

PERSONNEL COMMITTEE

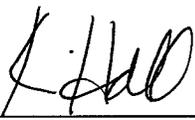
12-0411R

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

CITY PROPOSAL:

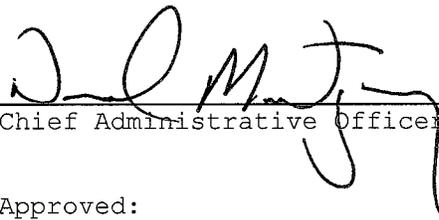
RESOLVED, that the proposed amendments to the specifications for the civil service classification of utility operator, which were approved by the civil service board on August 7, 2012, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 28. 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:



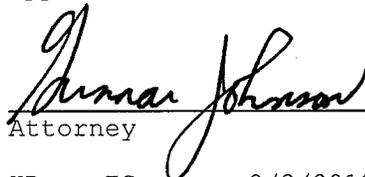
Department Director

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 and the addition of a utility operator apprentice classification, it was determined that minor changes were necessary to the minimum requirements to clarify the job requirements and delineate the utility operator classification from the apprentice classification. The pay range negotiated for the classification is

REPLACEMENT

Range 28, \$3,438 to \$4,044 per month. There is no change to the pay range as a result of the classification changes.

UTILITY OPERATOR

SUMMARY/PURPOSE:

To perform skilled and semiskilled work in order to install, maintain, and repair the water and gas distribution systems, and sanitary and storm water collection systems.

DISTINGUISHING FEATURES OF THE CLASS:

Employees at this level are distinguished from the Utility Operator Apprentice level by completion of the Joint Apprenticeship Training Program, and by the proficient knowledge, skills, and abilities; and by performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions at the Utility Operator level are filled by employees upon their successful completion of the Utility Operator Apprentice Joint Apprenticeship Training Program.

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

1. Operate and maintain equipment in order to repair, clean, install, and maintain water and gas distribution systems and sanitary and storm water collection systems.
 - A. Perform routine maintenance checks on vehicles and equipment.
 - B. Operate and maintain equipment used in sewer line and distribution line maintenance and repair, including high pressure jet rodder, mechanical rodder, cleaning bucket machine, trenchers, mobile steamer, backhoe, loader, excavators, and hydro-excavator, cable crane, and closed circuit television equipment.
 - C. Assist in the preparation of work sites to include the erection of appropriate barricades, warning devices, equipment, and shoring equipment.
 - D. Operate and maintain equipment used in ditch, open channel, and shoreline maintenance and repair, including excavators and backhoes.
2. Perform routine service work in order to maintain water, sanitary and storm water pumping stations, and regulator stations.
 - A. Analyze and record hour meter data at pump stations.
 - B. Record and report defects or failures in collection, filtration, and conveyance of wastewater, gas, water, and storm water.
 - C. Assist in the maintenance and repair of motors and pumps and report equipment defects or failures.
 - D. Assist in cleaning wet wells and bar screens in sanitary pump stations.
 - E. Assist in the removal of filter media at the City of Duluth Water Treatment Plant.
 - F. Assist in snow removal at pump stations.
 - G. Assist in wastewater and storm water flow monitoring and sampling.
 - H. Assist in the installation and maintenance of water and gas service mains, water and gas services, large meters, and regulator stations.
3. Perform skilled and semiskilled work in order to install, maintain, and repair the water and gas distribution and sanitary and storm sewer collection systems and assist in the training of apprentices.

- A. Install and maintain water mains, valves, hydrants, gas mains, and sanitary and storm sewer mains, services, manholes, catch basins and leads.
 - B. Prepare work site by setting up traffic control, breaking street surfaces, digging, and shoring.
 - C. Make repairs to work sites by refilling trenches, mixing, pouring, and smoothing asphalt, gravel and other materials to replace street surfaces, including landscaping.
 - D. Perform work to cut, thread and tap pipes.
 - E. Install pipe sections by positioning, joining, aligning, calking, and sealing joints.
 - F. Install valves and stops.
 - G. Operate, inspect, repair, and test hydrants, valves, services, and mains.
 - H. Operate and maintain tools and equipment such as compressors, pneumatic hammers, taping machines, and hand tools in a safe and efficient manner.
 - I. Operate water and gas valves and stop boxes.
 - J. Install and replace water and gas services and sewer wye connections.
 - K. Instruct apprentices in all areas of the Utility Operator apprenticeship program, as assigned.
 - L. Respond to emergencies and act to control water, gas, and sewage leaks in a manner that is safe for self and public and to minimize environmental impact.
 - M. Provide information to customers related to utility operations in a professional manner.
4. Perform maintenance duties within and around Utility Operations facilities including work sites.
- A. Perform routine cleaning and maintenance of vehicle wash rack and garage areas, including sweeping, hosing floors, washing walls, and cleaning wash rack pits.
 - B. Maintain stock piles of materials such as gravel, blacktop, and sand, and operate a gravel pit burner to keep materials from freezing.
 - C. Maintain accessibility to vehicles, equipment, materials, pump stations, and work sites by plowing, shoveling, and removing snow.
 - D. Organize disposal of demolition debris such as broken concrete, blacktop, and pipe materials and deliver to appropriate dump sites.
 - E. Perform related duties and assignments as directed.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able 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. Completion of the Utility Operator Apprenticeship.

- ~~◆ A. One (1) year of verifiable experience in utility construction; or~~
- ~~◆ B. Completion of Water Resources program or Utility Construction program.~~

2. License Requirements:

- A. Possession and maintenance of a valid Minnesota Class "A" Commercial Driver's License including Tanker and Combination Vehicle Endorsement or equivalent.
- B. Possession of a valid Minnesota class "D" Water Operators license and/or a valid Minnesota Wastewater Facility Operator Class SD Certificate by the date of appointment and thereafter.

- ~~◆ A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.~~
- ~~B. Ability to obtain a Minnesota Class "B" commercial driver's license within six months of hire date.~~
- ~~C. Ability to obtain a Minnesota Class "A" commercial driver's license or privilege including a Tanker and Combination Vehicle Endorsement or equivalent within one year of hire date.~~
- ~~D. Ability to obtain a Minnesota class "D" Water Operators license by the end of the apprenticeship; or~~
- ~~E. Ability to obtain a valid Minnesota Wastewater Facility Operators Class S-D Certificate by the end of the apprenticeship.~~

3. Knowledge Requirements:

- A. Knowledge of gas and diesel powered equipment used in the repair, installation, and maintenance of a utility operations system.
- B. Knowledge of all safety rules and regulations related to a utility operations system.
- C. Knowledge of the materials, equipment, procedures, and practices used in a utility operations system.
- D. Knowledge of policies and procedures used in the construction, repair, and maintenance of the utility operations system.
- E. Knowledge of OSHA, CDL, and MNOPS regulations.
- F. Knowledge of flow monitoring and sampling of water, wastewater, and storm water.

4. Skill Requirements:

- A. Skill in inspecting, diagnosing, and repairing the distribution and
- B. Collection systems.
- C. Skill in setting up appropriate traffic controls.
- D. Skill in using hand and power tools used in the construction, repair, installation, and maintenance of the utility operations system.
- E. Skill in operating and maintaining vehicles and equipment used in utility operations.

5. Abilities Requirements:
- A. Ability to read maps, specifications, and construction plans used in utility construction work.
 - B. Ability to use good judgment and work independently under limited supervision.
 - C. Ability to communicate and to follow written and oral directions.
 - D. Ability to establish and maintain effective working relationships with supervisors, other employees, and the public.
 - E. Ability to prepare clear, concise reports.
 - F. Ability to identify excess clear water flows in the sanitary collection system.
 - ~~G. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (J.A.T.C.).~~
6. Physical Abilities Requirements:
- A. Ability to work outside in inclement weather.
 - B. Ability to enter manholes, catch basins, and to work in confined spaces.
 - C. Ability to remove and replace manhole and catch basin covers.
 - D. Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 90 pounds.
 - ~~◆ J. Ability to lift and carry supplies and equipment such as 50-pound bags of concrete products and a 90-pound jackhammer~~
 - E. Ability to take samples of city water, wastewater, and storm water.
 - F. Ability to work expanded shifts and/or be called in for emergency work with little or no advance notice.
 - G. Ability to successfully complete a "Competent Person" training program.
 - H. Ability to successfully complete a Gas Operator Qualifications program.
 - I. Ability to stand, kneel, stoop, and crouch for extended periods.
 - J. 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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Kim Hall, Manager, Human Resources
Healthcare & Safety
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August 8, 2012

To: City Councilors

Re: Updated Job Description Resolution #411

Human Resources is submitting a replacement resolution for the Utility Operator 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. The description in your packet has revisions to reflect removal of the areas related to the Utility Operator Apprentice that are now contained in the new job description for those duties.

The changes we are adding now are a result of the discussion with the Union yesterday. We changed #2 of Essential Functions by adding an "H" responsibility.

Thank you for your patience in considering this replacement.