



## Legislation Details (With Text)

---

<b>File #:</b>	15-0442R	<b>Name:</b>	
<b>Type:</b>	Resolution	<b>Status:</b>	Passed
<b>File created:</b>	7/14/2015	<b>In control:</b>	Personnel
<b>On agenda:</b>	8/10/2015	<b>Final action:</b>	8/10/2015
<b>Title:</b>	RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF APPLIANCE MECHANIC APPRENTICE, INCLUDING A TITLE CHANGE TO UTILITY SERVICES SPECIALIST APPRENTICE, AND SPECIFYING CONTRACT BENEFITS FOR SAME.		

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Utility Services Specialist Apprentice Job Description, 2. Appliance Mechanic Apprentice Job Description redline

Date	Ver.	Action By	Action	Result
8/10/2015	1	Mayor	approved	
8/10/2015	1	City Council		

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF APPLIANCE MECHANIC APPRENTICE, INCLUDING A TITLE CHANGE TO UTILITY SERVICES SPECIALIST APPRENTICE, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

### CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of appliance mechanic apprentice, including a title change to utility services specialist apprentice, which were approved by the civil service board on January 6, 2015, 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 26 to Range 30, \$3,402 to \$4,704 per month. 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.

**STATEMENT OF PURPOSE:** The public works & utilities customer service division is responsible for appliance repair, billing, conservation & efficiency programs, meter reading & installation, establishing new accounts, and providing public awareness.

The job classifications of appliance mechanic apprentice (proposed title change to utility services specialist apprentice) and appliance mechanic journeyman (proposed title change to utility services specialist journeyman) are primarily responsible for performing skilled diagnostic repair and service work on gas-fired equipment and appliances, and performing general water and gas service repair. The apprentice serves in an entry-level position while learning and becoming proficient in the job tasks.

Recently, the overall operations of the division specific to these positions were reviewed for

opportunities to provide a higher level of customer service, create efficiencies and streamline work processes. As a result, the job classification titles have been revised to better reflect the nature of the work being performed and a new apprenticeship program is being proposed to support the overall training needs of the workforce and the division. The new apprenticeship program would allow for additional cross-training amongst employees, provide a greater number of employees to serve the customers with service repairs, and should result in an overall expedited and efficient service to customers.

There is no change in the rate of pay, which is Pay Range 26 to Range 30, pay rate of \$3,402 to \$4,704 per month.

## **UTILITY SERVICES SPECIALIST APPRENTICE**

### **SUMMARY/PURPOSE**

As a part of an approved Joint Apprenticeship Training Committee (JATC) program, acquire the knowledge to, and perform skilled diagnostic and service work on gas-fired equipment, and perform general water and gas service.

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

1. Inspect, diagnose, maintain, repair, install, and adjust gas-fired equipment and appliances in accordance with all applicable codes and ordinances.
2. Inspect, diagnose, maintain, repair, install, and adjust electrical or electronic motors and controls, including electronic ignition devices in accordance with all applicable codes and ordinances.
3. Inspect, diagnose, maintain, repair, install, and adjust mechanical items and controls, such as mechanical safeties on gas or hot water, motor bearings, zone valves, etc.
4. Conduct various approved tests in order to adjust, repair, or replace equipment to ensure safe and efficient operation.
5. Inspect, diagnose, maintain, repair, install, and adjust plumbing on gas-fired equipment in accordance with all applicable codes and ordinances.
6. Diagnose and repair leaks in water and gas lines.
7. Inspect, diagnose, maintain, repair, install, and adjust gas regulators and meters.
8. Perform bleeding procedures on water and gas lines.
9. Maintain tools and equipment in a safe and proper working condition.
10. Operate service vehicles.
11. Perform conversions of gas-fired equipment between LP (propane) and natural gas.
12. Investigate and determine cause(s) of unusually high or low water and gas bills.
13. Provide information on gas-fired equipment and courteous service to customers.
14. Prepare appropriate reports.
15. Attend required training sessions.
16. Perform installation and removals of water meters, gas meters, regulators, and reliefs.

### **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 Requirements
  - A. An acceptable combination of four (4) years of verifiable education and/or experience, which demonstrates possession of the following knowledge, skill, and ability requirements.
2. License Requirements
  - A. Minnesota Driver's License or equivalent.
3. Knowledge Requirements
  - A. Knowledge of the principles, methods, equipment, and materials used in water and gas utility service work, gas venting, and gas plumbing repairs.
  - B. Knowledge of usability testing of water and gas lines.
  - C. Knowledge of applicable safety precautions and safe work methods.
  - D. Basic knowledge of State and City codes for plumbing, wiring, and venting.
4. Skill Requirements
  - A. Skill in diagnosing and repairing water and gas service problems.
  - B. Skill in using hand and power tools.

5. Ability Requirements

- A. Ability to obtain knowledge of the principles, methods, equipment, and materials used in gas equipment repair.
- B. Ability to read schematic drawings.
- C. Ability to diagnose electrical and mechanical malfunctions.
- D. Ability to operate motorized equipment.
- E. Ability to instruct and supervise subordinate employees.
- F. Ability to develop and maintain effective working relationships with co-workers and the public.
- G. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee.
- H. Ability to read and interpret tools such as electronic multimeter, ruler, pipe locator, etc.

6. Physical Ability Requirements

- A. Ability to use hand and power tools such as 24" pipe wrench, 3/8" hammer drill, cut-off saw, etc.
- B. Will be subject to periodic random drug testing as required by the U.S. Department of Transportation, Pipeline Safety Regulations, Part 199.
- C. Ability to attend work on a regular basis.
- D. Ability to work outside year-round.
- E. Ability to work from ladders and scaffolds.
- F. Ability to lift, carry with assistance, and position tools and equipment weighing up to 100 pounds.

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