

PERSONNEL COMMITTEE

13-0032R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF BUILDING MAINTENANCEPERSON II, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

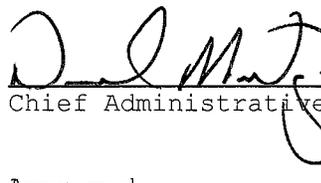
CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of building maintenanceperson II, which were approved by the civil service board on June 5, 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 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 CT:ao 1/4/2013

STATEMENT OF PURPOSE: A recent audit of the work performed by an incumbent in the classification of building maintenanceperson has revealed that the individual has, for some years now, assumed responsibility for essential functions in addition to those covered by that job description. 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 building maintenanceperson II was created. That job description specifically includes the additional functions of maintaining, installing, and replacing locks, keys, and electronic access control systems, including cutting, issuing, and maintaining keys, key logs, and electronic access; tracing, identifying, removing, and installing low voltage and fiber optic cabling in city buildings and facilities; and, monitoring and adjusting facility environmental, energy control, and lighting systems to maintain occupant comfort, security, and energy efficiency. In addition, Minnesota Statutes require the possession of a power limited technician license to perform the second function above, so that was added. The pay range negotiated for the classification is Range 28, \$3,438 to \$4,044 per month.

BUILDING MAINTENANCE PERSON II

SUMMARY/PURPOSE:

Under direction, the individuals in this classification are responsible to maintain City-owned buildings, facilities, and properties in a clean, safe, and comfortable condition attractive to citizens, visitors, and staff. They perform simple replacement and repairs and assist crafts journeypersons in the general maintenance and repair of buildings, structures, and mechanical systems as well as responsibility for access control and network cabling.

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

- A. Replace burned out, broken, malfunctioning, or timed maintenance items such as belts, bulbs, lamps, hoses, faucets, seals, filters, and related items.
- B. Assist crafts journeypersons in performing their duties by tasks such as building forms, assembling scaffolding, maintaining tools and equipment, acquiring tools, supplies, and parts, and related supportive tasks.
- C. Perform more involved electrical, plumbing, and carpentry maintenance, repair, and installation functions under the direction of crafts journeypersons.
- D. Maintain, install, and replace locks, keys, and electronic access control systems including cutting, issuing, and maintaining keys, key logs, and electronic access.
- E. Trace, remove, and install low voltage and fiber optic cabling in City buildings and facilities.
- F. Monitor and adjust facility energy control and lighting systems to maintain occupant comfort, security, and energy efficiency.
- G. Maintain safe and attractive access to and within City buildings and facilities by tasks such as clearing snow, sweeping, cleaning, mowing, trimming, painting, and finishing.
- H. Perform maintenance on doors, door closers, windows, window coverings, and other building and facility components to maintain safety, security, function, and attractiveness.
- I. Perform simple maintenance on tools and mechanical items by tasks such as cleaning, lubricating, changing oil and filters, checking and maintaining fluid levels, adjusting height or depth, cleaning, sharpening and replacing blades and bits, and other simple mechanical adjustments and repairs.
- J. Clean, maintain, acquire, and replace inventories of tools, equipment, parts, and supplies.
- K. Perform snow plowing and snow removal operations associated with streets, alleys, sidewalks, parking lots, and ice rinks.

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. Successful completion of at least two years in an apprenticeship program for the carpentry, electrical, or plumbing trade; or
- B. Three years of satisfactory, verifiable experience as a construction laborer or helper in one of the above trades; or
- C. A combination of education and experience determined to be equivalent by Human Resources.

2. License Requirements

- A. Must possess a valid Minnesota Class B Driver's License or equivalent.
- B. Must possess a valid Minnesota Power Limited Technician License.

3. Knowledge Requirements

- A. Knowledge of the methods, tools, equipment, and materials used in the building trades and building maintenance.
- B. Knowledge of safety precautions and safe work methods.

4. Skill Requirements

- A. Skill at using hand and power tools.

5. Abilities Requirements

- A. Ability to safely operate and maintain equipment.
- B. Ability to follow written and oral instructions.
- C. Ability to read and interpret blueprints and equipment manuals.
- D. Ability to use good judgment and work independently with limited supervision.
- E. Ability to maintain favorable relationships with supervisors, other workers, and the public.
- F. Ability to recognize safety hazards and use appropriate precautions.

6. Physical Abilities Requirements

- A. Ability to work outside under adverse conditions.
- B. Ability to climb and carry tools, equipment, and materials up ladders, and to work in high places.
- C. Ability to lift, carry, and place, hold, and control tools, supplies, and materials weighing up to 50 pounds independently and up to 100 pounds with assistance.
- D. Ability to transport oneself as well as tools and equipment to, from, and around various locations within the City of Duluth.

Genlst: CT	Class:	Union: Basic	Pay:	CSB: 20120605
CC:	Res:	EEOC:	EEOF:	WC: