



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, March 3, 2026

4:45 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

December 7, 2025

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

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

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

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

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

5. APPEALS

6. INFORMATIONAL

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

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

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

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

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

Notice: Item 6C Non-Public Notice of Rejection on Probation will be distributed to members at the Civil Service Board meeting.

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

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

7. NEXT REGULAR MEETING SCHEDULED

April 7, 2026

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, December 2, 2025

4:45 PM

Council Chambers

1. ROLL CALL

Members Present: John Strongitharm, Ryan Logan, Cliff Tanner

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. October 7, 2025

Indexes:

Attachments: [2A. October 7, 2025 Minutes \(draft\)](#)

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Digital Forensic Analyst (new)

Indexes:

Attachments: [4A\(1\) Digital Forensic Analyst \(new\)](#)

This Civil Service Board item was approved.

4A(2) Utility Accounts Receivable Specialist (revised)

Indexes:

Attachments: [4A\(2\) Utility Accounts Receivable Specialist \(revised\)](#)

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

January 6, 2026

8. ADJOURNMENT

4:47 p.m.



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: February 25, 2026
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Assistant Chief of Training

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF ASSISTANT CHIEF OF TRAINING.

Background Information/Summary of Job

The new job classification of Assistant Chief of Training is being created to document and reflect the responsibilities of this position. This position is currently unclassified and does not have a documented job description. The proposed job description reflects the overall duties of the position as well as the evolution of responsibilities over the years.

The proposed job description has been shared with the Local 101 (Fire) Union, and incumbent, and all are in agreement.

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 Assistant Chief of Training.

Assistant Chief of Training

SUMMARY/PURPOSE

To assist with the development, implementation, coordination, and evaluation of the department's training programs and ensure all department members possess the knowledge, skills, and competencies necessary to safely and effectively perform their duties, meet regulatory requirements, and support the strategic mission of the fire department.

DISTINGUISHING FEATURES OF THE CLASS

The Assistant Chief of Training's main priorities are to develop, implement, and manage a comprehensive training and professional development program that ensures all department members possess the knowledge, skills, and competencies necessary to safely and effectively perform their duties, meet regulatory requirements, support the strategic mission of the fire department, and work collaboratively in the training division.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, direct, and monitor strategic plans as assigned.
2. Review performance and outcomes to determine effectiveness.
3. Plan, coordinate, and monitor emergency services as assigned.
4. Determine priorities and coordinate schedules in assigned areas.
5. Establish standards in accordance with local, state, and national standards.
6. Monitor worksites and ensure compliance with established methods, guidelines, standards, and procedures.
7. Provide for the education and training of assigned personnel in a safe and effective manner.
8. Participate as an active member of the Department management team and serve as Department Safety and Health Officer.
9. Assists with facilitating significant incident debriefings, identifying areas of improvement, implementing subsequent changes, and monitoring accident investigations as Chair of the Fire Department Safety Committee.
10. Disseminate technical information to employees and administrators.
11. Conduct administrative assignments in accordance with Department procedures as assigned.
12. Provide information to the media and the general public.
13. Provide technical assistance and support to civic organizations, regional partners, and the general public.
14. Responsible for coordinating multi-agency training, operational readiness, and emergency response efforts with regional and state partners.
15. Research and maintain up-to-date awareness of pertinent legislation, regulations, and development, which could affect the Department.
16. Develop and monitor budget, and approve purchases of supplies, parts, and equipment for assigned areas.
17. Develop and maintain a capital equipment replacement program for assigned areas.
18. Prepare written reports, correspondence, and bid specifications as necessary.

19. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
20. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
21. Provide training on new or modified procedures and policies to all affected parties.
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 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. Act as a chief level officer during emergency response both in jurisdiction and out of jurisdiction.
26. 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. Three (3) years of experience as a Fire Captain, Deputy Fire Marshal, or Fire Marshal with the City of Duluth Fire Department, or three (3) years in an equivalent position with another full-time Fire Department; OR
 - B. Bachelor's degree and a minimum of five (5) years of experience with the City of Duluth Fire Department; OR
 - C. Associate's degree with at least seven (7) years of experience with the City of Duluth Fire Department; OR
 - D. Ten (10) years of experience in a uniformed position with the Duluth Fire Department.
2. License Requirements
 - A. IFSAC, Pro Board, or MFSCB Fire Officer I certification.
 - B. IFSAC, Pro Board, or MFSCB Fire Instructor I certification.
 - C. Possess and maintain a valid Minnesota Class D driver's license or equivalent.
 - D. Within two (2) years of promotion, NFPA 1403 Live Burn Instructor certification.
3. Knowledge Requirements
 - A. Thorough knowledge of the National Incident Management Systems, the Incident Command System, and Emergency Operations Center operational protocols.
 - B. Thorough knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws that are applicable.
 - C. Thorough knowledge of the City of Duluth and Fire Department policies, procedures, and guidelines.
 - D. Knowledge of training techniques and practices.
 - E. Knowledge of recordkeeping principles and practices.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.

- K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
4. Skill Requirements
- A. Skill in communicating on a one-to-one basis and before groups for the purpose of obtaining or providing information.
 - B. Skill in rapidly analyzing and determining appropriate action in crisis situations.
 - C. Skill in reading and interpreting complex technical and legal materials.
 - D. Skill in supervising assigned personnel.
 - E. Skill in public and media relations.
 - F. Skill in maintaining accurate records.
 - G. Skill in analyzing and organizing information to develop, evaluate, and improve emergency services programs.
 - 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 and the time of others.
 - J. Skill in completing assignments accurately and with attention to detail.
 - K. Skill in mediation and dispute resolution.
 - L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to develop and maintain effective working relationships with coworkers, administrators, employees, media representatives, and the general public.
 - B. Ability to maintain required certifications.
 - C. Ability to manage multiple grant programs.
 - D. Ability to prepare and maintain accurate records.
 - E. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
 - F. Ability to identify training needs and to facilitate and/or provide educational programs to meet those needs; and to conduct training on a variety of subjects.
 - G. Ability to understand and implement oral and written instructions.
 - H. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - I. Ability to 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 solve a variety of problems.
 - M. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - N. Ability to handle difficult and stressful situations with professional composure.
 - O. Ability to work successfully as a member of a team and independently with minimal supervision.
 - P. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - Q. Ability to train and lead others.
 - R. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - S. Ability to enforce safety rules and regulations.
 - T. Ability to maintain confidential information.
 - U. Ability to demonstrate dependability, responsibility, and consistency in job performance.

V. 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:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

CITY OF DULUTH PHYSICAL DEMANDS DOCUMENTATION CHECKLIST

Job Title: Assistant Chief of Training

Date: ?????

Required: Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements: Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes; this will be used to determine necessary pre-employment medical appointment(s) for the job classification.

1. How much daily/weekly on-the-job time is spent on the following physical activities? (Use blank rows to fill in other physical demands not listed in this document.)

		<u>Amount of Time</u>				
		None	Under 1/3	Up to 1/3	Up to 2/3	Over 2/3
	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical height required of reach: <u>[Req. Height]</u> in. / Typical weight of objects used while reaching: <u>[Enter Weight]</u> lbs.						
	Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Taste or smell <i>(Ex: gas leak, equipment malfunction)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

		<u>Amount of Time</u>				
		None	Under 1/3	Up to 1/3	Up to 2/3	Over 2/3
	Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	More than 50 pounds with assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision/hearing requirements?

- No special vision requirements. *(Example: daily computer use, reading documents, etc.)*
- No special hearing requirements. *(Example: communicating with others, hearing a phone ring, car horns, sirens, etc.)*
- Close vision (clear vision at 20 inches or less). *Example: handle extremely small components to repair electronic equipment*
- Distance vision (clear vision at 20 feet or more). *Example: identify license plates; observe equipment function, etc.*
- Color vision (ability to identify and distinguish colors). *Example: identify color-coded wires; match paint colors/shades, etc.*

Any special physical demands should be clearly communicated to any applicant applying for this position and all employees occupying this position.

- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point). *Example: forestry, directing traffic, firefighting, police patrol, carpentry, plumbing, etc.*
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). *Example: Lift Bridge employees, Water Plant employees, etc.*
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). *Example: repairing electronics*
- No hearing loss. *(Example: Lift Bridge employees)*
- Minimal hearing loss. *(Example: Police Officer, Fire operation employees, radio operators, etc.)*

4. Specify the essential job duties in the job description that require the physical demands indicated above.

Wearing SCBA and personal protective equipment during emergencies and training events.

Performing emergency and training tasks on a daily basis.

Any special physical demands should be clearly communicated to any applicant applying for this position and all employees occupying this position.

Job Title: Assistant Chief of Training

Date: ?????

Required: Documentation in a job description to accurately reflect the essential duties of the job and work environment.

Specify Significant WORK ENVIRONMENT for the Job Requirements: Clarify how much on-the-job time work environment conditions are required to perform the job effectively. Use the chart below to develop your description of work environment by checking the appropriate boxes.

1. How much daily/weekly exposure to the following environmental conditions does this job require?

	<u>Amount of Time</u>				
	<u>None</u>	<u>Under 1/8</u>	<u>Up to 1/8</u>	<u>Up to 3/8</u>	<u>Over 3/8</u>
Wet or humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How much noise is typical for the work environment of this job?

- Very quiet conditions (Example: forest trail, isolation booth for hearing test)
- Quiet conditions (Example: library, private office)
- Moderate noise (Example: business office with computers and printers, light traffic)
- Loud noise (Example: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (Example: jack hammer work, front row at rock concert)

3. Specify the essential job duties in the job description that require the work environment conditions indicated above.

Performing emergency and training tasks on a daily basis.

Any special work environment and/or safety conditions should be clearly communicated to anyone applying for, and all employees occupying, this position.



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: February 25, 2026
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Assistant Chief of Special Operations

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF ASSISTANT CHIEF OF SPECIAL OPERATIONS.

Background Information/Summary of Job

The Assistant Chief of Special Operations job classification was most recently revised in 2022. The purpose of this position is to assist with the development, implementation, coordination, and evaluation of the fire department/state response teams and to assist with the coordination of the City's emergency and contingency planning efforts. Additional changes were made to this job description due to an audit process and to reflect the significant additional responsibility of managing the Minnesota Task Force 2 team in addition to the Hazmat Team.

The proposed revisions to this job description were discussed with the Local 101 (Fire) Union and incumbents, and they agree 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 Assistant Chief of Special Operations.

Assistant Chief of Special Operations

SUMMARY/PURPOSE

To assist with the development, implementation, coordination, and evaluation of the fire department/state response teams and to assist with the coordination of the City's emergency and contingency planning efforts.

DISTINGUISHING FEATURES OF THE CLASS

The Assistant Chief of Special Operations' main priorities are to manage special operations, including state hazmat and urban search and rescue teams, assist emergency managers, and work collaboratively in the training division.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, direct, and monitor strategic plans for Minnesota Task Force 2 (MN-TF2, Duluth's Hazmat Team, and other areas as assigned.
2. Manage all aspects of MN-TF2 and Duluth's Hazmat team.
3. Review performance and outcomes to determine effectiveness of Duluth's Hazmat Team, MN-TF2, and other areas as assigned.
4. Plan, coordinate, and monitor emergency services as assigned.
5. Determine priorities and coordinate schedules in assigned areas.
6. Establish standards in accordance with local, state, and national standards.
7. Monitor worksites and ensure compliance with established methods, guidelines, standards, and procedures.
8. Provide for the education and training of assigned personnel in a safe and effective manner.
9. Participate as an active member of the Department management team.
10. Serve as a technical advisor to the Emergency Manager.
11. Disseminate technical information to employees and administrators.
12. Conduct administrative assignments in accordance with Department procedures as assigned.
13. Provide information to the media and the general public.
14. Provide technical assistance and support to civic organizations, regional partners, and the general public.
15. Responsible for coordinating multi-agency training, operational readiness, and emergency response efforts with regional and state partners.
16. Research and maintain up-to-date awareness of pertinent legislation, regulations, and development, which could affect the Department.
17. Oversee the process of identifying, applying for, and managing grant funding for Duluth's Hazmat Team and MN-TF2.
18. Manage the development and administration of the hazmat team and MN-TF2's annual budgets; participate in the forecast of expenses related to overtime, equipment, vehicles, supplies and capital improvements; monitor and approve purchases; implement adjustments.
19. Develop and maintain a capital equipment replacement program for assigned areas.
20. Prepare written reports, reimbursement request packets, correspondence, and bid specifications as necessary.
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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
23. Provide training on new or modified procedures and policies to all affected parties.

24. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
25. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
26. 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.
27. Act as a chief level officer during emergency response both in jurisdiction and out of jurisdiction.
28. 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. Three (3) years of experience as a Fire Captain, Deputy Fire Marshal, or Fire Marshal with the City of Duluth Fire Department, or three (3) years in an equivalent position with another full-time Fire Department. OR;
 - B. Bachelor's Degree with at least five (5) years of experience with the City of Duluth Fire Department. OR;
 - C. Associate's degree with at least seven (7) years of experience with the City of Duluth Fire Department. OR;
 - D. Ten (10) years of experience in a uniformed position with the Duluth Fire Department.
2. License Requirements
 - A. Certified Hazardous Materials Technician or above.
 - B. Possess and maintain a valid state issued Class D driver's license or privilege.
 - C. Within two (2) years of appointment, successful completion of the State of Minnesota Emergency Manager Basic Certification if not certified at time of appointment.
 - D. Within three (3) years of appointment, successfully complete initial MNTF2 team training.
 - E. Within four (4) years of appointment, complete the training necessary to function in one of the MNTF2 leadership positions such as Task force Leader, Safety Officer, Logistics Specialist, or Plans Team manager.
3. Knowledge Requirements
 - A. Thorough knowledge of the National Incident Management Systems, the Incident Command System, and Emergency Operations Center operational protocols.
 - B. Thorough knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws that are applicable.
 - C. Thorough knowledge of the City of Duluth and Fire Department policies, procedures, and guidelines.
 - D. Knowledge of special operations training techniques and practices.
 - E. Knowledge of recordkeeping principles and practices.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.
 - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
4. Skill Requirements
 - A. Skill in communicating on a one-to-one basis and before groups for the purpose of obtaining or providing information.
 - B. Skill in rapidly analyzing and determining appropriate action in crisis situations.
 - C. Skill in reading and interpreting complex technical and legal materials.

- D. Skill in supervising assigned personnel.
 - E. Skill in public and media relations.
 - F. Skill in maintaining accurate records.
 - G. Skill in analyzing and organizing information to develop, evaluate, and improve emergency services programs.
 - 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 and the time of others.
 - J. Skill in completing assignments accurately and with attention to detail.
 - K. Skill in mediation and dispute resolution.
 - L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to develop and maintain effective working relationships with coworkers, administrators, employees, media representatives, and the general public.
 - B. Ability to maintain required certifications.
 - C. Ability to manage multiple grant programs.
 - D. Ability to prepare and maintain accurate records.
 - E. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
 - F. Ability to identify training needs and to facilitate and/or provide educational programs to meet those needs; and to conduct training on a variety of subjects.
 - G. Ability to understand and implement oral and written instructions.
 - H. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - I. Ability to 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 solve a variety of problems.
 - M. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - N. Ability to handle difficult and stressful situations with professional composure.
 - O. Ability to work successfully as a member of a team and independently with minimal supervision.
 - P. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - Q. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - R. Ability to enforce safety rules and regulations.
 - S. Ability to maintain confidential information.
 - T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - U. Ability to exercise sound judgment in making critical decisions.
 - V. Ability to attend work as scheduled and/or required, travel may be necessary

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: CK	Union: Fire	EEOC: Protective Services	CSB: 09/13/2022	Class No: 1374
WC: 7706	Pay: 231	EEOF: Fire Protection	CC: 09/26/2022	Resolution: 22-0807R
<i>Job Title Change from Technical Services Coordinator (22-0807R; 09/26/2022)</i>				

CITY OF DULUTH
PHYSICAL DEMANDS DOCUMENTATION CHECKOFF LIST

Job Title: Assistant Chief of Special Operations

Date: 8/31/2022

Required: Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements: Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes; this will be used to determine necessary pre-employment medical appointment(s) for the job classification.

1. How much daily/weekly on-the-job time is spent on the following physical activities? (Use blank rows to fill in other physical demands not listed in this document.)

	<u>Amount of Time</u>				
	None	Under ¼	Up to ¼	Up to ¾	Over ¾
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical height required of reach: [Req. Height] in. / Typical weight of objects used while reaching: [Enter Weight] lbs.					
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell (Ex: gas leak, equipment malfunction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	<u>Amount of Time</u>				
	None	Under ¼	Up to ¼	Up to ¾	Over ¾
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 50 pounds with assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision/hearing requirements?

- No special vision requirements. (Example: daily computer use, reading documents, etc.)
- No special hearing requirements. (Example: communicating with others, hearing a phone ring, car horns, sirens, etc.)
- Close vision (clear vision at 20 inches or less). Example: handle extremely small components to repair electronic equipment
- Distance vision (clear vision at 20 feet or more). Example: identify license plates; observe equipment function, etc.
- Color vision (ability to identify and distinguish colors). Example: identify color-coded wires; match paint colors/shades, etc.
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point). Example: forestry, directing traffic, firefighting, police patrol, carpentry, plumbing, etc.
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). Example: Lift Bridge employees, Water Plant employees, etc.
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). Example: repairing electronics
- No hearing loss. (Example: Lift Bridge employees)
- Minimal hearing loss. (Example: Police Officer, Fire operation employees, radio operators, etc.)

4. Specify the essential job duties in the job description that require the physical demands indicated above.

Wearing SCBA and personal protective equipment during emergencies and training events.
 Performing emergency and training tasks on a daily basis.

Assistant Chief of Special Operations

SUMMARY/PURPOSE

To assist with the development, implementation, coordination, and evaluation of the fire department/state response teams and to assist with the coordination of the City's emergency and contingency planning efforts.

DISTINGUISHING FEATURES OF THE CLASS

The Assistant Chief of Special Operations' main priorities are to coordinate/manage special operations, including state hazmat and urban search and rescue teams, assist emergency managers, and work collaboratively in the training division.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, direct, and monitor strategic plans as assigned for Minnesota Task Force 2 (MN-TF2, Duluth's Hazmat Team, and other areas as assigned).
2. Manage all aspects of MN-TF2 and Duluth's Hazmat team.
- 2-3. Review performance and outcomes to determine effectiveness of Duluth's Hazmat Team, MN-TF2, and other areas as assigned.
- 3-4. Plan, coordinate, and monitor emergency services as assigned.
- 4-5. Determine priorities and coordinate schedules in assigned areas.
- 5-6. Establish standards in accordance with local, state, and national standards.
- 6-7. Monitor worksites and ensure compliance with established methods, guidelines, standards, and procedures.
- 7-8. Provide for the education and training of assigned personnel in a safe and effective manner.
- 8-9. Participate as an active member of the Department management team.
- 9-10. Serve as a technical advisor to the Emergency Manager.
- 10-11. Disseminate technical information to employees and administrators.
- 11-12. Conduct administrative assignments in accordance with Department procedures as assigned.
- 12-13. Provide information to the media and the general public.
- 13-14. Provide technical assistance and support to civic organizations, regional partners, and the general public.
15. Responsible for coordinating multi-agency training, operational readiness, and emergency response efforts with regional and state partners
- 14-16. Research and maintain up-to-date awareness of pertinent legislation, regulations, and development, which could affect the Department.
17. ~~Develop~~ Oversee the process of identifying, applying for, and managing grant funding for Duluth's Hazmat Team and MN-TF2.
- 15-18. Manage the development and administration of the hazmat team and MN-TF2's annual budgets; participate in the forecast of expenses related to overtime, equipment, vehicles, supplies and capital improvements; monitor budget, and approve purchases of supplies, parts, and equipment for assigned areas; implement adjustments.
- 16-19. Develop and maintain a capital equipment replacement program for assigned areas.
- 17-20. Prepare written reports, reimbursement request packets, correspondence, and bid specifications as necessary.
- 18-21. 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.

- 19-22. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- 20-23. Provide training on new or modified procedures and policies to all affected parties.
- 24-24. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- 22-25. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
- 23-26. 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.
- 27. Act as a chief level officer during emergency response both in jurisdiction and out of jurisdiction.
- 24-28. 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 Three (3) years of experience as a Fire Captain, Deputy Fire Marshal, or Fire Marshal with the City of Duluth Fire Department, or three (3) years in an equivalent position with another full-time Fire Department. OR;
 - B. Bachelor's Degree with at least five (5) years of experience with the City of Duluth Fire Department. OR;
 - C. Associate's degree with at least seven (7) years of experience with the City of Duluth Fire Department. OR;
 - A-D. Ten (10) years of experience in a uniformed position with the Duluth Fire Department.
2. License Requirements
 - A. Certified Hazardous Materials Technician or above.
 - B. Possess and maintain a valid state issued Class D driver's license or privilege.
 - C. Within two (2) years of appointment, successful completion of the State of Minnesota Emergency Manager Basic Certification if not certified at time of appointment.
 - D. Within three (3) years of appointment, successfully complete initial MNTF2 team training.
 - E. Within four (4) years of appointment, complete the training necessary to function in one of the MNTF2 leadership positions such as Task force Leader, Safety Officer, Logistics Specialist, or Plans Team manager.
3. Knowledge Requirements
 - A. Thorough knowledge of the National Incident Management Systems, the Incident Command System, and Emergency Operations Center operational protocols.
 - B. Thorough knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws that are applicable.
 - C. Thorough knowledge of the City of Duluth and Fire Department policies, procedures, and guidelines.
 - D. Knowledge of special operations training techniques and practices.
 - E. Knowledge of recordkeeping principles and practices.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.
 - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
4. Skill Requirements

- A. Skill in communicating on a one-to-one basis and before groups for the purpose of obtaining or providing information.
 - B. Skill in rapidly analyzing and determining appropriate action in crisis situations.
 - C. Skill in reading and interpreting complex technical and legal materials.
 - D. Skill in supervising assigned personnel.
 - E. Skill in public and media relations.
 - F. Skill in maintaining accurate records.
 - G. Skill in analyzing and organizing information to develop, evaluate, and improve emergency services programs.
 - 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 and the time of others.
 - J. Skill in completing assignments accurately and with attention to detail.
 - K. Skill in mediation and dispute resolution.
 - L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to develop and maintain effective working relationships with coworkers, administrators, employees, media representatives, and the general public.
 - B. Ability to maintain required certifications.
 - C. Ability to manage multiple grant programs.
 - D. Ability to prepare and maintain accurate records.
 - E. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
 - F. Ability to identify training needs and to facilitate and/or provide educational programs to meet those needs; and to conduct training on a variety of subjects.
 - G. Ability to understand and implement oral and written instructions.
 - H. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - I. Ability to 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 solve a variety of problems.
 - M. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - N. Ability to handle difficult and stressful situations with professional composure.
 - O. Ability to work successfully as a member of a team and independently with minimal supervision.
 - P. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - Q. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - R. Ability to enforce safety rules and regulations.
 - S. Ability to maintain confidential information.
 - T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - U. Ability to exercise sound judgment in making critical decisions.
 - V. Ability to attend work as scheduled and/or required. [travel may be necessary](#)

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: CK	Union: Fire	EEOC: Protective Services	CSB: 09/13/2022	Class No: 1374
WC: 7706	Pay: 231	EEOF: Fire Protection	CC: 09/26/2022	Resolution: 22-0807R
<i>Job Title Change from Technical Services Coordinator (22-0807R; 09/26/2022)</i>				

CITY OF DULUTH
PHYSICAL DEMANDS DOCUMENTATION CHECKOFF LIST

Job Title: Assistant Chief of Special Operations

Date: 8/31/2022

Required: Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements: Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes; this will be used to determine necessary pre-employment medical appointment(s) for the job classification.

1. How much daily/weekly on-the-job time is spent on the following physical activities? (Use blank rows to fill in other physical demands not listed in this document.)

	<u>Amount of Time</u>				
	None	Under ¼	Up to ¼	Up to ¾	Over ¾
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical height required of reach: [Req. Height] in. / Typical weight of objects used while reaching: [Enter Weight] lbs.					
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell (<i>Ex: gas leak, equipment malfunction</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	<u>Amount of Time</u>				
	None	Under ¼	Up to ¼	Up to ¾	Over ¾
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 50 pounds with assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision/hearing requirements?

- No special vision requirements. (*Example: daily computer use, reading documents, etc.*)
- No special hearing requirements. (*Example: communicating with others, hearing a phone ring, car horns, sirens, etc.*)
- Close vision (clear vision at 20 inches or less). *Example: handle extremely small components to repair electronic equipment*
- Distance vision (clear vision at 20 feet or more). *Example: identify license plates; observe equipment function, etc.*
- Color vision (ability to identify and distinguish colors). *Example: identify color-coded wires; match paint colors/shades, etc.*
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point). *Example: forestry, directing traffic, firefighting, police patrol, carpentry, plumbing, etc.*
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). *Example: Lift Bridge employees, Water Plant employees, etc.*
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). *Example: repairing electronics*
- No hearing loss. (*Example: Lift Bridge employees*)
- Minimal hearing loss. (*Example: Police Officer, Fire operation employees, radio operators, etc.*)

4. Specify the essential job duties in the job description that require the physical demands indicated above.

Wearing SCBA and personal protective equipment during emergencies and training events.
 Performing emergency and training tasks on a daily basis.

CITY OF DULUTH
WORK ENVIRONMENT DOCUMENTATION CHECKOFF LIST

Job Title: Assistant Chief of Special Operations

Date: 8/31/2022

Required: Documentation in a job description to accurately reflect the essential duties of the job and work environment.

Specify Significant WORK ENVIRONMENT for the Job Requirements: Clarify how much on-the-job time work environment conditions are required to perform the job effectively. Use the chart below to develop your description of work environment by checking the appropriate boxes.

1. How much daily/weekly exposure to the following environmental conditions does this job require?

	<u>Amount of Time</u>				
	None	Under 1/3	Up to 1/3	Up to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How much noise is typical for the work environment of this job?

- Very quiet conditions (*Example: forest trail, isolation booth for hearing test*)
- Quiet conditions (*Example: library, private office*)
- Moderate noise (*Example: business office with computers and printers, light traffic*)
- Loud noise (*Example: metal can manufacturing department, large earth-moving equipment*)
- Very loud noise (*Example: jack hammer work, front row at rock concert*)

3. Specify the essential job duties in the job description that require the work environment conditions indicated above.

Performing emergency and training tasks on a daily basis.

CITY OF DULUTH
WORK ENVIRONMENT DOCUMENTATION CHECKOFF LIST

Job Title: Assistant Chief of Special Operations

Date: 8/31/2022

Required: Documentation in a job description to accurately reflect the essential duties of the job and work environment.

Specify Significant WORK ENVIRONMENT for the Job Requirements: Clarify how much on-the-job time work environment conditions are required to perform the job effectively. Use the chart below to develop your description of work environment by checking the appropriate boxes.

1. How much daily/weekly exposure to the following environmental conditions does this job require?

	<u>Amount of Time</u>				
	None	Under 1/3	Up to 1/3	Up to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How much noise is typical for the work environment of this job?

- Very quiet conditions (*Example: forest trail, isolation booth for hearing test*)
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- Very loud noise (*Example: jack hammer work, front row at rock concert*)

3. Specify the essential job duties in the job description that require the work environment conditions indicated above.

Performing emergency and training tasks on a daily basis.