



CITY OF MARSHALL
Personnel Committee
Agenda
Monday, November 07, 2022 at 12:45 PM
344 W Main St, City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- 1) Consider Approval of the July 19, 2022 Meeting Minutes

TABLE

OLD BUSINESS

NEW BUSINESS

- 2) 2023 Wage Schedule for Temporary/Seasonal Employees
- 3) Consider Restructure of the Public Works Division

ADJOURN

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.



**CITY OF MARSHALL
PERSONNEL COMMITTEE
AGENDA ITEM REPORT**

Presenter:	Sheila Dubs
Meeting Date:	Monday, November 7, 2022
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the July 19, 2022 meeting minutes
Background Information:	Enclosed are the minutes from the Personnel Committee July 19, 2022 meeting.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages the Personnel Committee to provide any suggested corrections to the minutes in advance to HR Manager Dubs, prior to the meeting.
Recommendations:	That the minutes from the July 19, 2022 meeting be approved.

-UNAPPROVED-

MINUTES
PERSONNEL COMMITTEE MEETING
July 19, 2022, at 12:40 p.m.

MEMBERS PRESENT: John DeCramer, Craig Schafer (via Zoom)

MEMBERS ABSENT: Steven Meister

STAFF PRESENT: Sheila Dubs, Human Resource Manager and
Jim Marshall, Director of Public Safety

The meeting was called to order by Chairman DeCramer at 12:45 PM.

MOTION BY Schafer, SECONDED BY DeCramer to approve the Minutes of the February 23, 2022 meeting. ALL VOTED IN FAVOR 2-0.

Chairperson DeCramer requested Jim Marshall, Director of Public Safety, introduce the agenda item under consideration, consider approval of the Fire Department's amended organizational structure and wage schedule.

Director Marshall reviewed the proposal. The proposal requests to amend the job titles for three of the command positions. Marshall explained that this proposal does not add personnel, rather, it serves to clarify the duties and responsibilities of the command structure. The proposal seeks to change the three (3) Assistant Chief positions into 1 Assistant Chief of Training, 1 Assistant Chief of Operations, and 1 Deputy Fire Chief. The Committee reviewed the job descriptions. Human Resource Manager Dubs reviewed the proposed wage schedule, which seeks to amend the wage schedule for the Deputy Fire Chief, with a starting annual pay rate of \$5,077.10, which is a \$1,000 (annual) increase over the Assistant Chief pay rate in 2022. Thereafter, the pay rate would be adjusted per Council's prior direction for paid-on-call employees—3% for 2023 and 3% for 2024. The Assistant Chief of Training and Assistant Chief of Operations pay rates would remain unchanged.

Director Marshall explained that due to an employee retirement and a resignation, there are currently two open command positions. HR would work with the Fire Chief to open the Deputy Chief of Administration position for applications first, and following that selection process, the Assistant Chief position(s) would then follow.

Councilmember DeCramer requested clarification on the succession of the command role at a fire/emergency scene and requested the job description clarify that succession. Councilmember Schafer commented that the department budget for wages is fluid from year to year based on the number of calls for service and indicated support for the proposal.

The Committee also discussed the pay rate for the Technical Rescue Firefighter. It was suggested that the wage rate for this position be increased with this organizational change. Director Marshall recommended the wage rate for the Technical Rescue Firefighter be the same as the Hazardous Materials Technician/Firefighter. The Committee indicated agreement.

MOTION BY Schafer, SECONDED BY DeCramer to approve the amendments to Fire Department organizational structure and the wage schedules for 2022-2024. ALL VOTED IN FAVOR 2-0.

MOTION BY Schafer, SECONDED BY DeCramer to adjourn the meeting. Meeting adjourned at 1:10 PM. ALL VOTED IN FAVOR 2-0.

Respectfully Submitted,

Sheila Dubs
Human Resource Manager



**CITY OF MARSHALL
PERSONNEL COMMITTEE
AGENDA ITEM REPORT**

Presenter:	Sheila Dubs
Meeting Date:	Monday, November 7, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2023 Wage Schedule for Temporary/Seasonal Employees
Background Information:	<p>On an annual basis, the Council reviews the wage schedule for temporary/seasonal employees.</p> <p>Attached is a redlined wage schedule for your consideration.</p> <p>Effective January 1, 2023, the minimum wage in Minnesota will be increasing from \$10.33 to \$10.59. Several positions wage schedules require amendment to comply with this law.</p> <p>Staff will be available to review the recommended changes in greater detail at the meeting. Supporting memos from hiring managers are included that explain the rationale for the recommendations.</p>
Fiscal Impact:	All positions are temporary positions---department supervisors will manage employee hours to stay within budget parameters.
Alternative/ Variations:	
Recommendations:	Staff recommends the Personnel Committee pass a motion to recommend to the City Council to approve the amended 2023 Wage Schedule for Temporary/Seasonal Employees.

CITY OF MARSHALL 2023 WAGE SCHEDULE--Temporary/Seasonal Employees

DRAFT

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
7th/8th Grade Baseball/Softball Coach	800.00	1,000.00	1,200.00	1,400.00	1,600.00		
	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00		
7th/8th Grade Tackle Football Coach	800.00	1,000.00	1,200.00	1,400.00	1,600.00		
	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00		
After School Program Instructor	14.00	15.00	16.00	17.00	18.00	19.00	20.00
After School Program Helper	10.50	10.75	11.25	11.75	12.25	12.75	13.25
	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Appraiser	20.13	21.47	22.81	24.16	25.50	26.84	
Audio/Video Support Technician	11.00	11.25	11.50	11.75	12.00	12.25	12.50
Band Director (paid per season)	1,200.00	1,300.00	1,400.00	1,500.00	1,600.00	1,700.00	1,800.00
	1,400.00	1,500.00	1,600.00	1,700.00	1,800.00	1,900.00	2,000.00
Band Member (remove)	40.50						
Bike Patrol	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Building Custodian	11.29	12.04	12.79	13.55	14.30	15.05	
Building Inspector	17.50	17.75	18.00	18.25	18.50	18.75	
	22.00	22.50	23.00	23.50	24.00	24.50	25.00
Cable Access Worker	10.50	10.75	11.00	11.25	11.50	11.75	12.00
	11.50	12.50	13.50	14.50	15.50	16.50	17.50
Community Education Helper	10.50	10.75	11.00	11.25	11.50	11.75	12.00
	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Community Education Instructor*	% based on participant fees						
Concessions Manager	12.00	13.00	14.00	15.00	16.00	17.00	18.00
	14.00	15.00	16.00	17.00	18.00	19.00	20.00
Concessions Worker	10.50	10.75	11.00	11.25	11.50	11.75	12.00
	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Election Judge	15.00						
Head Election Judge	17.00						
Engineering Aid	12.50	13.00	13.50	14.00	14.50	15.00	15.50
LTS Instructor (remove)	11.00	11.25	11.50	11.75	12.00	12.25	12.50
LTS Instructor w/WSI (remove)	11.25	11.50	11.75	12.00	12.25	12.50	12.75
MAC Assistant Manager	12.25	14.00	15.00	16.00	17.00	18.00	19.00
	14.00	15.00	16.00	17.00	18.00	19.00	20.00
MAC Attendant	10.50	10.75	11.00	11.25	11.50	11.75	12.00
	11.50	11.75	12.00	12.25	12.50	12.75	13.00
MAC Lifeguard	11.00	11.25	11.50	11.75	12.00	12.25	12.50
	12.50	12.75	13.00	13.25	13.50	13.75	14.00
MAC Lifeguard w/WSI	11.75	12.00	12.25	12.50	12.75	13.00	13.25
	13.25	13.50	13.75	14.00	14.25	14.50	14.75
MAC Maintenance Worker (remove)	11.00	11.50	12.00	12.50	13.00	13.50	14.00
MAC Manager	13.25	15.00	16.00	17.00	18.00	19.00	20.00
	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Maintenance Worker (with CDL)	16.50	16.75	17.00	17.25	17.50	17.75	
	17.50	18.00	19.00	20.00	21.00	22.00	23.00
Event Staff	10.50	11.00	12.00	13.00	14.00	15.00	16.00
	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Office Assistant	11.50	12.00	13.00	14.00	15.00	16.00	17.00
	12.50	13.00	14.00	15.00	16.00	17.00	18.00
Office Helper (MCS) (remove)	10.50	10.75	11.00	11.25	11.50	11.75	12.00

Approved: XX/XX/XXXX
 Implementatation date: 01/01/2023

Abbreviations Key:
 FT: full-time hours

MAC: Marshall Aquatic Center
 WSI: Water Safety Instructor
 LTS: Learn-to-swim

MSHSL: MN State High School League Certified Official
 MSF: MN Sports Federation

*Community Education Instructor: 75% of net class proceeds is customary; % may increase for new / establishing programs as approved by the Director of Community Services.

**Recreation Program Coordinator: may be compensated at 75% of net class proceeds or greater, when designated and approved by the Director of Community Services

Note:

Effective 01/01/2023 minimum wage is \$10.59/hr

CITY OF MARSHALL 2023 WAGE SCHEDULE--Temporary/Seasonal Employees

DRAFT

Approved: XX/XX/XXXX

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Official--Basketball (paid per game)	17.00	18.00	19.00	20.00	21.00	22.00	23.00
	30.00	31.00	32.00	33.00	34.00	35.00	36.00
Official--Football (paid per game)(remove)	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Official--Intramural (paid per game)	10.50	12.00	13.00	14.00	15.00	16.00	17.00
	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Official--MSHSL Baseball (paid per game)			50.00	60.00			
Official--MSHSL Football (paid per game)			50.00	60.00			
Official--MSHSL Softball (paid per game)			50.00	60.00			
Official--Softball (MSF Certified)	22.00	23.00	24.00	25.00	26.00	27.00	28.00
	25.00	26.00	27.00	28.00	29.00	30.00	31.00
Official--Volleyball (paid per game)	12.00	13.00	14.00	15.00	16.00	17.00	18.00
	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Open Gym/Skate Supervisor	40.50	40.75	41.00	41.25	41.50	41.75	42.00
	12.00	12.25	12.50	12.75	13.00	13.25	13.50
Public Ways Worker	11.50	12.00	12.50	13.00	13.50	14.00	14.50
	13.00	13.50	14.00	14.50	15.00	15.50	16.00
Parks Maintenance Worker	40.50	41.00	41.50	42.00	42.50	43.00	43.50
	12.00	12.50	13.00	13.50	14.00	14.50	15.00
Recreation Program Assistant	40.50	41.00	42.00	43.00	44.00	45.00	46.00
	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Recreation Program Coordinator**	40.50	41.00	42.00	43.00	44.00	45.00	46.00
	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Recreation Program Helper	40.50	40.75	41.00	41.25	41.50	41.75	42.00
	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Scorekeeper	40.50	40.75	41.00	41.25	41.50	41.75	42.00
	11.00	11.25	11.50	11.75	12.00	12.25	12.50
Student Internship Experience (New)	12.00	13.00	14.00	15.00	16.00	17.00	18.00

TO: Sheila Dubs, Human Resource Manager

FROM: Amanda Beckler, Community Education Coordinator
Cam Bailey, Recreation Coordinator
Preston Stensrud, Parks Superintendent
Alex Peterson, Media Communications Specialist
Scott VanDerMillen, Director

DATE: September 30, 2022

SUBJECT: Temporary/Seasonal Employee Wage Schedule Proposed Revisions

Community Services would request to have the following positions reviewed and modified as suggested below, effective January 1, 2023.

Wage adjustment of positions:

- **After School Program Helper, Community Education Helper, AND Recreation Program Helper:** Step 1 to \$11.00/hr with .50 cent increases for Step 2-7.
- ***Band Director:** Step 1 to \$1400 with \$100 increases for Step 2-7.
- **Cable Access Worker:** Step 1 to \$11.50/hr with \$1 increases for Step 2-7.
- **Event Staff:** Step 1 to \$12.00/hr with \$1 increases for Step 2-7.
- **MAC Attendant:** Step 1 to \$11.50/hr with .25 cent increases for Step 2-7.
- **MAC Lifeguard:** Step 1 to \$12.50/hr with .25 cent increases for Step 2-7.
- **MAC Lifeguard with WSI:** Step 1 to \$13.25/hr with .25 cent increases for Step 2-7.
- **MAC Assistant Manager:** Step 1 to \$14.00/hr with \$1 increases for Step 2-7.
- **MAC Manager:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- **7th/8th Grade Baseball/Softball Coach AND *7th/8th Grade Tackle Football Coach:** Step 1 to \$1,000.00 stipend with \$200 increases for Step 2-5.
- ****Official Basketball:** Step 1 to \$30.00/hr with \$1 increases for Step 2-7.
- **Official Intramural:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- ****Official MSHSL Baseball, **Official MSHSL Football, AND *Official MSHSL Softball:** increase to \$60.00 per game.
- ***Official Softball:** Step 1 to \$25.00/hr with \$1 increases for Step 2-7.
- ***Official Volleyball:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- **Open Gym/Skate Supervisor:** Step 1 to \$12.00/hr with 25 cent increases for Step 2-7.
- **Parks Maintenance Worker:** Step 1 to \$12.00/hr with .50 cent increases for Step 2-7.
- **Recreation Program Assistant AND Recreation Program Coordinator:** Step 1 to \$12.00/hr with \$1 increases for Step 2-7.
- **Scorekeeper:** Step 1 to \$11.00/hr with .25 cent increases for Step 2-7.

**No increase since 2014 **No increase since 2017*

Rationale for these increases - Temporary/Seasonal positions continue to be challenging to fill. By raising the wages as recommended above, we can attract necessary staff to offer quality programs.

Elimination of job classification title: Please remove **Band Member, LTS Instructor, LTS Instructor w/ WSI, MAC Maintenance Worker, Office Helper (MCS) and Official Football positions.**

Presenter:	Jason Anderson																																																								
Meeting Date:	Click or tap to enter a date.																																																								
Category:	NEW BUSINESS																																																								
Type:	ACTION																																																								
Subject:	2023 Wage Schedule – Temporary & Seasonal – Public Works																																																								
Background Information:	<p>The table below reflects proposed (highlighted) revisions to 2023 Wage Schedule—Temporary-Seasonal for the following Public Works Division positions:</p> <table border="1"> <thead> <tr> <th>JOB CLASSIFICATION</th> <th>STEP 1</th> <th>STEP 2</th> <th>STEP 3</th> <th>STEP 4</th> <th>STEP 5</th> <th>STEP 6</th> <th>STEP 7</th> </tr> </thead> <tbody> <tr> <td>Maintenance Worker (with CDL) (proposed)</td> <td>17.50</td> <td>18.00</td> <td>19.00</td> <td>20.00</td> <td>21.00</td> <td>22.00</td> <td>23.00</td> </tr> <tr> <td>Maintenance Worker (with CDL) (current)</td> <td>16.50</td> <td>16.75</td> <td>17.00</td> <td>17.25</td> <td>17.50</td> <td>17.75</td> <td></td> </tr> <tr> <td>Office Assistant (proposed)</td> <td>12.50</td> <td>13.00</td> <td>14.00</td> <td>15.00</td> <td>16.00</td> <td>17.00</td> <td>18.00</td> </tr> <tr> <td>Office Assistant (current)</td> <td>11.50</td> <td>12.00</td> <td>13.00</td> <td>14.00</td> <td>15.00</td> <td>16.00</td> <td>17.00</td> </tr> <tr> <td>Public Ways Worker (proposed)</td> <td>13.00</td> <td>13.50</td> <td>14.00</td> <td>14.50</td> <td>15.00</td> <td>15.50</td> <td>16.00</td> </tr> <tr> <td>Public Ways Worker (current)</td> <td>11.50</td> <td>12.00</td> <td>12.50</td> <td>13.00</td> <td>13.50</td> <td>14.00</td> <td>14.50</td> </tr> </tbody> </table> <p>The above changes are being proposed to maintain competitiveness in hiring employees.</p>	JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	Maintenance Worker (with CDL) (proposed)	17.50	18.00	19.00	20.00	21.00	22.00	23.00	Maintenance Worker (with CDL) (current)	16.50	16.75	17.00	17.25	17.50	17.75		Office Assistant (proposed)	12.50	13.00	14.00	15.00	16.00	17.00	18.00	Office Assistant (current)	11.50	12.00	13.00	14.00	15.00	16.00	17.00	Public Ways Worker (proposed)	13.00	13.50	14.00	14.50	15.00	15.50	16.00	Public Ways Worker (current)	11.50	12.00	12.50	13.00	13.50	14.00	14.50
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Fiscal Impact:	Increase in wage schedule.																																																								
Alternative/ Variations:	No alternative actions recommended.																																																								
Recommendations:	that the Council Personnel Committee approve the revisions to the 2023 Wage Schedule—Temporary-Seasonal for the Public Works positions of Maintenance Worker (with CDL), Office Assistant and Public Ways Worker.																																																								



MEMORANDUM

TO: Personnel Committee
Sharon Hanson, City Administrator
Jason R Anderson, P.E., Director of Public Works/Zoning Administrator

FROM: Ilya Gutman, Assistant Planning & Zoning Administrator

DATE: October 6, 2022

SUBJECT: Temporary Building Inspector position

Action Recommendation

Staff suggests a motion to recommend approval to the council of the revised job description and hourly rates.

Background

There may be a need in the future to hire temporary building inspectors. The reasons may vary from temporary but long-term absence of a full-time inspector to department being overwhelmed with new development. The job description of this position has not been reviewed since 2011. The proposed revisions will better align it with the current Building Inspector I job description, because this temporary position's duties and responsibilities will be very similar. A few duties are removed since they are either irrelevant or would require more familiarity with local conditions.

The hourly rate should be revised as well. The minimum rate is proposed to be \$22 per hour, or about 12 percent less than the current rate for Building Inspector I, with the proposed increases in \$0.50 increments. This should give staff enough flexibility in paying in accordance with potential candidate's qualifications.

Fiscal Impact

Higher wage for this position.

Alternatives Variations

None Recommended.

IG: cld

CITY OF MARSHALL Job Description

POSITION TITLE: Building Inspector	DATE: June 2011 September 2022
DIVISION: Public Works Community Planning	FLSA STATUS: Non-exempt; Temporary
ACCOUNTABLE TO: Building Official Services Coordinator	UNION STATUS: NA

SUMMARY OF POSITION

Performs preliminary, required, and assigned inspections of building construction or work, for compliance with the Building Code and other building regulations, maintains inspection records, and assists the designated Building Official with enforcement of building regulations through inspection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Building Inspection to include the following:

- a. Performs preliminary, required, and assigned inspections of building construction for compliance with the building codes, other building regulations, and approved plans.
- b. Maintains accurate inspection records and reports.
- c. Performs follow-up inspections on deficiencies found during inspections and documents results.
- d. Responds to code questions and provides technical information to contractors and the public.
- e. Monitors projects for licensed construction personnel.
- f. ~~Makes observations throughout the city for code compliance to maintain minimum standards of compliance for all.~~

~~2. Performs inspections of sanitary sewer connections and repairs, and records locations.~~

~~3. Checks building plans for conformance with codes.~~

~~4.~~2. Performs Housing and Rental Code inspections, writes reports, and performs follow-up for compliance.

~~5. Participates in continuing training, education and code study.~~

~~6.~~3. Performs other duties as assigned.

~~7.~~4. Attendance is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. High School Diploma or equivalent (GED).
- B. Maintain a valid MN Class D Driver's License.
- C. Five (5) years experience in the building trades or one (1) year experience in building inspection.

DESIRABLE QUALIFICATIONS

Experience in building inspection preferred.

Any State of Minnesota Building Code related certification ~~Certified Building Official.~~

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of building codes and regulations, construction materials, and methods of construction.
- Skilled in plan reading with the ability to conceptualize abstract drawings and apply them to actual construction.
- Ability to evaluate work in place, make judgments and decisions based on written codes and common practice of construction.
- Ability to fluently communicate in English, both written and verbal, ~~with a high degree of proficiency.~~
- Basic knowledge of mathematics ~~and physics~~ to apply structural, thermal and hydraulic principles to building construction.
- Physical ability to climb steps and ladders, lift 20 lbs. and work in all weather conditions.
- Skill in common basic computer use.
- Ability to create and maintain effective working relationships and be tactful and firm when dealing with the general public.

SUPERVISION EXERCISED

NA

SUPERVISION RECEIVED

General supervision by the Building ~~Official~~ Services Coordinator.

Technical direction on building/construction code and ordinance compliance received from the Plans Examiner

PUBLIC CONTACTS

Considerable and continuous contacts within the Engineering Department and other city departments, building owners and contractors, and the general public. ~~This position also maintains considerable contact with the MN Construction Codes and Licensing Division and MN Electrical Inspector.~~

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require use of equipment including but not limited to: computer, calculator, copier/printers, magnetic locator, manometer, and measuring devices.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY

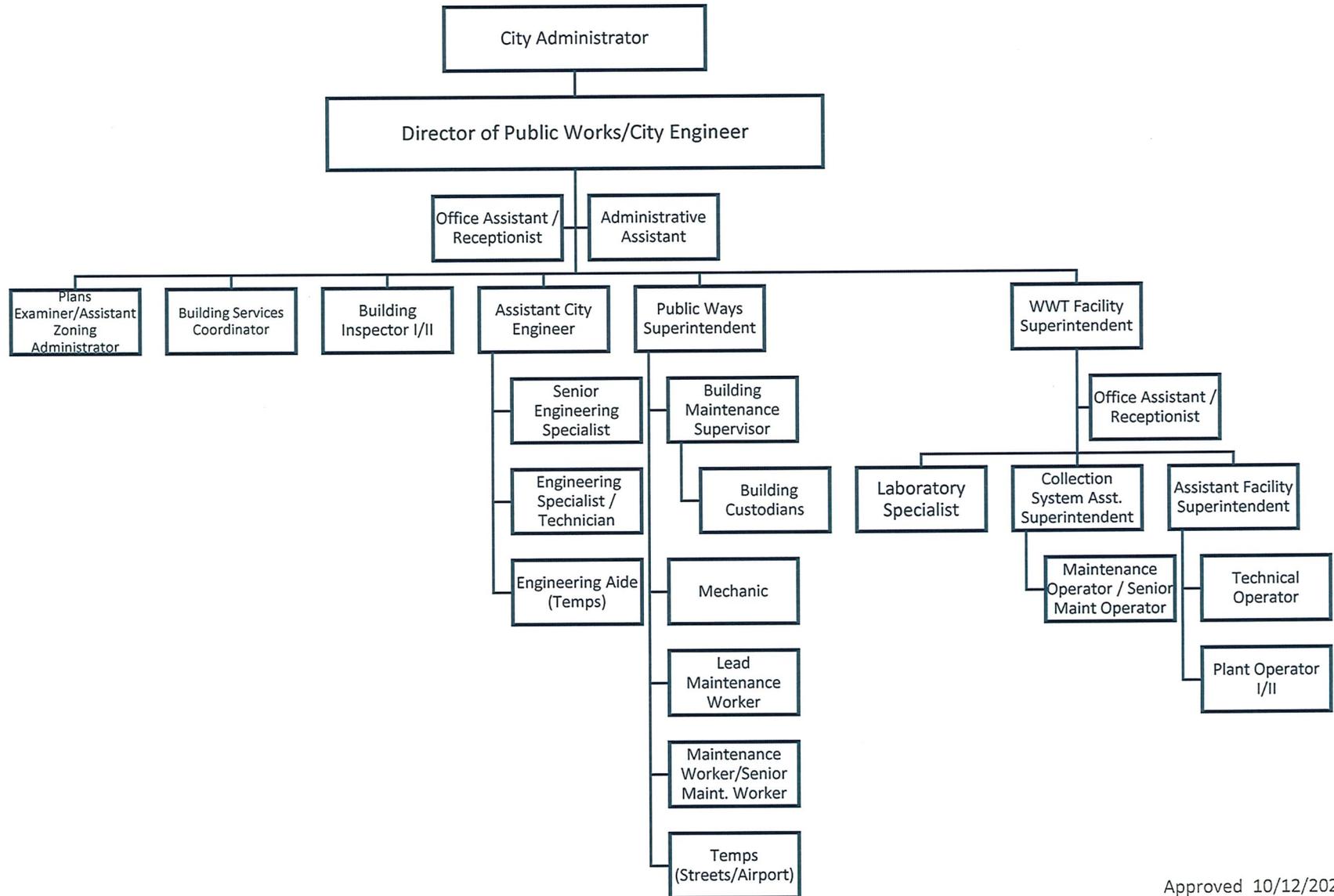
The City of Marshall does not discriminate on the basis of disability status in the admission or access to or treatment or employment in its programs and activities.

**CITY OF MARSHALL
PERSONNEL COMMITTEE
AGENDA ITEM REPORT**

Presenter:	Jason Anderson
Meeting Date:	Monday, November 7, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider restructure of Public Works Division
Background Information:	<p>City staff is proposing a restructure of our Public Works Division to help create more immediate lines of communication and effectiveness in our Community Planning and Engineering departments.</p> <p>Community Planning Currently, all Community Planning staff report directly to the Director of Public Works/City Engineer. It is staff’s opinion that the Director of Public Works is not in the best position to oversee the daily operations of all staff members in the Community Planning Department. Staff is proposing to have the Office Assistant/Receptionist and Building Inspector positions report directly to the Building Services Coordinator (Building Official). It is our opinion that the Building Services Coordinator position should be given clear authority to help oversee the daily working arrangements and tasks of these positions to help ensure that the department is operating in a manner that meets the satisfaction of the Building Official for our community. In the past the department was supervised by the Building Official.</p> <p>It is proposed that the Plans Examiner/Assistant Zoning Administrator still report directly to the Director of Public Works. The Director of Public Works serves as the Zoning Administrator and works in close coordination with the Plans Examiner/Asst. Zoning Administrator on a multitude of items, including ordinance reviews/revisions, planning and zoning items, site plan development review, and other code-compliance items in our community. The Building Services Coordinator has a limited role in the previously mentioned items and it makes the most sense for coordination of efforts to leave the Asst. Zoning Administrator to report to the Zoning Administrator.</p> <p>Engineering Currently, the Senior Engineering Specialist and Engineering Specialists positions report to the Asst. City Engineer. In light of our recent struggles to hire a qualified Asst. City Engineer, City staff is proposing to make an adjustment to our organizational structure to provide for more immediate lines of communication and work direction. In the absence of an Asst. City Engineer, all staff report directly to the Director of Public Works/City Engineer. The Director of Public Works is not in the best position to be actively engaged in daily work tasks and supervision of the entire Engineering Department staff. To alleviate this burden and provide better daily coordination and direction, staff is proposing to restructure to have the three Engineering Specialist positions report directly to the Senior Engineering Specialist. The Senior Engineering Specialist will continue to report to the Asst. City Engineer. In the absence of an Asst. City Engineer, the Senior Engineering Specialist will report to the Director of Public Works.</p>

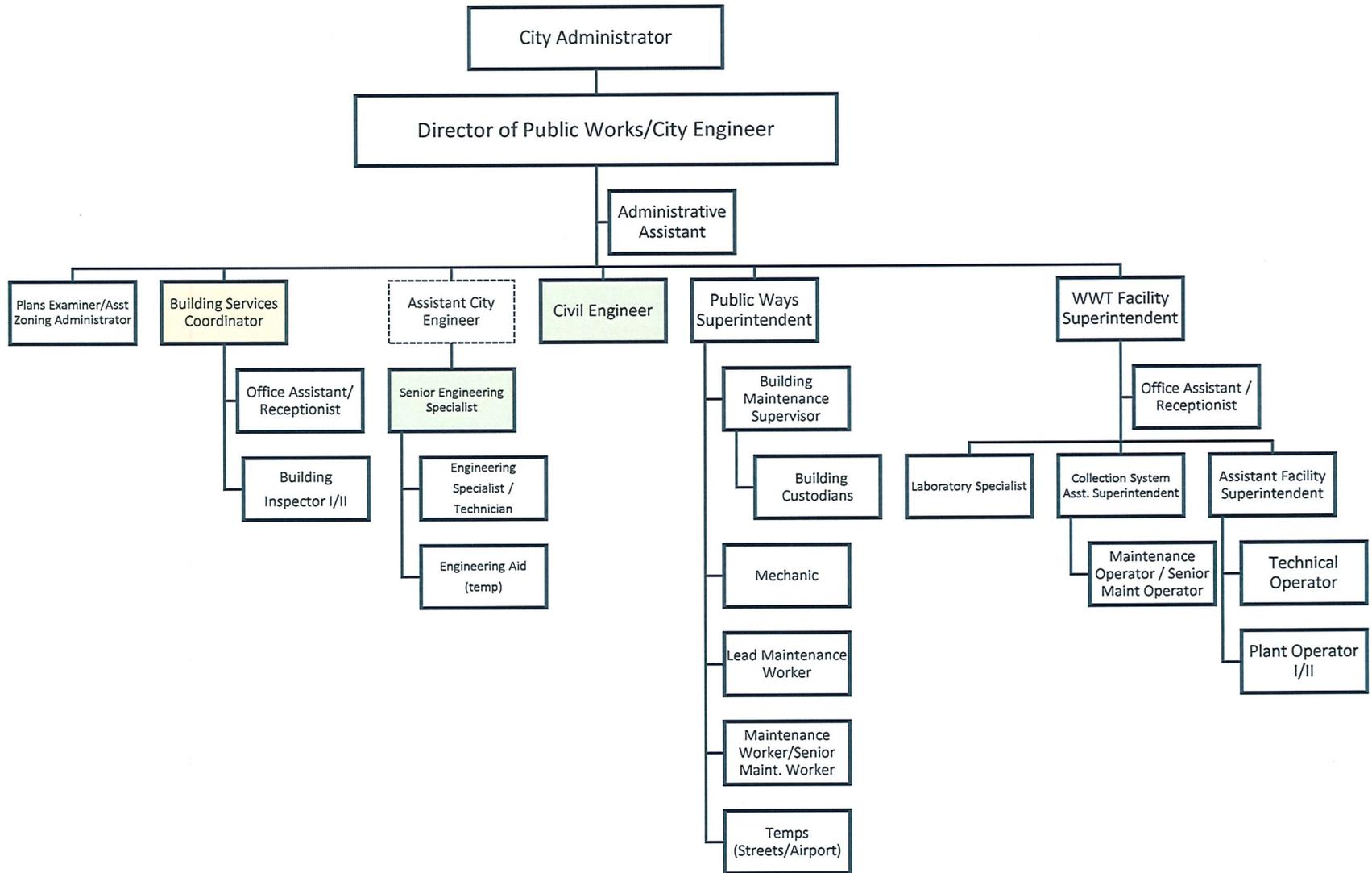
	<p>We still have the concern with our inability to hire an Asst. City Engineer. To help increase our candidate pool, we are proposing to create a new job description for a Civil Engineer. The Civil Engineer position is written to be more entry-level as it requires no prior work experience to qualify for the position. City staff believes that we may have better luck hiring a lesser-experienced engineer. Our goal would be to train the individual to eventually work their way into the Asst. City Engineer position. If we hire a Civil Engineer instead of an Asst. City Engineer, the position would report to the Director of Public Works.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	<p>Staff recommend the Personnel Committee pass a motion to recommend to the City Council to approve the Public Works restructure.</p>

Organizational Chart—PUBLIC WORKS--Current



Approved 10/12/2021

Organizational Chart—PUBLIC WORKS--Proposed



Public Works Proposed Reorganization

Existing Job Classes, DBM Points, and Compensation Structure

PUBLIC WORKS DIVISION	DBM	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
Senior Engineering Specialist	B32	31.55	32.59	33.63	34.67	35.71	36.75	38.06	39.36	40.66	41.96
Building Services Coordinator	B24	28.90	29.85	30.80	31.75	32.71	33.66	34.85	36.05	37.24	38.43

Proposed Job Classes, DBM Points, and Compensation Structure

PUBLIC WORKS DIVISION	DBM	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
Civil Engineer (NEW)	C41	33.76	34.87	35.99	37.11	38.22	39.33	40.73	42.12	43.51	44.90
Senior Engineering Specialist	C41	33.76	34.87	35.99	37.11	38.22	39.33	40.73	42.12	43.51	44.90
Building Services Coordinator	B32	31.55	32.59	33.63	34.67	35.71	36.75	38.06	39.36	40.66	41.96

CITY OF MARSHALL
Job Description

POSITION TITLE: Building Services Coordinator	DATE: <u>4/22/2024 draft</u>
DIVISION: Community Planning	FLSA STATUS: Non-exempt
ACCOUNTABLE TO: Director of Public Works/City Engineer (Planning and Zoning Administrator)	UNION STATUS: AFSCME
	DBM: B24 (<u>Gallagher rating B32</u>)

SUMMARY OF POSITION

Administrative and operational responsibility to enforce the State Building Code, City Housing Code, and associated State and local regulations relating to building construction and use; perform preliminary, required, and assigned inspections of building construction or work, for compliance with the Building Code and other building regulations; maintain inspection records. Serve as the designated Building Official. This position manages and oversees the programs and activities of the Building Inspectors and Office Assistant/Receptionist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Building Official governs the design, construction, alteration, demolition, repair, and inspection of buildings and structures to ensure ordinances, state codes, and regulations related to building, plumbing, mechanical, fire, and health standards are met. State Building Code Administration and Enforcement duties include:
 - a. Coordinate plan reviews for compliance with Codes and Ordinances in cooperation with the Plans Examiner, and coordinate with designers and builders.
 - b. Inspect building construction for compliance with Codes and Ordinances.
 - c. Review permit applications, submittals, and plan review recommendations; approve and issue or deny building permits and certificates of occupancy.
 - d. Maintain complete and accurate record of all inspections and related actions; provide similar information to the customer.
 - e. Provide information, applications, interpretations, and permit instruction to property owners, designers, and builders in accordance with the Minnesota State Building Code and City Code of Ordinances, Ch. 18, Buildings and Building Regulations.
 - f. Prepare violation complaints and assist the City Attorney in prosecution of violators.
 - g. Issue enforcement actions as needed, including Stop Work Orders and Notices of Violation. Initiate appropriate action for work started without a building permit.
 - h. Provide interpretations to Building Inspectors and support staff in accordance with the Minnesota State Building Code and City Code of Ordinances, Ch. 18, Buildings and Building Regulations.
 - i. Review and recommend Building Regulations Ordinance amendments and Building Code policies and procedures to Supervisor, as applicable.
 - j. Delegate enforcement of the building code to deputies, as needed or directed.
2. Administer, enforce, and interpret the Minnesota State Building Code, and local housing, building, and nuisance ordinances.
3. Provide direct supervision to the Building Inspector(s) and Community Planning Office Assistant/Receptionist positions. Plan, coordinate, train, and evaluate the daily work of the Building Inspectors and Community Planning Office Assistant/Receptionist position. Enforce City and Departmental policies and work rules. Conduct employee performance evaluations and provide for training of employees. Evaluate and recommend employee training opportunities. Assist in the hiring of departmental staff, as needed.
- ~~3-4.~~ In coordination with the Plans Examiner and other City departments, review and evaluate plans for conformance with State and local site development requirements, including zoning, grading, sediment control, and drainage designs.
- ~~4-5.~~ In coordination with the Plans Examiner, perform plan reviews for conformance with Codes and Ordinances; coordinate and facilitate plan review meetings with applicants, designers, builders, consultants, and staff for

review of proposals/plans. Prepare technical responses.

- ~~5.6.~~ Works in a team environment with the City Engineer, Assistant City Engineer, Plans Examiner, EDA, and others to implement noted concerns in building/development plans.
- ~~6.7.~~ Conduct field inspections for conformance with building codes, zoning codes, building regulations, and approved plans. Perform follow-up inspections on deficiencies found during inspections and document results.
- ~~7.8.~~ Provide information, applications, interpretations, and permit instruction to property owners, designers, and builders in accordance with State Code and local Ordinances. Where necessary, coordinate and cooperate with customers and contractors to facilitate code conformance and to minimize construction problems or delays.
- ~~8.9.~~ Proactively pursue and monitor violation and nuisance complaints; send proper notices for remedy; work in cooperation with appropriate officials to implement code enforcement actions; and assist the City Attorney in prosecution of violators.
- ~~9.10.~~ Respond to customer questions and provide technical information to contractors and the public.
- ~~10.11.~~ Make observations throughout the city for code compliance to maintain minimum standards of compliance for all.
- ~~11.12.~~ Investigates unsafe buildings and blighted properties. Directs abatement of structures as needed.
- ~~12.13.~~ Assist the Fire Chief with Fire Code administration, when assigned.
- ~~13.14.~~ Assist the City Engineer in the development of the Community Planning budget.
- ~~14.15.~~ Participate in the development and monitoring of division goals and objectives.
- ~~15.16.~~ Administer a Sanitary Sewer Connection Inspection Program and maintain location records. Participate in continuing training, education, and code study.
- ~~16.17.~~ **Coordinate the daily work tasks and work direction of the Building Inspector I and Building Inspector II positions.**
- ~~17.18.~~ Perform other duties as assigned.
- ~~18.19.~~ Attendance is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. High School Diploma or equivalent (GED).
- B. Certified Building Official in the State of Minnesota
- C. Maintain a valid MN Class D Driver's License
- D. Five (5) years building inspection experience.

DESIRABLE QUALIFICATIONS

- A. Two (2) year degree in building inspection technology.
- B. Considerable knowledge of environmental issues, demolition laws, and processes of MPCA regulations.
- C. Basic knowledge of drafting with AutoCAD software.
- C.D. **Supervisory experience is preferred.**

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of building codes and regulations, zoning codes and regulations, construction materials and methods of construction.
- Skilled in plan reading with the ability to conceptualize abstract drawings and apply them to actual construction.
- Accurately comprehend, interpret, and analyze routine and complex information plans and construction drawings.
- **Ability to plan, coordinate, supervise, and evaluate the work of personnel in the Community Planning department.**
- Ability to evaluate work in place, make sound judgments and decisions based on written codes and common

- practices of construction.
- Ability to detect possible defects and faults in building construction and recommend or stipulate remedial procedures.
 - Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
 - Ability to communicate in English, both written and verbal, with a high degree of proficiency.
 - Engage constructively with differing or conflicting public opinion.
 - Basic knowledge of mathematics and physics to apply structural, thermal, and hydraulic principles to building construction.
 - Physical ability to climb steps and ladders, lift 20 pounds, and work in all weather conditions.
 - Ability to operate modern office equipment, including computer equipment and typical office software.
 - Create and maintain effective working relationships and foster an atmosphere of teamwork within the division.
 - Ability to create and maintain positive relationships in the community while being tactful and firm when dealing with the public.
 - Independently organize and coordinate work, set priorities, manage multiple assignments, and maintain a schedule for inspections and meetings.
 - Demonstrate professionalism, ethical integrity, and exceptional customer service.

SUPERVISION EXERCISED

~~Coordinate the daily work tasks of the~~ [Supervise the Office Assistant/Receptionist and](#) Building Inspector I & II positions [in the Community Planning Department.](#)

SUPERVISION RECEIVED

Supervision by the Director of Public Works/City Engineer (Planning and Zoning Administrator).
Technical recommendation on building/construction code compliance received from the Plans Examiner.

PUBLIC CONTACTS

Considerable and continuous contacts within the Engineering Department and other city departments, building owners and contractors, and the general public. This position also maintains considerable contact with the MN Construction Codes and Licensing Division and MN Electrical Inspector.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computer, calculator, copier/printer, magnetic locator, manometer, and measuring devices.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulation. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

CITY OF MARSHALL Job Description

POSITION TITLE: Civil Engineer	DATE: October 2022
DIVISION: Public Works/Engineering	FLSA STATUS: Exempt
ACCOUNTABLE TO: Director of Public Works/City Engineer	UNION STATUS: NA
	DBM: C41

SUMMARY OF POSITION

The primary objective of this position is to coordinate various aspects of project development and construction activities associated with public improvement projects, development review, and right-of-way management. This position is responsible to ensure conformance with City specifications, ordinances, and applicable state and federal laws. This position will regularly collaborate with other City departments, outside agencies, developers, consultants, contractors, and other engineers in the implementation of City projects. This position will provide responsible and complex administrative support to the Director of Public Works/City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with preparing, designing, and coordinating preliminary and final design for municipal capital improvement and infrastructure projects as assigned, including the preparation of feasibility reports, cost estimates, plans, specifications, advertisements for bids, contracts, acquisition of deeds and easements, project delivery (both developer and city led projects), construction management, detailed contract administration, as-built record plans, and project archiving.
2. Reviews construction plans and specifications for developer-installed public improvements including grading, drainage and erosion control, streets, sidewalks and trails, sanitary sewer, water distribution, and storm sewer for conformance with City standards, specifications, and policies.
3. Assist with overseeing contract construction activities and perform field inspections on public roadway, sanitary sewer, storm sewer and water main construction and reconstruction projects, ensuring that the contractor conforms to specifications and plans. Work closely with developers, engineers, contractors, and property owners to address unique or unanticipated field issues.
4. Coordinate contracted services relating to assigned work area, including consulting, oversight, and project review with designers and contractors. Perform project management and contract administration using available software.
5. Responsible for field inspection and verification of compliance with construction documents for all active construction and reconstruction projects and grading permits.
6. Assist with the preparation of special assessment calculations, special assessments, and other detailed financial summaries.
7. Manage the Surface Water Management Program to meet MS4 Stormwater Permitting requirements.
8. Represent the City at preconstruction, construction progress, and neighborhood meetings. Perform outreach to project stakeholders as needed or requested.
9. Serve as a liaison for the Engineering department with other city departments/staff, Marshall Municipal Utilities, City boards/commissions, outside agencies, and other stakeholders.
10. Collect and organize data and prepare reports to meet the Municipal State Aid and MnDOT reporting requirements (i.e., certification of mileage, annual bridge inspection, needs information, traffic volumes, etc.).
11. Under the direction of the Director of Public Works/City Engineer, assist in coordinating the assignment of personnel to provide the most efficient and effective operations with respect to seasonal demands and other variations in workload. Allocate resources as necessary to oversee and ensure conformance with City requirements.
12. Provides technical engineering advice and assistance to other city divisions, including mapping, drawing, and surveying.
13. Respond to requests for information, requests for service, and complaints relating to grading and drainage, existing and proposed public improvements, construction projects, and other related engineering work. Work with residents, businesses, contractors, developers, City officials, and other stakeholders to provide positive resolutions to a wide variety of issues.
14. Review and promptly resolve unanticipated and/or unique problems encountered; negotiate and tactfully resolve significant and controversial stakeholder issues and aspects of projects.
15. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and equipment. Identify opportunities for improvement.
16. Prepare applications and exhibits for various financial aid solicitations, permits, and grants.
17. Prepare reports for the Director of Public Works/City Engineer, City Administrator, and City Council, as requested.
18. Develop presentations, reports, correspondence, and communications to enhance understanding of all stakeholders.
19. Provide responsible staff assistance to the Director of Public Works/City Engineer.

20. Contribute in the preparation and updating of the City's Capital Improvement Program.
21. Assist in developing operating and capital budgets.
22. Perform other duties as assigned or apparent.
23. Attendance is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend and participate in professional group meetings. Maintain professional development and stay abreast of new trends and innovations in the field of engineering and public works.
2. Report on work activities with the City Council and applicable Commissions as may be required.

MINIMUM QUALIFICATIONS

1. Bachelors' degree in Civil Engineering, or closely related field, from an accredited engineering degree program.
2. Fundamentals of Engineering (FE) Certificate.
3. Experience in the use of computers, peripheral devices, instrumentation, and software including word processing, spreadsheets, and computer-aided design applications.
4. Possess a valid driver's license.

DESIRABLE QUALIFICATIONS

1. Work experience in municipal engineering.
2. Experience in the use of computer-aided design software and extensions for civil engineering design.
3. Experience with ESRI ArcMap.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Principles, practices, and techniques of civil engineering including surveying, geotechnical evaluation, estimating, permitting, engineering design, construction, and project budgeting and administration.
2. Public works operations including:
 - a. Water distribution, sanitary sewer collection, and storm water operations and best management practices.
 - b. Utility, roadway, facilities, and other infrastructure asset design, construction, and maintenance methods.
3. Safety and regulatory principals in the public works field, including familiarity with pertinent Federal, State and local laws, codes and regulations and their application.
4. Principles and practices of project management.
5. Principles and techniques of construction cost analysis and estimates.
6. Principles of business and technical letter writing and report preparation.
7. Engineering and business tools, including computerized equipment and software.

Skilled in:

1. Technical reasoning, problem-solving, and alternatives analysis.
2. Good decision-making and judgment.
3. Communication of technical ideas to a wide variety of audiences.
4. Providing effective customer service.
5. Use of computers, peripheral devices, instrumentation, and software including office and computer-aided design applications.

Ability to:

1. Develop, review and document specifications for capital improvement projects.
2. Administer engineering and construction contracts.
3. Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
4. Prepare clear and concise technical reports.
5. Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
6. Interpret and apply Federal, State and local policies, procedures, laws, standards, codes, and regulations.
7. Deal with difficult situations and to bring positive resolutions to conflict.
8. Review engineering specifications and plans, read and write, monitor assigned activities and operations, operate assigned equipment, and communicate with others.

9. Apply sufficient technical judgment to make sound decisions, calculate cost estimates, and analyze and review complex specifications and plans.
10. Establish and maintain effective working relationships with coworkers, supervisors, and the public.
11. Communicate professionally and effectively, rendering prompt and courteous service, both orally and in writing.
12. Represent the organization to other agencies staff and citizens with a courteous, helpful, accurate, and business-like attitude in all forms of contact.
13. Read and comply with City and departmental policies and procedures.
14. Use safe working practices and recognize hazards or unsafe conditions in daily work.

SUPERVISION EXERCISED

No supervisory duties.

Under Supervisory direction, this position provides work direction to and coordination of engineering staff.

SUPERVISION RECEIVED

General to limited supervision by the Director of Public Works/City Engineer.

PUBLIC CONTACTS

Frequent contacts with City departments, property owners, developers, engineering firms, utility companies, contractors, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computer, total station, global positioning system (GPS), data collector, electronic metal locator, level, electronic grade laser, calculator, color laserjet printer, large format plotter, regular and large format copiers, cell phones, slump cones, air meters, concrete strength cylinders, scales, shakers, sieves, burners, digital camera, video recorder, TV, survey/inspection vehicle, miscellaneous survey tools (e.g., rods, tapes and tripods), and safety equipment (e.g., vests, hard hat, traffic signs, etc.).

Work schedule may include evenings, weekends, and unplanned/emergency events. Work is mostly performed in office settings; some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

CITY OF MARSHALL Job Description

POSITION TITLE: Senior Engineering Specialist	DATE: April 2021 September 2022
DIVISION: Public Works	FLSA STATUS: Non-exempt
ACCOUNTABLE TO: Assistant Director of Public Works/City Engineer	UNION STATUS: AFSCME NA
	DBM: B24(Gallagher rating C41)

SUMMARY OF POSITION

This position is responsible to manage and supervise the work of Engineering Specialists, Engineering Technicians, and temporary Engineering Aides. Responsible for preliminary and final design of Public Works construction projects, create project cost estimates and “Engineer’s Estimates”, and complete conformance inspection on public improvement projects as it relates to federal, state, and local plans and specifications. Responsible for working with and managing the administration of city right of way permits in coordination with the Civil Engineer or Assistant City Engineer. ~~Responsible for job direction and coordination of Engineering Specialists, Engineering Technicians, and temporary Engineering Aides.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible to manage and direct the work of Engineering Specialists, Engineering Technicians, and temporary Engineering Aids.
 - a. Provide oversight, planning, and direction to assigned employees.
 - b. Monitor employee performance, conduct performance evaluations, and provide for training of employees, as needed. Recommend discipline or corrective action, as needed.
 - c. Enforce City and Department policies and work rules.
 - d. Research equipment, work processes, and procedures that may improve staff performance and efficiencies.
 - e. Assist with hiring of regular and temporary department employees.
2. Assist in the establishment of the Department’s goals and regularly monitor the implementation of such.
3. Perform drafting and project design utilizing AutoCAD Civil 3D drafting and design software, while following appropriate regulatory guidance and known specifications.
4. Assist and direct staff in performing surveys, including but not limited to: preliminary, topographical, hydraulic, and as-built, using conventional survey equipment and GPS/GNSS equipment.
5. Assist and ~~guide-direct~~ staff in construction staking for installation on public works projects to include locations and elevations of sanitary sewer, storm sewer, watermain, curb & gutter, utility easements and right-of-way. This work includes verification staking of constructed surfaces for elevation tolerances and acceptance.
6. Perform inspection and contract administration duties on construction projects. Prepare and maintain construction reports, diaries, correspondence and project quantities using project management software.
7. Receive requests from Gopher State One Call to mark location of City infrastructure facilities (storm and sanitary sewer mains and services).
8. Inspect excavation, driveway, and moving permits for compliance with City specification and answer questions from contractors/public on which permits are needed.
7. ~~Support with direction, training, and coordinating of work assignments for Engineering Specialists, Engineering Technicians, and temporary Engineering Aides.~~
8. Provide the general public, utility companies, contractors, developers, and consulting firms with information needed to fully understand plans and specifications for construction projects. Assist in the relocation of existing conflicting facilities.
9. Establish and maintain good working relationships with contractors, utility companies, land owners and general public.
10. Provide assistance to all City of Marshall departments, Marshall Municipal Utilities, MnDOT, and Lyon County for development of plans for various projects, utility locations, and other City engineering matters.
11. Maintain a working knowledge of MnDOT procedures, specifications, manuals and computer programs including the maintenance of all MnDOT manuals for municipal construction.
12. Provide MnDOT with information concerning annual certification of mileage, annual bridge inspection, and annual needs information on State Aid streets.
13. Prepare partial and final pay estimates for the public improvement projects including any change orders needed.
14. Provide assistance in the preparation of the Engineering budget.
15. Provide assistance in application for construction driveway and utility permits from such agencies as MnDOT, Lyon County, DNR, Burlington Northern Railroad, etc.
16. Create construction project as-built drawings, using AutoCAD Civil 3D, to be used for project records, payments and

utilized to update the City infrastructure GIS database.

- ~~17-18.~~ Collect field verifications on existing city-owned infrastructure and update related infrastructure GIS databases.
- ~~18-19.~~ Provide assistance in preparing grant applications by creating exhibits, drawings, and cost estimates for federal and state grant applications.
- ~~19-20.~~ Prepare exhibits and drawings for preliminary project reviews, public informational meetings, and easement acquisition.
- ~~20-21.~~ Provide assistance in preparing the GASB34 Report on changes to infrastructure inventory.
- ~~21-22.~~ Provide assistance in preparing assessment rolls for public improvement projects.
- ~~22-23.~~ Provide assistance to the general public, contractors, developers, and consulting firms concerning flood plain information, utility information, zoning, various maps, and aerial photos.
- ~~23-24.~~ Prepare exhibits, estimates, and other information, as requested, for emergency management and FEMA reimbursement requests to infrastructure repairs.
- ~~24-25.~~ Provide assistance to the Director of Public Works/City Engineer ~~and Assistant City Civil Engineer~~, as directed.
- ~~25.~~ Assist Engineering Specialists ~~and Technicians~~ with construction site and field work, as needed.
- ~~26.~~
- ~~26-27.~~ Attendance is an essential function of this position.
- ~~27-28.~~ Perform other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. A two-year Civil Engineering Technology or related degree.
- B. Five (5) years' experience in the Civil Engineering field, working with AutoCAD, surveying, and inspecting public works construction projects.
- C. Technical Certifications including but not limited to:
 - a. MnDOT -- Aggregate Production, Bituminous Plant I, Bituminous Street I and II, Bridge Construction, Concrete Plant I;
 - b. ACI -- Concrete Field I and II, ADA Construction, Grading and Base I and II;
 - c. University of Minnesota--Erosion/Sediment Control Inspector/Installer, Erosion/Sediment Control Site Management, and Design of Stormwater Pollution Prevention Plans.
- D. Must possess a valid Driver's License.

DESIRABLE QUALIFICATIONS

- A. Five (5) years of project plan development and design experience with the Autodesk AutoCAD Civil 3D program.
- B. **Two years of supervisory experience.**

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of engineering principles needed to survey, design, construct and inspect construction projects efficiently and accurately.
- Knowledge of current computer programs, including the Microsoft office suite, AutoCAD Civil 3D, etc., and ability to learn new computer programs.
- Skillfully operate survey equipment such as: survey level, survey total station and GPS equipment.
- Skillfully operate and maintain office equipment such as computer, engineering printers and plotters, copiers and calculators.
- Ability to skillfully and safely work in highway and local street traffic and around large construction equipment.
- Ability to make necessary design changes in the field, solve practical problems, and deal with a variety of situations where limited standardizations exist.
- Ability to apply sufficient technical judgement to make sound decision, calculate cost estimates, and analyze and review complex specifications and plans.
- Ability to apply technical reasoning, problem-solving, and alternatives analysis.
- Ability to apply good decision-making and judgement.
- Ability to communicate technical ideas to a wide variety of audiences.
- Ability to assist and lead other department personnel through engineering specific technical issues within their departmental projects.
- Ability to establish strong relationships with contractors, utilities, landowners, and general public.
- Ability to interpret and follow plans and specifications for public improvement projects.

- Ability to work in extreme environmental conditions: heat, cold, rain, snow, humidity, dust, wind, noise and around sewer odors.
- Ability to have flexible work hours. May be expected to work more than 8 hours a day and weekends when projects are on-going.
- Ability to establish and maintain effective working relationships with coworkers and supervisors.
- Ability to communicate professionally and effectively, rendering prompt and courteous service, both orally and in writing.
- Ability to read and comply with City and departmental policies and procedures.
- Ability to use safe working practices and recognize hazards or unsafe conditions in daily work.

SUPERVISION EXERCISED

~~Responsible for providing guidance and daily job coordination of~~ Supervision of Engineering Specialists, Engineering Technicians, and temporary Engineering Aides.

SUPERVISION RECEIVED

Supervision by the Assistant Director of Public Works/City Engineer.

PUBLIC CONTACTS

Considerable contact with contractors, developers, Marshall Municipal Utilities, various City departments and the general public. Occasional contact with consulting architects and engineering firms.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: a computer, printer, plotter, copier, cell phone, camera, survey vehicle, miscellaneous survey tools, total station, GPS, data collector, calculator, scales, shakers, sieves, and burners, slump cones, air meters and concrete strength cylinders, levels, electronic metal locator, electronic grade laser, and safety equipment.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY/EEO POLICY

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