

PERSONNEL COMMITTEE

11-0089R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF CORROSION TECHNICIAN.

CITY PROPOSAL:

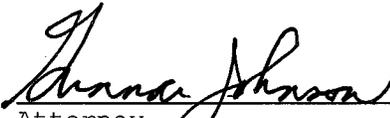
RESOLVED, that the proposed amendments to the specifications for the civil service classification of corrosion technician, which were approved by the civil service board on February 1, 2011, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 32.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR CT:ao 2/8/2011

STATEMENT OF PURPOSE: The corrosion technician job description was last revised in 1995. The job description was updated to reflect the current job duties and requirements and the format and language were revised to meet our current job description format. There is no change in the rate of pay, which is Range 32, \$4,044 to \$4,785 per month.

CORROSION TECHNICIAN

PURPOSE: Protect underground metallic distribution and transmission systems.

FUNCTIONAL AREAS:

1. Protect underground metallic distribution systems.
 - * A. Collect, maintain, and analyze data on the condition of the City's distribution system. This includes designing, operating, and coordinating testing programs.
 - * B. Design and install systems to reduce and/or prevent corrosion and damage to the distribution system.
 - * C. Maintain protective devices, systems, and pipeline markers.
 - * D. Prepare and maintain maps and records of pipeline testing, protection, and condition.
 - * E. Recommend the replacement or abandonment of pipe in the distribution system based on maintenance history and condition as determined by field testing and inspections.
 - * F. Evaluate and recommend the purchase of materials and equipment used in distribution system protection.
 - * G. Construct and maintain all records and reports as required.
 - * H. Check and report the condition of all distribution system above grade pipeline crossings, structures, and pipeline markers.
 - ~~I. Assist in the operation of propane air peak shaving plant.~~

2. Organize and direct the work activities of assigned team.
 - ~~A. In collaboration with supervisor, determine work priorities.~~
 - ~~B. Assign work and coordinate work schedules.~~
 - ~~C. Provide input into decisions regarding the hire and transfer of personnel.~~
 - ~~D. Train team in safe and proper work methods and procedures.~~
 - ~~E. Monitor work for compliance with established methods, guidelines, standards and procedures.~~
 - ~~F. Review work of team members for completeness and quality, and provide feedback as needed.~~
 - ~~G. Provide input to management to aid in decisions related to discipline and grievance resolution.~~
 - ~~H. Provide information and instruction to assigned team verbally and in writing as needed.~~

2. ~~Organize and direct the work activities of assigned personnel.~~
 - ~~* A. Determine priorities, assign work, and coordinate schedules of assigned personnel.~~
 - ~~* B. Assist in the hiring, transfer, suspension, or discharge of assigned personnel.~~
 - ~~* C. Establish work standards and conduct employee evaluations.~~
 - ~~* D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.~~

- ~~* E. Train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.~~
- ~~* F. Recommend adjustments or other actions in employee grievances.~~
- ~~* G. Provide assigned personnel with access to all necessary information.~~

JOB REQUIREMENTS:

1. EDUCATION REQUIREMENTS:

- ❖ Two years post-secondary pre-engineering education or equivalent preferred.

2. EXPERIENCE REQUIREMENTS:

- ❖ Four years experience in the maintenance and protection of underground distribution systems.

3. LICENSE REQUIREMENTS:

- ❖ Accredited as a Corrosion Technician by the National Association of Corrosion Engineers (NACE), or equivalent.

4. KNOWLEDGE REQUIREMENTS:

- ❖ A. Knowledge of ~~anodic~~ cathodic corrosion protection and testing techniques.
- ❖ B. Knowledge of gas and water distribution systems.
- ❖ C. Knowledge of pipeline design and layout.
- ❖ D. Knowledge of electricity, especially as it pertains to cathodic protection.
- ❖ E. Knowledge of the principles of mechanical design.
- ❖ F. Knowledge of field survey techniques, especially as related to pipeline placement.
- ~~G. Knowledge of asset management systems.~~
- ~~H. Basic knowledge of algebra, geometry, and trigonometry.~~
- ~~I. Basic knowledge of technical engineering principles and practices.~~
- ~~J. Basic knowledge of the principles of technical writing.~~
- ~~K. Basic knowledge of the principles of drafting.~~

5. SKILL REQUIREMENTS:

- ❖ A. Skill in maintaining pipeline distribution systems.

6. ABILITY REQUIREMENTS:

- ❖ A. Ability to transport oneself and the equipment used in the job throughout the area served by the City of Duluth Water & Gas Department.
- ❖ BG. Ability to operate microcomputer equipment.

- ❖ CD. Ability to gather, analyze, and interpret data, and make recommendations on that basis.
- ❖ DE. Ability to communicate, both orally and in writing.
- ❖ EF. Ability to establish effective working relationships with peers, outside agencies, and the general public.
- ❖ FG. Ability to understand and apply Department of Transportation regulations that pertain to the transportation and storage of gas.

7. PHYSICAL REQUIREMENTS:

- ❖ AB. Ability to lift and carry up to ~~50~~ 75 pounds occasionally without assistance, with frequent lifting and carrying of up to 25 pounds.

* Essential functions of the classification.

- ❖ Minimum requirements necessary on the first day of employment.

Revised from Corrosion Technician 19950606

~~CT19950428~~
~~CSB 19950606~~
~~CC 19950710~~
95-0637R

Anlst: CT	Class:5404	Union: Basic	Pay: 32	CSB:
CC:	Res:	EEOC: Service/Maintenance	EEOF: Utilities/Transportation	WC: