

PERSONNEL COMMITTEE

13-0031R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF STREET MAINTENANCE WORKER, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of street maintenance worker, which were approved by the civil service board on November 13, 2012, and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved. Council approval was delayed during wage negotiations with the union. Said 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 27. 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 CT:ao 1/4/2013

STATEMENT OF PURPOSE: A recent audit of the work performed in the street maintenance division has revealed a need for a classification with a more defined set of functions. Those functions were determined to be essential to the operations of the division concerned and not currently performed by another classification. Therefore, the new job description of street maintenance worker

was created. That job description specifically includes the additional functions concerned with concrete work the city of Duluth now performs. This classification was created to fill additional street maintenance functions (especially those related to installing concrete) identified last construction season and not present in other classifications. The pay range negotiated for the classification is Range 27, \$3,296 to \$3,875 per month.

## **STREET MAINTENANCE WORKER**

**Summary/Purpose:** Construct, maintain, clean, and repair streets, roadways, alleys, and sidewalks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):**

- A. Build, maintain, and repair streets, roadways, alleys and sidewalks.
- B. Build forms, pour and finish concrete.
- C. Patch bituminous surfaces as required.
- D. Plow, blow and haul snow from streets, roadways, alleys and sidewalks.
- E. Sand and salt slippery streets, roadways, alleys and sidewalks.
- F. Wet, sweep, and clean streets, roadways, alleys and sidewalks.
- G. Load, haul, and stockpile sand, salt, gravel, brush, and other materials.
- H. Operate equipment such as plow trucks, loaders, backhoes, and skid steers in a safe and efficient manner.
- I. Perform routine inspections on vehicles and equipment prior to use.
- J. Perform minor routine equipment maintenance as assigned.
- K. Maintain a safe work area at all times, including set up of barricades, warning devices, and placement of vehicles and equipment.
- L. Lead a work crew as assigned.
- M. Maintain records of work performed.

### **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 and Experience Requirements:

- A. A minimum of three (3) years of experience in pouring and finishing concrete, including patching asphalt and operation of equipment such as plow trucks, loaders, backhoes, and skid steers.

#### 2. License Requirements:

- A. Possession of a valid Minnesota Class A commercial driver's license with a tanker endorsement, or equivalent.

#### 3. Knowledge Requirements:

- A. Knowledge of applicable safety laws and regulations.
- B. Knowledge of applicable laws, regulations, practices, and policies that pertain to traffic controls and devices in fixed and moving work sites.

4. Skill Requirements:

- A. Proficiency in forming for, pouring, and finishing concrete.
- B. Skill in the use of materials, tools, equipment, procedures, and practices used in street construction and maintenance.
- B. Skill in street cleaning and snow removal.

5. Ability Requirements:

- A. Ability to establish and maintain effective working relationships with subordinates and supervisors.
- B. Ability to meet the public and handle their complaints or requests in a cooperative manner.
- C. Ability to interpret manuals, catalogs, and shop drawings related to the position.
- D. Ability to use hand and power tools and machines.
- E. Ability to operate a motor vehicle in a safe and courteous manner.
- F. Ability to accept personal responsibility for one's decisions.
- G. Ability to operate assigned equipment for long intervals in all types of weather as necessary.
- H. Ability to use good judgment and work independently under limited supervision.
- I. Ability to lead the work of an assigned work crew.
- J. Ability to communicate and follow directions in oral and written form.
- K. Ability to work assigned shifts, nights, and weekends.
- L. Ability to attend work on a regular basis.

6. Physical Ability Requirements:

- A. Ability to climb, balance, kneel, stoop, crouch, push, and pull.
- B. Ability to frequently lift and carry equipment and materials weighing up to 50 pounds.
- C. Ability to occasionally lift and carry with assistance equipment and materials weighing up to 100 pounds, such as snow `plow blades, truck chains, and bags of cement.

Genlst: CT	Class:	Union: Basic	Pay:	CSB: 20121113
CC:	Res:	EEOC: Skilled Craft	EEOF: St/Highways	WC: