

PERSONNEL COMMITTEE

12-0409R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF UTILITY MAINTENANCE WORKER AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

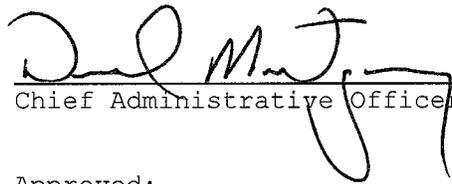
RESOLVED, that the proposed amendments to the specifications for the civil service classification of utility maintenance worker, which were approved by the civil service board on August 7, 2012, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 23. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:



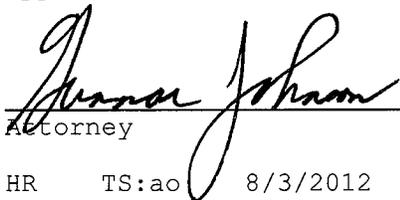
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR TS:ao 8/3/2012

STATEMENT OF PURPOSE: During a pre-test audit of this classification, it was determined that minor changes were necessary to the licensure and skill requirements, to better reflect the knowledge needed for the work being performed upon hire. The pay range negotiated for the classification is Range 23, \$2,809

REPLACEMENT

to \$3,296 per month. There is no change to the pay range as a result of the classification changes.

UTILITY MAINTENANCE WORKER

SUMMARY/PURPOSE:

To assist in the maintenance, repair and installation of City owned utilities.

DISTINGUISHING FEATURES OF THE CLASS:

This is the entry-level class within the Utility Operations division. Employees at this level assist other Utility Operations personnel while learning the operations and procedures.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Other duties may be assigned):

1. Perform routine labor tasks.
 - A. Assist with excavation work including digging, shoring, and backfilling trenches.
 - B. Operate jack hammers and other equipment used to repair underground utilities.
 - C. Prepare concrete and other mixtures used in the repair of utilities.
 - D. Assist in the operation of portable or temporary pumping equipment.
 - E. Assist with receipt and storage of materials used to maintain and repair utilities.
 - F. Operate equipment, such as a tandem dump truck, requiring a Class "B" commercial driver's license.
2. Assist other Utility Operations personnel with the installation, maintenance and repair of utilities.
 - A. Assist in pipefitting work including cutting, threading, and tapping, fitting, cementing, and calking pipes.
 - B. Assist in the installation, maintenance, and repair of valves, stop boxes, drips, taps, regulator stations, water pumping stations, hydrants, air valves, force mains, manholes, catch basins and other utility structures.
 - C. Assist in the operation, inspection, and testing of hydrants, air valves, water pumping stations and other utility structures.
 - D. Operate a variety of motorized vehicles, power tools and hand tools.
 - E. Assist in the maintenance and inspection of storm water sedimentation basins and grizzlies.
3. Perform related duties as assigned.
 - A. Assist in stocking service trucks with necessary parts and supplies.
 - B. Perform light maintenance and daily vehicle check list on equipment.
 - C. Set up and maintain traffic control equipment.
 - D. Assist in plowing and hauling snow from around utility facilities.
 - E. Assist in the operation of equipment used in sewer line maintenance, including high pressure jet rodder, mechanical rodder, and bucket cleaning machines.
 - F. Assist in maintenance of water pumping stations.
 - G. Assist in operation of the steamer during ice removal in culverts and water facilities.
 - H. Perform related tasks as 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, skill, and/or ability required.

1. Education and Experience requirements:
 - A. One (1) year of verifiable experience in utility construction or maintenance, or a position with equivalent duties.

2. License Requirements:
 - A. Possess and maintain a valid Minnesota Class "B" Commercial Driver's License or equivalent.
 - ~~A. Possession of a valid Minnesota Class B Commercial Driver's License or privilege by the date of appointment and thereafter.~~

3. Knowledge Requirements:
 - A. Knowledge of defensive driving techniques and vehicle operation regulations.
 - B. Basic knowledge of general safety practices and procedures.
 - C. Knowledge of basic construction work methods and procedures related to the maintenance and repair of utilities.
 - D. Basic knowledge of the use, operation and maintenance of pumps and compressors.
 - E. Knowledge of safe trenching methods.
 - F. Knowledge of gas and diesel powered equipment used in the repair and maintenance of utilities.

4. Abilities Requirements:
 - A. Ability to safely operate and maintain motorized equipment according to City policies and procedures and to obey all traffic and vehicle operation laws.
 - B. Ability to identify and operate a variety of hand and power tools.
 - C. Ability to communicate and follow oral and written instructions.
 - D. Ability to establish and maintain effective working relationships with others.

5. Physical Abilities Requirements:
 - A. Ability to work outside in inclement weather.
 - B. Ability to work in dusty, dirty, wet and muddy conditions.
 - C. Ability to climb ladders, work in excavations and in confined spaces.
 - D. Ability to occasionally remove and replace manhole and catch basin covers with assistance.
 - E. Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 90 pounds.

- F. Ability to work expanded shifts and/or be called in for emergency work with little or no advance notice.
- G. Ability to stand, kneel, stoop, and crouch for extended periods.
- H. Ability to attend work on a regular basis.

Anlst: TS	Class:	Union: Basic	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC:



CITY OF DULUTH
Legislative & Executive Department
Human Resources Division

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August 8, 2012

To: City Councilors

Re: Updated Job Description Resolution #409

Human Resources is submitting a replacement resolution for the Utility Maintenance Worker job description previously sent to you with your Council packet.

We received some last minute feedback from the Union in regard to this description and in the interest of moving this position forward, we are replacing the description.

We added a new #4 Skill Requirements

Thank you for your patience in considering this replacement.