to appropriate Engineering staff for direction and guidance.
7. Ensure that projects are completed in a timely and cost-effective manner in accordance with engineering standards and City specifications.
8. Assist the Project Engineers and Senior Engineers with resolution of any issues that arise.
9. Review plans, provide recommendations, and check construction for conformance with standards and specifications.
10. Investigate, prepare, and present technical reports and presentations both within the City and at public meetings.
11. Prepare petitions and Council resolutions related to street and utility projects.
12. Investigate and respond to citizen complaints.
13. Represent the Public Works & Utilities Department and/or Engineering Division at various meetings and activities.

14. Inform, educate, and exchange ideas with other professionals, agencies, and the public regarding engineering projects and standards, and City policies and programs.
15. In collaboration with supervisor, determine work priorities both for staffing and financial resource allocation.
16. Assign work to lower-level staff, providing training and instruction as required.
17. Prepare MPCA Storm Water Pollution Prevention Plans; coordinate materials testing with contractors, MnDOT, and consultant engineering testing companies; monitor work for compliance with established methods, guidelines, standards, and procedures.
18. Monitor inspection activities to ensure contract progress and compliance with specifications and special provisions.
19. Review work of team members for completeness and quality of work prepared, and provide mentoring through feedback and instructions as needed.
20. Provide information and instructions to assigned team verbally and in writing as needed.
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. In collaboration with the supervisor, organize and direct the work activities of assigned team and determine work assignments and schedules.
23. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
24. Establish and maintain positive working relationships with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
25. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Bachelor's degree in civil engineering from an accredited college or university.
2. License Requirements
 - A. Certification as an Engineer in Training (EIT) from the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (AELSLAGID).
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Knowledge of general engineering principles and construction contract documents.
 - B. Knowledge of drafting and mapping principles, techniques, and standards.
 - C. Knowledge of surveying methods, equipment capabilities, and liabilities associated with survey data collection and interpretation.
 - D. Knowledge of design and layout methods and techniques.
 - E. Knowledge of the principles, methods, equipment, and materials used in construction.
 - F. Knowledge of specialized Civil Engineering computer software packages.
 - G. Knowledge of construction safety principles and practices.
 - 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, or the ability to learn, federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

4. Skill Requirements

- A. Skill in applying engineering principles and practices.
- B. Skill in estimating construction costs and establishing project budgets.
- C. Skill in performing engineering design and layout work.
- D. Skill in preparing specifications, technical reports, contracts, resolutions, and petitions.
- E. Skill in the operation of office equipment including, but not limited to, general computer systems, job-required software applications, design and data analysis modeling programs, 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.
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to direct the work activities of designers, surveyors, and inspectors assigned to the project team.
- B. Ability to establish and maintain effective working relationships with coworkers, outside agencies, contractors, consultants, and the general public.
- C. Ability to enforce, interpret, and apply safety rules and regulations to work situations.
- 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 understand and follow instructions.
- H. Ability to problem-solve a variety of situations.
- I. Ability to set priorities and complete assignments on time.
- J. Ability to work successfully as a member of a team and independently with moderate supervision.
- K. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- L. Ability to transport oneself to, from, and around various locations throughout the City including construction sites and over difficult and demanding terrain.
- M. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- N. Ability to attend work as scheduled and/or required.

Physical Demands

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

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: AO	Union: Basic	EEOC: Technicians	CSB:	Class No:
WC: 9410	Pay:	EEOF: Varies	CC:	Resolution:



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

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DATE: August 19, 2025
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Data Practices Compliance Specialist

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE REVISED CLASSIFICATION OF DATA PRACTICES COMPLIANCE SPECIALIST.

Background Information/Summary of Job

The job classification of Data Practices Compliance Specialist was created to act as a designated employee of the City of Duluth to whom persons may direct questions or concerns regarding access to data or other data practices issues. This individual coordinates and manages activity across the city in accordance with the Minnesota Government Data Practices Act (MGDPA) and acts as a designee of the City's Responsible Authority (City Clerk). The Data Practices Compliance Specialist is housed in the City Clerk's Office.

August 2025 revision: This position has been vacant so updates were made to better reflect/clarify the duties as they stand today.

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 revised job classification and description for Data Practice Compliance Specialist.

Data Practices Compliance Specialist

SUMMARY/PURPOSE

To act as a designated employee of the City of Duluth to whom people may direct questions or concerns regarding access to data or other data practices issues. This individual will coordinate and manage activity across the City in accordance with the Minnesota Government Data Practices Act (MGDPA), and act as a designee of the City's Responsible Authority. The Data Practices Compliance Specialist will report to the City Clerk.

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 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide service to members of the public requesting access to and reviewing public government data.
2. Review data responsive to public records requests to identify and redact protected or nonpublic information.
3. Design and implement policies, procedures, and best practices as required to ensure compliance with the MGDPA and Minnesota Rules.
4. Ensure appropriate proactive strategies are in place across the City, including training and procedural refinements to maximize the cost-effectiveness of data practices functions and minimize reputational, financial, and related risks to the City arising from the mismanagement of data.
5. In collaboration with the City Clerk, lead and direct a Citywide records management program in a manner that complies with applicable law and policy and supports the effective administration of the City.
6. Provide election support as required.
7. 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.
8. Provide information, respond to questions, and interpret regulations, policies, and procedures.
9. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures, as it relates to records management and data practices.
10. Provide training on new or modified procedures and policies related to records management and data practices to all affected parties.
11. Lead, coordinate, and perform data practices compliance functions for the City.
12. Establish and maintain positive working relationships with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
13. 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 paralegal studies or a related professional field, and three (3) years of increasingly responsible related professional experience as a paralegal, legal assistant, or in research or records maintenance; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience in paralegal, legal support work, or research or records maintenance.
 - B. Experience with Minnesota Data Practice Laws preferred.
2. License Requirements
- A. No specific licenses required.
3. Knowledge Requirements
- A. Knowledge of the procedures, principles, and best practices associated with information governance and records management.
 - B. Considerable knowledge of ordinances, laws, and regulations impacting information retention, protection, and distribution, including but not limited to the MGDPA, the Records Retention Schedule, and the Minnesota Official Records Act.
 - C. Knowledge of legal electronic discovery requirements, procedures, and best practices.
 - D. Knowledge of problem-solving and conflict-resolution techniques.
 - E. Knowledge of applicable safety requirements.
 - F. Knowledge of, or the ability to learn, City policies and procedures.
 - G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - H. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Strong technical aptitude, including familiarity with information management systems and applications.
 - B. Strong project management and program management skills.
 - C. Strong oral and written communication skills with the ability to translate complicated legal and technological concepts into lay terms.
 - D. 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.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to transport oneself to, from, and around worksites or job-related locations as required.
 - B. Ability to build and maintain relationships with City partners and with the public, including providing excellent customer service and deescalating potential conflicts.
 - C. 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.
 - D. Ability to communicate and interact effectively with members of the public.
 - E. Ability to communicate effectively both orally and in writing.
 - F. Ability to recognize, analyze, and solve a variety of problems.
 - G. Ability to organize and prioritize work while meeting multiple deadlines.
 - H. Ability to handle difficult and stressful situations with professional composure.
 - I. Ability to work successfully as a member of a team and independently with minimal supervision.
 - J. Ability to train and lead others.
 - K. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - L. Ability to enforce safety rules and regulations.

- M. Ability to maintain confidential information.
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: AO	Union: Basic	EEOC: Office/Clerical	CSB:	Class No: 1838
WC: 8810	Pay: 133	EEOF: Admin/Finance	CC:	Resolution:

Data Practices Compliance Specialist

SUMMARY/PURPOSE

To act as a designated employee of the City of Duluth to whom ~~persons~~people may direct questions or concerns regarding access to data or other data practices issues. This individual will coordinate and manage activity across the City in accordance with the Minnesota Government Data Practices Act (MGDPA), and act as a designee of the City's Responsible Authority. The Data Practices Compliance Specialist will report to the City Clerk.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide service to members of the public requesting access to and reviewing public government data.
2. Review data responsive to public records requests to identify and ~~removed~~redact protected or nonpublic information.
3. ~~Design and implement policies and procedures, and best practices~~ as required to ensure compliance with the MGDPA and Minnesota ~~Government Data Practices Act and the accompanying rules.~~
4. ~~3. Respond to data breaches, assist City staff in minimizing them, and communicate breaches as required by law~~Rules.
5. ~~4. Ensure appropriate proactive strategies are in place across the City, including training and procedural refinements to maximize the cost-effectiveness of data practices functions and minimize reputational, financial, and related risks to the City arising from the mismanagement of data.~~
6. ~~5. In collaboration with the City Clerk, lead and direct a Citywide records management program in a manner that complies with applicable law and policy and supports the effective administration of the City.~~
7. ~~6. Provide election support as required.~~
8. ~~7. 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.~~
8. Provide information, respond to questions, and interpret regulations, policies, and procedures.
9. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures, as it relates to records management and data practices.
10. Provide training on new or modified procedures and policies related to records management and data practices to all affected parties.
11. ~~Coordinate~~Lead, coordinate, and perform data practices compliance functions for the City.
12. ~~In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.~~
13. ~~Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.~~
14. ~~12. Establish and maintain positive working relationship~~relationships with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for

the team when appropriate, and offering expertise to improve processes, systems, and the organization.

~~45.13.~~ 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 paralegal studies, or a related professional field, and three (3) years of increasingly responsible related professional experience as a paralegal, legal assistant, or in research or records maintenance; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience in paralegal, legal support work, or research or records maintenance.
 - B. Experience with Minnesota Data Practice Laws preferred.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Knowledge of the procedures, principles, and best practices associated with information governance and records management.
 - B. Considerable knowledge of ordinances, laws, and regulations impacting information retention, protection, and distribution, including but not limited to the MGDPA, [the Records Retention Schedule](#), and the Minnesota Official Records Act.
 - C. Knowledge of legal electronic discovery requirements, procedures, and best practices.
 - D. Knowledge of problem-solving and conflict-resolution techniques.
 - E. Knowledge of applicable safety requirements.
 - F. Knowledge of, or the ability to learn, City policies and procedures.
 - G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - H. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Strong technical aptitude, including familiarity with information management systems and applications.
 - B. Strong project management and program management skills.
 - C. Strong oral and written communication skills with the ability to translate complicated legal and technological concepts into lay terms.
 - D. 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.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
 - A. Ability to transport oneself to, from, and around worksites or job-related locations as required.
 - B. Ability to build and maintain relationships with City partners and with the public, including providing excellent customer service and deescalating potential conflicts.
 - C. 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.
 - D. Ability to communicate and interact effectively with members of the public.

- E. Ability to communicate effectively both orally and in writing.
- F. Ability to recognize, analyze, and solve a variety of problems.
- G. Ability to organize and prioritize work while meeting multiple deadlines.
- H. Ability to handle difficult and stressful situations with professional composure.
- I. Ability to work successfully as a member of a team and independently with minimal supervision.
- J. Ability to train and lead others.
- K. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- L. Ability to enforce safety rules and regulations.
- M. Ability to maintain confidential information.
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: AO	Union: Basic	EEOC: Office/Clerical	CSB: 05/07/2024	Class No: 1838
WC: 8810	Pay: 133	EEOF: Admin/Finance	CC: 07/29/2024	Resolution: 24-0553R



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: January 23, 2024
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Water Plant Maintenance Coordinator

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF WATER PLANT MAINTNENACE COORDINATOR, INCLUDING A TITLE CHANGE TO WATER SYSTEM MAINTENANCE FOREPERSON.

Background Information/Summary of Job

The Water Plant Maintenance Coordinator was last revised in 2019 and since then the needs for this position have shifted due to various needs of the Water Plant including staffing and the need for additional oversight of facility maintenance projects. The purpose of this position is to coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with Water Plant Operators, assigned personnel, and other related staff. They will oversee the plant and related facility maintenance projects to ensure completion. The major/primary changes to the job description were to update duties based on current needs which include the ability to work as an operator when necessary and act as the first point of contact for emergency and corrective issues with operations/systems.

The proposed revisions to the job classification were discussed with the Basic union, and they are in agreement with the proposed changes.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Water Plant Maintenance Coordinator, including a title change to Water System Maintenance Foreperson.

Water System Maintenance Foreperson

SUMMARY/PURPOSE

To coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with Water Plant Operators, assigned personnel, and other related staff. Oversee Water Plant and related facility maintenance and maintenance projects, and ensure satisfactory completion of projects and maintenance activities.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Act as first point of contact for emergency and corrective issues with operations/systems and make appropriate contact with proper vendors, contractors, or City staff.
2. Act on behalf of the Water Plant Supervisor upon request or during absence.
3. Oversee assigned personnel, projects, and implementation of Geographical Information System (GIS) and asset management work order system.
4. Lead and coordinate assigned Water Plant and/or pump stations maintenance projects and staff within the defined project scope.
5. Plan, schedule, and prioritize installation and maintenance projects through to completion.
6. Provide direction and assistance to staff, contractors, vendors and others involved in operations, system and project problem solving.
7. Communicate project and maintenance information to applicable staff.
8. Organize, inspect, and perform maintenance, installation, repair, and modification of the Water Plant and pump station.
9. Identify and predict maintenance projects before equipment failure occurs.
10. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
11. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
12. Oversee work activities at worksites, providing direction requiring corrective and emergency repairs to service with established methods, guidelines, equipment, and procedures.
13. Monitor worksites to ensure safety and compliance with established methods, guidelines, equipment, and procedures.
14. Train employees in safe and correct work procedures.
15. Review and/or develop preventive maintenance schedules for pumps and related equipment.
16. Operate Treatment Plant as necessary.
17. Assist with lab activities/samples (lead, copper, bacteria, jar tests, labs, etc.) as determined by Lab Chemist/Supervisor.
18. 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.
19. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
20. Provide training on new or modified procedures and policies to all affected parties.

21. Coordinate and perform emergency, corrective, and preventative maintenance and programs for the City.
22. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
23. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
24. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
25. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. A minimum of five (5) years of full-time, verifiable professional experience operating at a Class A or B water treatment facility/system performing inspections, preventative, emergency, or corrective maintenance.
 - B. Project management experience preferred.
 - C. Leadership experience preferred.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Obtain a State of Minnesota Special Engineer Boiler Operator's License within one (1) year of hire date and maintain thereafter.
 - C. Possession of a Minnesota Class A or B Water Supply System Operator's Certificate.
3. Knowledge Requirements
 - A. Knowledge of operational characteristics of water treatment plants and pumping stations including associated mechanical and electrical equipment and devices.
 - B. Knowledge of basic theories and fundamentals of mechanical, hydraulic, pneumatic, and electrical principles associated with the repair and operation of plant equipment and pumping stations.
 - C. Knowledge of materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance and repair of water treatment plants and associated equipment.
 - D. Knowledge of methods, techniques, tools, and equipment used to repair, rebuild, and fabricate parts.
 - E. Knowledge of operational characteristics of maintenance and construction equipment and tools used in work activities.
 - F. Knowledge of proper procedures used in the maintenance and repair of hand and power tools.
 - G. Knowledge of project management fundamentals.
 - H. Knowledge of basic mathematical skills.
 - I. Knowledge of basic computer skills.
 - J. Knowledge of basic principles and practices of recordkeeping.
 - K. Knowledge of occupational hazards and standard safety practices.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.
 - N. Knowledge of, or the ability to learn, City policies and procedures.
 - O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

- P. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Skill in operation and maintenance of tools and equipment used at the Water Plant and pump stations.
 - B. Skill in directing and leading others in project work.
 - C. Skill in communicating logically and accurately in oral and written forms.
 - D. Skill in evaluating and analyzing operational methods and procedures.
 - E. Skill in managing and tracking projects.
 - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - G. Skill in managing one's own time and the time of others.
 - H. Skill in completing assignments accurately and with attention to detail.
 - I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to perform a variety of semi-skilled duties involved in the maintenance and repair of the City's water treatment plants and related facilities.
 - B. Ability to direct and lead work and delegate work assignments.
 - C. Ability to evaluate and analyze operations and procedures.
 - D. Ability to read, interpret, analyze, and explain technical manuals that may involve information with which the individual is unfamiliar.
 - E. Ability to work with consultants, outside vendors, and engineers.
 - F. Ability to work independently while functioning as a team member.
 - G. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - H. Ability to use good judgment in decision-making.
 - I. Ability to exhibit leadership qualities of dependability and accountability.
 - J. Ability to plan and perform maintenance and emergency work.
 - K. Ability to develop workcrews and equipment schedules.
 - L. Ability to interpret safety rules and apply them to hazardous situations.
 - M. Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.
 - N. 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.
 - O. Ability to communicate and interact effectively with members of the public.
 - P. Ability to communicate effectively both orally and in writing.
 - Q. Ability to recognize, analyze, and solve a variety of problems.
 - R. Ability to organize and prioritize work while meeting multiple deadlines.
 - S. Ability to handle difficult and stressful situations with professional composure.
 - T. Ability to work successfully as a member of a team and independently with minimal supervision.
 - U. Ability to train and lead others.
 - V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - W. Ability to enforce safety rules and regulations.
 - X. Ability to maintain confidential information.
 - Y. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - Z. 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: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 3136
WC: 7520	Pay: 34	EEOF: Utilities/Transportation	CC:	Resolution:
Title change from Water Plant Maintenance Coordinator (24-0256R; 04/08/2024)				

Water System Maintenance Foreperson

SUMMARY/PURPOSE

To coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with Water Plant Operators, assigned personnel, and other related staff. Oversee Water Plant and related facility maintenance and maintenance projects, and ensure satisfactory completion of projects and maintenance activities.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Act as first point of contact for emergency and corrective issues with operations/systems and make appropriate contact with proper vendors, contractors, or City staff.
2. Act on behalf of the Water Plant Supervisor upon request or during absence.
3. Oversee assigned personnel, projects, and implementation of Geographical Information System (GIS) and asset management work order system.
4. Lead and coordinate assigned Water Plant and/or pump stations maintenance projects and staff within the defined project scope.
5. Plan, schedule, and prioritize installation and maintenance projects through to completion.
6. Provide direction and assistance to staff, contractors, vendors and others involved in operations, system and project problem solving.
7. Communicate project and maintenance information to applicable staff.
8. Organize, inspect, and perform maintenance, installation, repair, and modification of the Water Plant and pump station.
9. Identify and predict maintenance projects before equipment failure occurs.
10. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
11. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
12. Oversee work activities at worksites, providing direction requiring corrective and emergency repairs to service with established methods, guidelines, equipment, and procedures.
13. Monitor worksites to ensure safety and compliance with established methods, guidelines, equipment, and procedures.
14. Train employees in safe and correct work procedures.
15. Review and/or develop preventive maintenance schedules for pumps and related equipment.
16. Operate Treatment Plant as necessary.
17. Assist with lab activities/samples (lead, copper, bacteria, jar tests, labs, etc.) as determined by Lab Chemist/Supervisor.
18. 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.
19. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
20. Provide training on new or modified procedures and policies to all affected parties.

21. Coordinate and perform emergency, corrective, and preventative maintenance and programs for the City.
22. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
23. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
24. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
25. 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.

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