



## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5210  
 hrinformation  
@duluthmn.gov

DATE: November 12, 2024  
TO: Civil Service Board  
FROM: Laura Dahl  
Human Resources Generalist  
SUBJECT: Revised Job Classification of Seasonal Utilities Laborer

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF SEASONAL UTILITIES LABORER.**

### **Background Information/Summary of Job**

The Seasonal Utilities Laborer job classification was most recently revised in 2019. The purpose of this position is to assist in operation and maintenance of City utilities. The major/primary changes to the job description are very minor, adding a few additional essential duties that were previously missing.

The proposed revisions to this job description were discussed with the Basic Union and they are supportive of these updates.

### **Recommendation**

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Seasonal Utilities Laborer.

## Seasonal Utilities Laborer

### SUMMARY/PURPOSE

To assist in operation and maintenance of City utilities.

### SUPERVISION RECEIVED

This position requires direct observation at all or most times.

### SUPERVISION GIVEN

Does not supervise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform routine maintenance checks on vehicles and equipment.
2. Perform routine equipment maintenance as required.
3. Prepare and assist in operation of equipment used in sewer line maintenance, including high-pressure jet rodder, mechanical rodder, and other equipment.
4. Prepare work sites with proper barricades, warning devices, and traffic control.
5. Assist in the installation and rehabilitation of sewers, culverts, catch basins, and manholes.
6. Prepare job sites by breaking street surfaces, assisting in the excavation of materials, and placement of shoring equipment.
7. Assist in the restoration of excavation sites including patching streets, pouring sidewalks, landscaping, and sodding.
8. Assist in water main and hydrant repair and maintenance.
9. Remove debris and obstructions in drainages.
10. Assist with installing and maintaining traffic control devices and barricades.
11. Assist with grass mowing at lift stations, pump stations, reservoirs and wastewater holding basins.
12. Assist Closed Circuit Television crew with scheduled and emergency sewer and storm inspections.
13. Assist with job site safety for co-workers and residents.
14. Operate a variety of hand tools and power tools including pressure washers, pipe threaders and impact drills.
15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
16. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A minimum of one (1) year of verifiable experience as a utility laborer or in a position with equivalent duties.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
  - A. Knowledge of the operation of gas and diesel powered equipment.
  - B. Knowledge of traffic control and vehicle operation regulations.
  - C. Knowledge of trenching procedures.
  - D. Knowledge of sewer cleaning and maintenance procedures preferred.
  - E. Knowledge of problem-solving and conflict-resolution techniques.
  - F. Knowledge of applicable safety requirements.

G. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in cleaning and maintaining sewer and storm conveyance systems.
- B. Skill in performing repairs and related work using hand, gas and electric power tools.
- C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- D. Skill in managing one's own time.
- E. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read paper and electronic maps.
- B. Ability to identify and operate a variety of hand and power tools.
- C. Ability to work safely at all times.
- D. Ability to learn the use of materials, equipment, procedures, and practices used in utility cleaning and maintenance.
- E. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- F. Ability to communicate and interact effectively with members of the public.
- G. Ability to communicate effectively both orally and in writing.
- H. Ability to understand and follow instructions.
- I. Ability to problem-solve a variety of situations.
- J. Ability to set priorities and complete assignments on time.
- K. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR:	Union:	EEOC:	CSB:	Class No:
WC:	Pay: 19	EEOF:	CC:	Resolution:

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7. ~~7.~~ Assist in the restoration of excavation sites including patching streets, pouring sidewalks, landscaping, and sodding.
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12. Assist Closed Circuit Television crew with scheduled and emergency sewer and storm inspections.
13. Assist with job site safety for co-workers and residents.
14. Operate a variety of hand tools and power tools including pressure washers, pipe threaders and impact drills.
- 10.15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 11.16. ~~11.~~ Other duties as may be 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, skills, and abilities required.

1. Education & Experience ~~Requirement~~Requirements
  - A. ~~Experience in utility construction or maintenance preferred.~~
  - A. A minimum of one (1) year of verifiable experience as a utility laborer or in a position with equivalent duties.
2. License ~~Requirement~~Requirements
  - A. ~~Must Possess and maintain a valid Minnesota~~ Class D driver's license or ~~equivalent privilege.~~
3. Knowledge Requirements
  - A. Knowledge of the operation of gas and diesel powered equipment.
  - B. Knowledge of traffic control and vehicle operation regulations.
  - C. Knowledge of trenching procedures.

- D. Knowledge of sewer cleaning and maintenance procedures preferred.
- E. Knowledge of problem-solving and conflict-resolution techniques.
- F. Knowledge of applicable safety requirements.
- G. Knowledge of, or the ability to learn, City policies and procedures.

#### 4. Skill Requirements

- A. Skill in cleaning and maintaining sewer and storm conveyance systems.
- B. Skill in performing repairs and related work using hand, gas and electric power tools.
- C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- D. Skill in managing one's own time.
- E. Skill in completing assignments accurately and with attention to detail.

#### 4.5. Ability Requirements

- A. Ability to read paper and electronic maps.
- ~~A. Ability to communicate and to follow oral and written instructions.~~
- B. Ability to identify and operate a variety of hand and power tools.
- C. Ability to work safely at all times.
- ~~D. Ability to learn the use of materials, equipment, procedures, and practices used in utility cleaning and maintenance.~~
- ~~D-E. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~

#### ~~1. Physical Ability Requirements~~

- ~~E-F. Ability to work outside in inclement weather communicate and interact effectively with members of the public.~~
- ~~F-G. Ability to work in dirty, wet, and muddy conditions communicate effectively both orally and in writing.~~
- ~~H. Ability to understand and follow instructions.~~
- ~~G-I. Ability to climb into and out of manholes and to work in confined spaces problem-solve a variety of situations.~~
- ~~H-J. Ability to remove set priorities and replace manhole covers complete assignments on time.~~
- ~~A. Ability to stand, kneel, stoop, and crouch for extended periods.~~
- ~~B. Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 90 pounds with assistance.~~
- ~~I-K. Ability to attend work as scheduled and/or required.~~

#### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

#### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: D	Union: Basic	EEOC: nce	CSB: 01/08/2019	Class No: 5412
WC: 06	Pay: 45.19	EEOF: tation	CC: 02/11/2019	Resolution: 49-0084R