



Civil Service Committee Meeting

Thursday, June 25, 2026, at 9:00 AM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL
2. NEW BUSINESS
 - 2.1. PRESENTATION & PUBLIC COMMENT OF THE PROPOSED 2027 ANNUAL PAY PLAN AND CLASSIFICATION PLAN DRAFT FOR THE CITY OF MINOT
3. ADJOURNMENT



2027 Annual Pay and Classification Plan

PROPOSED

Submitted in accordance with Section 24-36(a), Article IV (The Civil Service),
Division 2 (The Annual Plan), Minot Code of Ordinances

Recommended by the Human Resources Director
For review by the Civil Service Commission and the City Council

PROPOSED FOR REVIEW

Civil Service Commission | June 17, 2026

Pay Plan

Date: June 10, 2026

The 2027 proposed Annual Pay and Classification Plan is hereby submitted in accordance with Section 24-36(a), Article IV (The Civil Service), Division 2 (The Annual Plan) of the Minot Code of Ordinances. This plan, as recommended by the Human Resources Director, is presented to the Minot Civil Service Commission for review and approval, and reflects the City's continued commitment to transparent, sustainable, and market-informed compensation practices.

The 2027 plan implements the compensation structure built by Herron Palmer in 2026 and reviewed by the City. The 2026 Annual Pay Plan served as a transition year and ran step progression on the legacy structure while the study, the supporting market validation, and the policy direction were finalized. The 2027 plan adopts the new structure and establishes the rules governing how employees are placed in it and how they progress through it.

The new structure consolidates the legacy 62-grade, 17-step table into a market-built 27-grade, 13-step structure. Salary ranges were established against multiple market sources, aged to a January 1, 2027 effective point, and built on the fixed-step principles of the federal General Schedule. The plan places each employee on the step nearest their current rate of pay, brings employees below the minimum of their assigned grade up to the minimum, and freezes employees above the maximum of their assigned grade at their current rate without reduction.

The city is also adding a proposal to change Ordinance to allow a City Council to authorize the usage of a Voluntary Separation Incentive Plan (VSIP) in lieu of a reduction in force when appropriate. The VSIP would allow for payment of three (3) months salary for eligible applicants. In order to qualify, an employee must be off probation and have not already submitted a retirement date. Interested parties must fill out an application. All applications would be subject to position review. Not all applications will be accepted and acceptance will be based on current and future needs of the City. All applications are subject to review by HR Director, City Manager, and Finance Director.

The enclosed plan includes the structure, the administration policies governing its use, and the complete salary schedule by occupational group. Cost figures are presented at two scopes so the Commission and the Council can evaluate the structure independently of the dollars required to fund placement within it. These figures are intended to establish a predictable and conservative basis for the 2027 budget process while preserving flexibility for phased implementation.

Respectfully submitted,

Kelly Beck, SHRM-CP

Human Resources Director and Clerk of Commission

Introduction

In compliance with Section 24-36(a), Article IV (The Civil Service), Division 2 (The Annual Plan) of the Minot Code of Ordinances, the 2027 Pay and Classification Plan is respectfully submitted for review and consideration. This plan is recommended by the Human Resources Director and is presented to the Minot Civil Service Commission for approval.

Under Chapter 24, Article II of the Minot Code of Ordinances, rules and structures recommended by the Human Resources Director require ratification by the Civil Service Commission to take effect. The 2027 plan is therefore presented to the Commission for approval, made available for public and employee comment, and submitted to the City Council for funding within the 2027 budget.

Engagement Background and Methodology

At the direction of the Civil Service Commission and the City Council, the City of Minot engaged Herron Palmer in 2025 to lead a comprehensive review and redesign of its compensation structure. This work was conducted in place of the traditional annual external market survey. The consultant, Herron Palmer, led the project in coordination with City staff.

In 2026, Herron Palmer built the City's market-based compensation structure and job architecture. The firm market-matched 214 job titles, 177 of them unique, using 541 total market matches against multiple external sources, then blended and aged the rates three percent to a January 1, 2027 effective point. The blended market rate was constructed from the following sources:

Market Source	Weight in Blended Market Rate
ERI Salary Assessor	48%
ADP	34%
Peer Salary Surveys	15%
ACI	3%

A market validation file completed in April 2026 confirmed that Minot's cost of labor sits near the national average, with a labor-market index of 102.6 at \$20,000 of pay declining to 98.5 at \$180,000 of pay.

Project Outcomes

The 2026 project delivered the following to the City, along with an updated salary structure, a validated set of job matches, and an employee census with analytics:

- **Grade structure.** Consolidation of the previous 62 pay grades into a 27-grade structure (grades 10 through 27) with defined minimum, midpoint, and maximum salary ranges and thirteen fixed steps per grade. No positions are assigned to grade 10 or grade 27; these serve as structural buffers at the bottom and top of the scale.
- **Internal equity analysis.** Compression analyses and compa-ratio guidelines to evaluate and improve internal equity.
- **Job architecture.** A job architecture framework organizing positions by area, family, function, career track, and career stage to support career progression, internal mobility, and succession planning.

Herron Palmer is transitioning all project materials to the City, including the employee census report and the validated job matches. Going forward, the City will adjust salary ranges annually, collect and review updated market survey data, and compare to the prior year to keep the structure current.

Recommended 2027 Pay Structure

The proposed 2027 structure replaces the legacy step-progression table with a market-built 27-grade, 13-step structure. Key elements are:

- **Fixed steps.** Each grade contains thirteen fixed steps. Pay is set by step, not by an open range. The range minimum, midpoint, and maximum are retained as communication references and as the boundaries for placement.
- **Employee placement.** Each employee is placed on the step nearest their current rate of pay, so no employee loses pay at adoption. Approximately 70.5 percent of employees already fall within their new range.
- **Below minimum.** Employees paid below the minimum of their assigned grade are brought up to at least the grade minimum.
- **Above maximum.** Employees paid above the maximum of their assigned grade are frozen (red-circled) at their current rate. No pay is reduced.

The first-year cost depends on the scope the City elects to fund. Bringing only the employees below their grade minimum up to the minimum (the floor) is estimated at \$631,782, approximately 2.1 percent of base payroll, covering 106 employees. Placing every employee on the step nearest their current rate so all remain whole (closest-step placement) is estimated at \$1,005,137, approximately 3.3 percent of base payroll. Restoring step spacing between junior and more tenured staff in the same role (recommended-step placement with compression remediation built in) is estimated at \$1,544,787, approximately 5.1 percent of base payroll. These figures reflect the 430 classified civil service positions; the consultant's June 2026 Council presentation reflects all 455 employees, including Library and appointed roles, which fall outside this plan. The cost summary is presented in the Budget Impact section.

Conclusion

The recommended 2027 Pay and Classification Plan provides a market-based, internally equitable, and fiscally measured framework for employee compensation. It adopts a defensible structure, sets clear rules for placement and progression, protects every employee's current pay, and supports the City's ability to recruit and retain a qualified workforce. The structure and rules may be ratified by the Civil Service Commission independently of the dollar phasing funded by the City Council, allowing each body to act within its authority.

ADMINISTRATION OF THE PLAN

Anniversary Dates

All City of Minot civil service employees' anniversary dates officially become January 1 once they have completed their probationary period.

Pay Plan Implementation and Progression

The 2027 Annual Pay Plan will be implemented, within budget allowances, utilizing the adopted Permanent Salary Competitiveness Policy, which sets positions to within 100 to 105 percent of prevailing rates while allowing employees to maintain step rights if a job grade is reclassified after the plan is adopted and active.

The 2027 scale is adopted as the FY2026 structure and indexed to FY2027. All adopted annual pay changes will occur on January 1, 2027, or as approved by the City Council during budget review.

Position (Step) Progression

Under the new structure, step progression replaces the prior two-step and one-step cadence. Progression through the thirteen steps of each grade is as follows:

- From step 1 to the midpoint (step 7), employees advance one step per year, contingent on a "meets expectations" performance rating.
- At the midpoint and above (steps 7 through 13), employees advance one step every two years, contingent on a "meets expectations" performance rating.
- Progression is implemented on the anniversary date of January 1, or as approved by the City Council during budget review.

Employees at the maximum step (step 13) of their grade do not progress further. Cost-of-living adjustments approved by the City Council are applied to the structure and therefore to employees at the maximum step, until the position is reclassified. The BLS CPI will be the rate used to determine cost of living adjustments.

Probationary Step Increase

The 2027 plan revises probationary pay to remove a primary driver of compression. New hires to entrance-level positions are hired at a competitive rate appropriate to the position and the market. Clearing probation no longer triggers an automatic two-step increase. Instead, satisfactory completion of the probationary period is recognized with coming under the protections of civil service and ability to move up in the pay plan.

A probationary period will be imposed on all new employees hired into a position under civil service authority. Employees may not be removed from probationary status earlier than six months, nor can the probationary period extend beyond eighteen months from date of hire. Once an employee has received permanent appointment by being removed from probation, they will become eligible for step increases on the subsequent January 1, as indicated by the pay plan.

Filling Vacancies

The Personnel Code gives present employees a qualified preference to fill a vacancy before the vacancy is filled through the re-hiring of a former employee or the hiring of a new employee. In general, most vacancies will be advertised internally, and competitive examinations will be given to qualified applicants. There are exceptions to this general rule, and some methods by which an employee can receive additional compensation without opening the position to competition. The sections below clarify how the plan is administered in this regard.

Entrance Level Positions

The Code provides that the Commission can identify certain entrance-level positions for which employees of the City and non-employees may apply on an equal basis. Under this plan, the entrance-level positions designated in the prior Annual Plan remain in effect, including (but not limited to):

Administrative Clerk
Administrative Clerk/Bus Driver
Airport Facility Technician I
Airport Operations and Maintenance Technician I
Airport Safety & Security Specialist
Buildings and Grounds Worker
Building Inspector
Bus Driver
CAD Technician I
Code Enforcement Specialist
Communication Specialist
Community Service Officer
Engineering Technician I
Evidence and Property Technician
Financial Clerk
Financial Specialist
Firefighter
GIS Technician I
Human Resource Specialist
Information Technology Specialist
Information Technology Technician I
Landfill Attendant
Landfill Attendant/LEO
Law Enforcement Office Specialist I
Legal Administrative Assistant
Light Equipment Operator
Light Mechanic
Mechanic
Parts Specialist
Parts Specialist/Bus Driver
Planning and Code Enforcement Assistant
Police Officer
Property Assessment Specialist
Public Safety Information Outreach Officer
Public Safety Telecommunicator/Dispatcher
Traffic Maintenance Worker
Utility Operator
Water Plant Operator
Welder/Fabricator

Whenever practical and feasible, all other vacancies shall be filled by competitive examination of eligible applicants in the City's classified service.

Promotional Career Ladders

In accordance with Section 24-53 of the Code, the Commission may approve the interconnection of related job descriptions into a promotional ladder, whereby an employee in one position may progress to a higher position in the ladder without competing against other applicants. The Commission has established rules governing the use of promotional ladders, which provide that progression depends on satisfactory job performance as determined by the Department Head and on passing the competency tests prescribed by the Commission. The promotional ladders carried forward in the prior Annual Plan remain in effect in this issue of the plan.

Voluntary Lateral Transfers

Whenever a vacancy exists in a position that is not an entrance-level position, the administration will consider requests for a lateral transfer. As a general rule, these positions will be filled by competitive promotional examinations, and the administration may require those requesting a transfer to write the required examination in competition with others in the classified service.

Salary Policy for Promotions, Career Ladders, and Reclassifications

Promotions: Under the new pay scale, an employee promoted through competitive examination is placed on the step of the new grade nearest to, and not less than 5%, their current rate of pay. If the first step of the new position is higher than the employee's current rate, the employee is placed on the first step of the new position. The Human Resource Director, in consultation with the Department Head, determines step placement, considering current step placement, required certifications, and eligibility for future career-ladder progression.

In the event of promotion of a non-exempt employee to an exempt position, the employee will receive a salary increase of not less than ten percent or will be adjusted to the minimum salary level of the new position's salary grade, whichever is greater.

Career-ladder progression: Movement between rungs of a career ladder (for example, Technician I to Technician II, or Operator I to Operator II) is recognized as a one-step increase within the structure rather than a move to a higher grade, particularly where adjacent rungs now share a grade. A one-step advance is approximately 3.5 percent in grades 14 through 16 and approximately 4.7 percent in grades 17 through 21. Where a higher rung is assigned to a genuinely higher grade, movement is by grade rather than by step. The Human Resource Director, in consultation with the Department Head, confirms eligibility based on certification, performance, and time in position.

Reclassifications: If an employee's position is reclassified to a higher range of pay or is recommended to a higher range as part of the Annual Plan, the employee will be placed into the new range at the same rate of pay and then progress under the plan's step progression. If the first step of the reclassified position is higher than the employee's current rate, the employee will be placed in the first step of the reclassified position on January 1, or as approved by the City Council during budget review.

Once the pay plan is adopted and active, any further reclassifications within the active pay plan will retain step rights.

If an employee's position is reclassified to a lower range of pay and the highest step in the reclassified position is lower than the employee's current rate, the employee's salary will be frozen at the current rate until the position range is adjusted. Notwithstanding the above, the appointing authority may place an employee in a step or temporary appointment resulting in more than a ten percent increase when it is in the best interest of the City.

FLSA Application to Fire Department

The City of Minot governing body and the City of Minot firefighters have agreed that the firefighter working schedule is based on a 14-day period. Under the FLSA, firefighters may be required to work 106 hours within a 14-day period without overtime. All hours worked beyond 106 in a 14-day period, calculated as 106 hours every two weeks, are treated as overtime and paid at time and one-half. Firefighters also receive overtime pay when called back for a major fire incident regardless of leave taken within the work period; major fire call-back hours are paid at a factor of 2.1 of the 2,912-hour rate rather than the normal 1.5 overtime rate.

Pay Differential Policy

Department Heads, upon approval from the City Manager, may authorize the addition of temporary supplemental pay for any full-time permanent employee who is temporarily assigned to fill in for a higher-level position for more than two weeks. A temporary pay of ten percent (10%) will be awarded for employees filling in for Department Head or exempt-level positions, or five percent (5%) for other non-exempt level positions. Temporary pay will be shown as a separate line item and is not considered base pay.

Non-Career Employee Policy Eliminated

The designation of non-career employee was eliminated from Section 24-46(c) of the Minot Code of Ordinances effective January 1, 2022, following changes to health-insurance requirements under the Patient Protection and Affordable Care Act and the closing of the former City-administered pension plan. Eligible employees in that designation were converted to permanent civil service employees without need to reapply or test, without probationary requirement, and with eligibility for the normal anniversary date increase. Conversion does not credit prior service toward any benefit dependent on length of service. This policy remains in effect.

Health Insurance Formula

The City of Minot pays 82 percent of a family policy, 92 percent of a single-plus-dependent policy, and 100 percent of a single policy, based upon the Blue Cross / Blue Shield health insurance plan. This policy remains in effect.

Travel Expense Policy

The City maintains a Resolution Relating to Travel Expense and Providing for Review of Said Resolution on an Annual Basis at Budget Time. This policy remains in effect.

Annual Leave Policy for Mid-Career Professionals

The Annual Leave policy includes an exception to the accrual rate for City Department Heads and mid-career professionals joining the City, allowing the appointing authority to negotiate the accrual rate. This exception, established in the 2007 Annual Plan, remains in effect as the City operates under a Paid Time Off accrual structure adopted as of December 31, 2023.

Maximum "Vacation-Out" Usage for Retirees

Effective January 2023, a maximum of 160 hours of PTO may be used by retirement-eligible employees leaving employment for "vacation-out" purposes. This limit supports a more expedited replacement of the employee and limits ongoing benefit and budget expense during the vacation-out period. This policy remains in effect.

Exempt and Non-Exempt Status

Each position in the City's classified service is designated exempt or non-exempt under the criteria established by the Fair Labor Standards Act. The list is maintained in the Human Resource Office and reviewed annually by the Human Resource Director. Except for fire protection and law enforcement employees, non-exempt employees are entitled to overtime pay (or compensatory time) for all hours worked over 40 in a one-week period; law enforcement overtime is calculated on hours worked over 40 in a one-week period, and fire personnel are covered under the FLSA Application to Fire Director section above. Exempt employees are not entitled to overtime or compensatory time except that monetary compensation is allowed for exempt employees in an emergency situation as approved by the City Manager. The exempt and non-exempt designations adopted in the prior plan remain in effect for 2027.

Paid Time Off (PTO)

Paid Time Off replaced vacation accrual effective December 31, 2023. PTO is used as Scheduled PTO (requested and approved in advance) and Unscheduled PTO (notified/requested less than 24 hours in advance). PTO accrues based on the number of paid hours in a pay period, in accordance with the applicable years-of-service level. PTO is accrued on hours paid up to 80 hours per pay period for employees on a 2,080-hour schedule and 96 hours for firefighters on a 2,912-hour schedule. Fire administration staff accrue PTO using a conversion factor of 1.50 relative to the general accrual tables.

Carryover from one calendar year to the next is calculated under the accrual tables; in the last pay period of December, the City buys back any accrued PTO over the applicable carryover amount at full value. Annual mandatory use is a cumulative minimum for the year; if not used by August 31 and not scheduled before year-end, the Department Head will schedule the remaining mandatory use prior to December 31. The City reserves the right, on the recommendation of the City Manager and the Finance Director, to require additional mandatory use of PTO to address unexpected budget pressures. Employees on extended unpaid leave are not eligible for holiday pay. The ten paid holidays observed by the City are calculated into the accrual rates for Police (80 hours) and Fire (106 hours) personnel, who are regularly scheduled to work on holidays.

VSIP: Voluntary Separation Incentive Program

The city is also adding a proposal to change Ordinance to allow a City Council to authorize the usage of a Voluntary Separation Incentive Plan (VSIP) in lieu of a reduction in force when appropriate. The VSIP would allow for payment of three (3) months salary for eligible applicants. To qualify, an employee must be off probation and have not already submitted a retirement date. Interested parties must fill out an application. All applications are subject to position review. Not all applications will be accepted, and acceptance will be based on current and future needs of the City. All applications are subject to review by HR Director, City Manager, and Finance Director.

Participation in this program would be voluntary in nature. The application window shall be a minimum of fourteen (14) days with a review period of up to thirty (30) days. After acceptance of an application, final approval, and execution of the agreement, the employee shall have a seven (7) day revocation period in which they may choose to withdraw their application and acceptance of the VSIP terms.

Budget Impact

The first-year cost depends on how far the City funds the transition. Three figures are presented so that the cost of adopting the structure can be evaluated separately from the cost of placing employees within it.

Figure	Amount	What it covers
Floor (to minimum)	\$159,770	Bring the 61 employees below their grade minimum up to minimum. Approximately 0.5 percent of payroll. The mandatory equity floor.
Everyone whole (closest step)	\$641,304	Place every employee on the step nearest their current pay so no one loses ground. Longevity preserved. Approximately 2.1 percent of payroll. Includes the floor above.
Compression remediation (recommended step)	\$1,073,054	Place employees on the step that restores spacing between junior and more tenured staff in the same role. Approximately 3.4 percent of payroll. Includes the floor and the everyone-whole placement.

The \$641,304 closest-step figure is the sum of all positive step-placement adjustments needed to place each employee on the step nearest their current pay. The \$1,073,054 recommended-step figure places employees on the step that also restores spacing between junior and more tenured staff, so compression remediation is built in rather than added later. Both figures are reconciled against the employee census.

Comparison to the 2026 plan

Plan Year / Scope	Cost	% of Base Payroll
2026 step progression (legacy)	~\$844,300	2.7%
2027 floor (to minimum)	\$159,770	0.5%
2027 everyone whole (closest step)	\$641,304	2.1%
2027 compression remediation (recommended step)	\$1,073,054	3.4%

The 2027 floor cost is well below the 2026 step-progression cost. Funding every employee whole approaches the 2026 figure but is a one-time structural reset rather than a recurring annual step cost. Compression remediation is phased separately and does not all fall in the first year.

Over-maximum pay

Fourteen employees are paid above their new range maximum, totaling \$67,277 above the maximums. Their pay is frozen (red-circled) at the current rate and is not recovered, so it is not a new cost. Excluding the single largest outlier, over-maximum pay is approximately \$47,000. A small number of deep outliers, two classifications in Asset Management and Administrative Support, each roughly \$19,000 to \$20,000 over the maximum, are red-circled until retirement. These figures reflect

the 429 classified civil service positions; the consultant's June 2026 Council presentation reflects all 455 employees.

Effective timing

The scale was built and validated for FY2026 and aged three percent to a January 1, 2027 midpoint. The recommended approach is to adopt the scale as the FY2026 structure and apply a cost-of-living index to the grades for FY2027 along with a standard market adjustment.

2027 Salary Schedule

The schedule below lists each classified position by occupational group, with its assigned grade and the annual minimum (step 1), midpoint (step 7), and maximum (step 13) of the grade. The full thirteen-step values for each grade appear in the Grade and Step Reference table that follows.

Leadership

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
ASSISTANT CITY MANAGER	94	25	\$112,700	\$161,000	\$209,300
CITY ENGINEER	86	24	\$100,600	\$143,700	\$186,800
AIRPORT DIRECTOR	89	24	\$100,600	\$143,700	\$186,800
CITY ATTORNEY	89	24	\$100,600	\$143,700	\$186,800
FINANCE DIRECTOR	90	24	\$100,600	\$143,700	\$186,800
HUMAN RESOURCE DIRECTOR	79	24	\$100,600	\$143,700	\$186,800
PUBLIC WORKS OPS DIRECTOR	89	24	\$100,600	\$143,700	\$186,800
PUBLIC WORKS UTILITIES DIRECTOR	89	24	\$100,600	\$143,700	\$186,800
FIRE CHIEF	90	24	\$100,600	\$143,700	\$186,800
POLICE CHIEF	90	24	\$100,600	\$143,700	\$186,800
COMMUNITY ECONOMIC DIRECTOR	84	23	\$89,900	\$128,300	\$166,700
CITY ASSESSOR	79	22	\$85,900	\$114,500	\$143,100

Business Services

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
ASSISTANT CITY ATTORNEY	77	22	\$85,900	\$114,500	\$143,100
COMPTROLLER	78	22	\$85,900	\$114,500	\$143,100
INFO TECH MANAGER SYSTEMS	75	21	\$80,500	\$103,100	\$125,700
SENIOR PROJECT MANAGER	75	21	\$80,500	\$103,100	\$125,700
CITY TREASURER	74	21	\$80,500	\$103,100	\$125,700
INFO TECH MANAGER NETWORKS	75	21	\$80,500	\$103,100	\$125,700
AIRPORT OPERATIONS MANAGER	73	21	\$80,500	\$103,100	\$125,700
BUSINESS SYSTEMS ANALYST	65	21	\$80,500	\$103,100	\$125,700
COMM AND ENG MANAGER	73	20	\$73,100	\$93,700	\$114,300

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
PROJECT MANAGER	73	20	\$73,100	\$93,700	\$114,300
GRANT MANAGER	70	20	\$73,100	\$93,700	\$114,300
AIRPORT BUSINESS - DEV MNGR	73	20	\$73,100	\$93,700	\$114,300
FINANCE MANAGER	72	20	\$73,100	\$93,700	\$114,300
HRIS PAYROLL MANAGER	69	20	\$73,100	\$93,700	\$114,300
HR PROGRAM MANAGER	69	20	\$73,100	\$93,700	\$114,300
CITY CLERK	69	19	\$66,400	\$85,100	\$103,800
SENIOR ACCOUNTANT	66	19	\$66,400	\$85,100	\$103,800
INTERNAL AUDITOR	64	19	\$66,400	\$85,100	\$103,800
PS BUSINESS ANALYST	62	18	\$60,300	\$77,300	\$94,300
INFO TECHNOLOGY SPECIALIST SR	66	18	\$60,300	\$77,300	\$94,300
ACCOUNTANT	62	18	\$60,300	\$77,300	\$94,300
CONTRACT COMPLIANCE COORD	62	18	\$60,300	\$77,300	\$94,300
PROGRAM MANAGEMENT ANALYST	62	18	\$60,300	\$77,300	\$94,300
ADMIN BUSINESS ANALYST I	56	18	\$60,300	\$77,300	\$94,300
HUMAN RESOURCE GENERALIST	60	17	\$54,800	\$70,200	\$85,600
FINANCIAL SPECIALIST- SR	60	17	\$54,800	\$70,200	\$85,600
PUBLIC SAFETY INFO-OUTREACH	60	17	\$54,800	\$70,200	\$85,600
COMMUNICATION SPECIALIST	56	16	\$52,400	\$63,800	\$75,200
INFO TECHNOLOGY TECH II	58	16	\$52,400	\$63,800	\$75,200
FINANCIAL SPECIALIST	58	16	\$52,400	\$63,800	\$75,200
INFO TECHNOLOGY TECH	54	16	\$52,400	\$63,800	\$75,200
FINANCIAL CLERK- SENIOR	51	15	\$48,400	\$59,000	\$69,600
AIRPORT SAFETY-SECURITY SPCT	44	14	\$44,900	\$54,700	\$64,500
FINANCE CLERK	48	14	\$44,900	\$54,700	\$64,500

Administrative Support

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
CLERK OF COURT	58	17	\$54,800	\$70,200	\$85,600
LAW ENFORCEMENT OFFICE MANAGER	59	17	\$54,800	\$70,200	\$85,600
PS TELECOM DATA COORDINATOR	68	16	\$52,400	\$63,800	\$75,200
OFFICE and ADMIN SPEC-SR	56	16	\$52,400	\$63,800	\$75,200
LAW ENFORCEMENT OFFICE SPECIALIST III	54	16	\$52,400	\$63,800	\$75,200
PROPERTY ASSESSMENT SPECIALIST	56	16	\$52,400	\$63,800	\$75,200

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
ADMIN CLERK- PRINCIPAL	52	15	\$48,400	\$59,000	\$69,600
OFFICE and ADMIN SPEC	53	15	\$48,400	\$59,000	\$69,600
LAW ENFORCEMENT OFFICE SPECIALIST II	51	15	\$48,400	\$59,000	\$69,600
LEGAL ADMINISTRATIVE ASSISTANT	52	15	\$48,400	\$59,000	\$69,600
ADMINISTRATIVE CLERK SENIOR	49	14	\$44,900	\$54,700	\$64,500
LAW ENFORCEMENT OFFICE SPECIALIST I	48	14	\$44,900	\$54,700	\$64,500

Public Safety

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
DEPUTY POLICE CHIEF	82	23	\$89,900	\$128,300	\$166,700
DEPUTY FIRE CHIEF	80	23	\$89,900	\$128,300	\$166,700
POLICE CAPTAIN	79	22	\$85,900	\$114,500	\$143,100
POLICE LIEUTENANT	74	21	\$80,500	\$103,100	\$125,700
FIRE BATTALION CHIEF	76	21	\$80,500	\$103,100	\$125,700
FIRE MARSHAL	66	21	\$80,500	\$103,100	\$125,700
POLICE SERGEANT	69	20	\$73,100	\$93,700	\$114,300
FIRE CAPTAIN	69	20	\$73,100	\$93,700	\$114,300
PS TELECOM PERSONNEL MNGR	68	19	\$66,400	\$85,100	\$103,800
FIREFIGHTER - SENIOR	60	18	\$60,300	\$77,300	\$94,300
FIRE INSPECTOR II	64	18	\$60,300	\$77,300	\$94,300
POLICE OFFICER MASTER	64	18	\$60,300	\$77,300	\$94,300
LEAD PS TELECOMM-DISPATCH	62	17	\$54,800	\$70,200	\$85,600
POLICE OFFICER - SENIOR	62	17	\$54,800	\$70,200	\$85,600
POLICE OFFICER	60	17	\$54,800	\$70,200	\$85,600
FIREFIGHTER	58	17	\$54,800	\$70,200	\$85,600
DIGITAL FORENSIC ANALYST	57	16	\$52,400	\$63,800	\$75,200
SENIOR PS TELECOMM-DISPATCHER	56	16	\$52,400	\$63,800	\$75,200
INTELLIGENCE ANALYST	52	16	\$52,400	\$63,800	\$75,200
EVIDENCE AND PROPERTY TECH	52	15	\$48,400	\$59,000	\$69,600
CODE ENFORCEMENT SPECIALIST	52	15	\$48,400	\$59,000	\$69,600
PS TELECOMM-DISPATCHER	52	15	\$48,400	\$59,000	\$69,600
COMMUNITY SERVICE OFFICER	48	14	\$44,900	\$54,700	\$64,500

Public Works

Position		Grade	Minimum	Midpoint	Maximum
STREET SUPERINTENDENT	74	21	\$80,500	\$103,100	\$125,700
TRAFFIC ENGINEER	74	21	\$80,500	\$103,100	\$125,700
SANITATION - LANDFILL SUPT	74	21	\$80,500	\$103,100	\$125,700
WATER - WASTEWATER SUPT.	74	21	\$80,500	\$103,100	\$125,700
WATER PLANT SUPERINTENDENT	74	21	\$80,500	\$103,100	\$125,700
WATER - WASTEWATER FOREMAN	63	18	\$60,300	\$77,300	\$94,300
WATER PLANT FOREMAN	63	18	\$60,300	\$77,300	\$94,300
STREET FOREMAN	63	18	\$60,300	\$77,300	\$94,300
TRAFFIC FOREMAN	63	18	\$60,300	\$77,300	\$94,300
SANITATION FOREMAN	63	18	\$60,300	\$77,300	\$94,300
LANDFILL FOREMAN	63	18	\$60,300	\$77,300	\$94,300
STORM SEWER FOREMAN	63	18	\$60,300	\$77,300	\$94,300
RECYCLING COORDINATOR	63	18	\$60,300	\$77,300	\$94,300
TRAFFIC MAINTENANCE TECH III	60	17	\$54,800	\$70,200	\$85,600
MOBILITY MANAGER	60	16	\$52,400	\$63,800	\$75,200
UTILITY OPERATOR - LEAD	56	16	\$52,400	\$63,800	\$75,200
WATER PLANT OPERATOR - LEAD	56	16	\$52,400	\$63,800	\$75,200
WATER PLT INSTRUMENTATION TECH	56	16	\$52,400	\$63,800	\$75,200
PUBLIC WORKS LABORATORY TECH	55	16	\$52,400	\$63,800	\$75,200
TRAFFIC MAINTENANCE TECH II	56	16	\$52,400	\$63,800	\$75,200
UTILITY OPERATOR II	54	16	\$52,400	\$63,800	\$75,200
WATER PLANT OPERATOR II	54	16	\$52,400	\$63,800	\$75,200
TRAFFIC MAINTENANCE TECH I	54	16	\$52,400	\$63,800	\$75,200
UTILITY OPERATOR I	52	15	\$48,400	\$59,000	\$69,600
WATER PLANT OPERATOR I	52	15	\$48,400	\$59,000	\$69,600
TRAFFIC MAINTENANCE WORKER	50	15	\$48,400	\$59,000	\$69,600
UTILITY OPERATOR	50	15	\$48,400	\$59,000	\$69,600
WATER PLANT OPERATOR	50	15	\$48,400	\$59,000	\$69,600
LANDFILL ATTENDANT - LEO	47	14	\$44,900	\$54,700	\$64,500

Asset Management

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
BUS SERVICE - SHOP MAINT SUPR	74	21	\$80,500	\$103,100	\$125,700
FLEET MGMT SVCS SUPERINTENDENT	74	21	\$80,500	\$103,100	\$125,700
PROPERTY MAINTENANCE SUPT	74	21	\$80,500	\$103,100	\$125,700
SHOP MAINT FOREMAN	63	18	\$60,300	\$77,300	\$94,300
AIRPORT FACILITY FOREMAN	63	18	\$60,300	\$77,300	\$94,300
AIRPORT OPERATIONS FOREMAN	63	18	\$60,300	\$77,300	\$94,300
BUS SERVICES FOREMAN-MECHANIC	63	18	\$60,300	\$77,300	\$94,300
CEMETERY MANAGER	63	18	\$60,300	\$77,300	\$94,300
BLDG and GROUNDS FOREMAN	63	18	\$60,300	\$77,300	\$94,300
FIRE EQUIPMENT MECHANIC	63	17	\$54,800	\$70,200	\$85,600
MECHANIC - SENIOR	57	17	\$54,800	\$70,200	\$85,600
AIRPORT OPERATIONS TECH LEAD	58	17	\$54,800	\$70,200	\$85,600
EQUIPMENT OPERATOR LEAD	56	16	\$52,400	\$63,800	\$75,200
HEAVY EQUIPMENT OPERATOR	54	16	\$52,400	\$63,800	\$75,200
AIRPORT OPERATIONS TECH II	56	16	\$52,400	\$63,800	\$75,200
MECHANIC	54	16	\$52,400	\$63,800	\$75,200
WELDER - FABRICATOR	57	16	\$52,400	\$63,800	\$75,200
BLDG and GROUNDS WORKER - SR	54	16	\$52,400	\$63,800	\$75,200
AIRPORT OPERATIONS TECH I	52	16	\$52,400	\$63,800	\$75,200
AIRPORT FACILITY TECH LEAD	52	15	\$48,400	\$59,000	\$69,600
BUS DRIVER	50	15	\$48,400	\$59,000	\$69,600
MEDIUM EQUIPMENT OPERATOR	50	15	\$48,400	\$59,000	\$69,600
BUS DRIVER - ADMIN CLERK SR	50	15	\$48,400	\$59,000	\$69,600
PARTS SPECIALIST - BUS DRIVER	50	15	\$48,400	\$59,000	\$69,600
LIGHT MECHANIC	46	15	\$48,400	\$59,000	\$69,600
AIRPORT FACILITY TECHNICIAN I	46	14	\$44,900	\$54,700	\$64,500
AIRPORT FACILITY TECHNICIAN II	50	14	\$44,900	\$54,700	\$64,500
BLDG and GROUNDS WORKER	48	14	\$44,900	\$54,700	\$64,500
PARTS SPECIALIST	48	14	\$44,900	\$54,700	\$64,500
LIGHT EQUIPMENT OPERATOR	47	14	\$44,900	\$54,700	\$64,500

Community Growth & Development

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
ASSISTANT CITY ENGINEER	76	22	\$85,900	\$114,500	\$143,100
BUILDING OFFICIAL	75	21	\$80,500	\$103,100	\$125,700
PRINCIPAL PLANNER	73	20	\$73,100	\$93,700	\$114,300
PROJECT CIVIL ENGINEER I	70	19	\$66,400	\$85,100	\$103,800
ASSISTANT CITY ASSESSOR	70	19	\$66,400	\$85,100	\$103,800
SENIOR BUILDING INSPECTOR II	67	19	\$66,400	\$85,100	\$103,800
BUILDING INSPECTOR III	65	18	\$60,300	\$77,300	\$94,300
PROPERTY APPRAISER- SENIOR	66	18	\$60,300	\$77,300	\$94,300
GIS COORDINATOR	65	18	\$60,300	\$77,300	\$94,300
PLUMBING INSPECTOR III	65	18	\$60,300	\$77,300	\$94,300
MECHANICAL INSPECTOR III	65	18	\$60,300	\$77,300	\$94,300
PLANNER II-ASSOCIATE	64	18	\$60,300	\$77,300	\$94,300
CAD TECHNICIAN II	60	17	\$54,800	\$70,200	\$85,600
BUILDING INSPECTOR II	62	17	\$54,800	\$70,200	\$85,600
ENGINEERING TECHNICIAN II	60	17	\$54,800	\$70,200	\$85,600
COMMERCIAL PLAN REVIEWER	58	17	\$54,800	\$70,200	\$85,600
PROPERTY APPRAISER	60	17	\$54,800	\$70,200	\$85,600
ENGINEERING TECHNICIAN I	56	16	\$52,400	\$63,800	\$75,200
GIS TECHNICIAN I	56	16	\$52,400	\$63,800	\$75,200
RESIDENTIAL PLAN REVIEWER	53	15	\$48,400	\$59,000	\$69,600
PLANNING & CODE ENFORCEMENT ASST.	49	14	\$44,900	\$54,700	\$64,500

Positions By Grade

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
LANDFILL ATTENDANT	46	13	\$41,600	\$50,700	\$59,800
AIRPORT SAFETY-SECURITY SPCT	44	14	\$44,900	\$54,700	\$64,500
AIRPORT FACILITY TECHNICIAN I	46	14	\$44,900	\$54,700	\$64,500
LANDFILL ATTENDANT - LEO	47	14	\$44,900	\$54,700	\$64,500
LIGHT EQUIPMENT OPERATOR	47	14	\$44,900	\$54,700	\$64,500
BLDG and GROUNDS WORKER	48	14	\$44,900	\$54,700	\$64,500
COMMUNITY SERVICE OFFICER	48	14	\$44,900	\$54,700	\$64,500
FINANCE CLERK	48	14	\$44,900	\$54,700	\$64,500
LAW ENFORCEMENT OFFICE SPEC I	48	14	\$44,900	\$54,700	\$64,500
PARTS SPECIALIST	48	14	\$44,900	\$54,700	\$64,500
ADMINISTRATIVE CLERK SENIOR	49	14	\$44,900	\$54,700	\$64,500
PLANNING & CODE ENFORCEMENT ASST	49	14	\$44,900	\$54,700	\$64,500
AIRPORT FACILITY TECHNICIAN II	50	14	\$44,900	\$54,700	\$64,500
LIGHT MECHANIC	46	15	\$48,400	\$59,000	\$69,600
BUS DRIVER	50	15	\$48,400	\$59,000	\$69,600
BUS DRIVER - ADMIN CLERK SR	50	15	\$48,400	\$59,000	\$69,600
MEDIUM EQUIPMENT OPERATOR	50	15	\$48,400	\$59,000	\$69,600
PARTS SPECIALIST - BUS DRIVER	50	15	\$48,400	\$59,000	\$69,600
TRAFFIC MAINTENANCE WORKER	50	15	\$48,400	\$59,000	\$69,600
UTILITY OPERATOR	50	15	\$48,400	\$59,000	\$69,600
WATER PLANT OPERATOR	50	15	\$48,400	\$59,000	\$69,600
FINANCIAL CLERK- SENIOR	51	15	\$48,400	\$59,000	\$69,600
LAW ENFORCEMENT OFFICE SPEC II	51	15	\$48,400	\$59,000	\$69,600
ADMIN CLERK- PRINCIPAL	52	15	\$48,400	\$59,000	\$69,600
AIRPORT FACILITY TECH LEAD	52	15	\$48,400	\$59,000	\$69,600
CODE ENFORCEMENT SPECIALIST	52	15	\$48,400	\$59,000	\$69,600
EVIDENCE AND PROPERTY TECH	52	15	\$48,400	\$59,000	\$69,600
LEGAL ADMINISTRATIVE ASSISTANT	52	15	\$48,400	\$59,000	\$69,600
PS TELECOMM-DISPATCHER	52	15	\$48,400	\$59,000	\$69,600
UTILITY OPERATOR I	52	15	\$48,400	\$59,000	\$69,600
WATER PLANT OPERATOR I	52	15	\$48,400	\$59,000	\$69,600
OFFICE and ADMIN SPEC	53	15	\$48,400	\$59,000	\$69,600
RESIDENTIAL PLAN REVIEWER	53	15	\$48,400	\$59,000	\$69,600
AIRPORT OPERATIONS TECH I	52	16	\$52,400	\$63,800	\$75,200
INTELLIGENCE ANALYST	52	16	\$52,400	\$63,800	\$75,200
BLDG and GROUNDS WORKER - SR	54	16	\$52,400	\$63,800	\$75,200
HEAVY EQUIPMENT OPERATOR	54	16	\$52,400	\$63,800	\$75,200
INFO TECHNOLOGY TECH	54	16	\$52,400	\$63,800	\$75,200
LAW ENFORCEMENT OFFICE SPEC III	54	16	\$52,400	\$63,800	\$75,200

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
MECHANIC	54	16	\$52,400	\$63,800	\$75,200
TRAFFIC MAINTENANCE TECH I	54	16	\$52,400	\$63,800	\$75,200
UTILITY OPERATOR II	54	16	\$52,400	\$63,800	\$75,200
WATER PLANT OPERATOR II	54	16	\$52,400	\$63,800	\$75,200
PUBLIC WORKS LABORATORY TECH	55	16	\$52,400	\$63,800	\$75,200
AIRPORT OPERATIONS TECH II	56	16	\$52,400	\$63,800	\$75,200
COMMUNICATION SPECIALIST	56	16	\$52,400	\$63,800	\$75,200
ENGINEERING TECHNICIAN I	56	16	\$52,400	\$63,800	\$75,200
EQUIPMENT OPERATOR LEAD	56	16	\$52,400	\$63,800	\$75,200
GIS TECHNICIAN I	56	16	\$52,400	\$63,800	\$75,200
OFFICE and ADMIN SPEC-SR	56	16	\$52,400	\$63,800	\$75,200
PROPERTY ASSESSMENT SPECIALIST	56	16	\$52,400	\$63,800	\$75,200
SENIOR PS TELECOMM-DISPATCHER	56	16	\$52,400	\$63,800	\$75,200
TRAFFIC MAINTENANCE TECH II	56	16	\$52,400	\$63,800	\$75,200
UTILITY OPERATOR - LEAD	56	16	\$52,400	\$63,800	\$75,200
WATER PLANT OPERATOR - LEAD	56	16	\$52,400	\$63,800	\$75,200
WATER PLT INSTRUMENTATION TECH	56	16	\$52,400	\$63,800	\$75,200
DIGITAL FORENSIC ANALYST	57	16	\$52,400	\$63,800	\$75,200
WELDER - FABRICATOR	57	16	\$52,400	\$63,800	\$75,200
FINANCIAL SPECIALIST	58	16	\$52,400	\$63,800	\$75,200
INFO TECHNOLOGY TECH II	58	16	\$52,400	\$63,800	\$75,200
MOBILITY MANAGER	60	16	\$52,400	\$63,800	\$75,200
PS TELECOM DATA COORDINATOR	68	16	\$52,400	\$63,800	\$75,200
MECHANIC - SENIOR	57	17	\$54,800	\$70,200	\$85,600
AIRPORT OPERATIONS TECH LEAD	58	17	\$54,800	\$70,200	\$85,600
CLERK OF COURT	58	17	\$54,800	\$70,200	\$85,600
COMMERCIAL PLAN REVIEWER	58	17	\$54,800	\$70,200	\$85,600
FIREFIGHTER	58	17	\$54,800	\$70,200	\$85,600
LAW ENFORCEMENT OFFICE MANAGER	59	17	\$54,800	\$70,200	\$85,600
CAD TECHNICIAN II	60	17	\$54,800	\$70,200	\$85,600
ENGINEERING TECHNICIAN II	60	17	\$54,800	\$70,200	\$85,600
FINANCIAL SPECIALIST- SR	60	17	\$54,800	\$70,200	\$85,600
HUMAN RESOURCE GENERALIST	60	17	\$54,800	\$70,200	\$85,600
POLICE OFFICER	60	17	\$54,800	\$70,200	\$85,600
PROPERTY APPRAISER	60	17	\$54,800	\$70,200	\$85,600
PUBLIC SAFETY INFO-OUTREACH	60	17	\$54,800	\$70,200	\$85,600
TRAFFIC MAINTENANCE TECH III	60	17	\$54,800	\$70,200	\$85,600
BUILDING INSPECTOR II	62	17	\$54,800	\$70,200	\$85,600
LEAD PS TELECOMM-DISPATCH	62	17	\$54,800	\$70,200	\$85,600
POLICE OFFICER - SENIOR	62	17	\$54,800	\$70,200	\$85,600
FIRE EQUIPMENT MECHANIC	63	17	\$54,800	\$70,200	\$85,600

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
ADMIN BUSINESS ANALYST I	56	18	\$60,300	\$77,300	\$94,300
FIREFIGHTER - SENIOR	60	18	\$60,300	\$77,300	\$94,300
ACCOUNTANT	62	18	\$60,300	\$77,300	\$94,300
CONTRACT COMPLIANCE COORD	62	18	\$60,300	\$77,300	\$94,300
PROGRAM MANAGEMENT ANALYST	62	18	\$60,300	\$77,300	\$94,300
PS BUSINESS ANALYST	62	18	\$60,300	\$77,300	\$94,300
AIRPORT FACILITY FOREMAN	63	18	\$60,300	\$77,300	\$94,300
AIRPORT OPERATIONS FOREMAN	63	18	\$60,300	\$77,300	\$94,300
BLDG and GROUNDS FOREMAN	63	18	\$60,300	\$77,300	\$94,300
BUS SERVICES FOREMAN-MECHANIC	63	18	\$60,300	\$77,300	\$94,300
CEMETERY MANAGER	63	18	\$60,300	\$77,300	\$94,300
LANDFILL FOREMAN	63	18	\$60,300	\$77,300	\$94,300
RECYCLING COORDINATOR	63	18	\$60,300	\$77,300	\$94,300
SANITATION FOREMAN	63	18	\$60,300	\$77,300	\$94,300
SHOP MAINT FOREMAN	63	18	\$60,300	\$77,300	\$94,300
STORM SEWER FOREMAN	63	18	\$60,300	\$77,300	\$94,300
STREET FOREMAN	63	18	\$60,300	\$77,300	\$94,300
TRAFFIC FOREMAN	63	18	\$60,300	\$77,300	\$94,300
WATER - WASTEWATER FOREMAN	63	18	\$60,300	\$77,300	\$94,300
WATER PLANT FOREMAN	63	18	\$60,300	\$77,300	\$94,300
FIRE INSPECTOR II	64	18	\$60,300	\$77,300	\$94,300
PLANNER II-ASSOCIATE	64	18	\$60,300	\$77,300	\$94,300
POLICE OFFICER MASTER	64	18	\$60,300	\$77,300	\$94,300
BUILDING INSPECTOR III	65	18	\$60,300	\$77,300	\$94,300
GIS COORDINATOR	65	18	\$60,300	\$77,300	\$94,300
MECHANICAL INSPECTOR III	65	18	\$60,300	\$77,300	\$94,300
PLUMBING INSPECTOR III	65	18	\$60,300	\$77,300	\$94,300
INFO TECHNOLOGY SPECIALIST SR	66	18	\$60,300	\$77,300	\$94,300
PROPERTY APPRAISER- SENIOR	66	18	\$60,300	\$77,300	\$94,300
INTERNAL AUDITOR	64	19	\$66,400	\$85,100	\$103,800
SENIOR ACCOUNTANT	66	19	\$66,400	\$85,100	\$103,800
SENIOR BUILDING INSPECTOR II	67	19	\$66,400	\$85,100	\$103,800
PS TELECOM PERSONNEL MNGR	68	19	\$66,400	\$85,100	\$103,800
CITY CLERK	69	19	\$66,400	\$85,100	\$103,800
ASSISTANT CITY ASSESSOR	70	19	\$66,400	\$85,100	\$103,800
PROJECT CIVIL ENGINEER I	70	19	\$66,400	\$85,100	\$103,800
FIRE CAPTAIN	69	20	\$73,100	\$93,700	\$114,300
HR PROGRAM MANAGER	69	20	\$73,100	\$93,700	\$114,300
HRIS PAYROLL MANAGER	69	20	\$73,100	\$93,700	\$114,300
POLICE SERGEANT	69	20	\$73,100	\$93,700	\$114,300
GRANT MANAGER	70	20	\$73,100	\$93,700	\$114,300

Position	Old Grade	New Grade	Minimum	Midpoint	Maximum
FINANCE MANAGER	72	20	\$73,100	\$93,700	\$114,300
AIRPORT BUSINESS - DEV MNGR	73	20	\$73,100	\$93,700	\$114,300
COMM AND ENG MANAGER	73	20	\$73,100	\$93,700	\$114,300
PRINCIPAL PLANNER	73	20	\$73,100	\$93,700	\$114,300
PROJECT MANAGER	73	20	\$73,100	\$93,700	\$114,300
AIRPORT OPERATIONS MANAGER	73	21	\$80,500	\$103,100	\$125,700
BUS SERVICE - SHOP MAINT SUPR	74	21	\$80,500	\$103,100	\$125,700
BUSINESS SYSTEMS ANALYST	65	21	\$80,500	\$103,100	\$125,700
CITY TREASURER	74	21	\$80,500	\$103,100	\$125,700
FLEET MGMT SVCS SUPERINTENDENT	74	21	\$80,500	\$103,100	\$125,700
POLICE LIEUTENANT	74	21	\$80,500	\$103,100	\$125,700
PROPERTY MAINTENANCE SUPT	74	21	\$80,500	\$103,100	\$125,700
SANITATION - LANDFILL SUPT	74	21	\$80,500	\$103,100	\$125,700
STREET SUPERINTENDENT	74	21	\$80,500	\$103,100	\$125,700
TRAFFIC ENGINEER	74	21	\$80,500	\$103,100	\$125,700
WATER - WASTEWATER SUPT.	74	21	\$80,500	\$103,100	\$125,700
WATER PLANT SUPERINTENDENT	74	21	\$80,500	\$103,100	\$125,700
BUILDING OFFICIAL	75	21	\$80,500	\$103,100	\$125,700
INFO TECH MANAGER NETWORKS	75	21	\$80,500	\$103,100	\$125,700
INFO TECH MANAGER SYSTEMS	75	21	\$80,500	\$103,100	\$125,700
SENIOR PROJECT MANAGER	75	21	\$80,500	\$103,100	\$125,700
FIRE MARSHAL	66	21	\$80,500	\$103,100	\$125,700
FIRE BATTALION CHIEF	76	21	\$80,500	\$103,100	\$125,700
ASSISTANT CITY ENGINEER	76	22	\$85,900	\$114,500	\$143,100
ASSISTANT CITY ATTORNEY	77	22	\$85,900	\$114,500	\$143,100
COMPTROLLER	78	22	\$85,900	\$114,500	\$143,100
CITY ASSESSOR	79	22	\$85,900	\$114,500	\$143,100
POLICE CAPTAIN	79	22	\$85,900	\$114,500	\$143,100
DEPUTY FIRE CHIEF	80	23	\$89,900	\$128,300	\$166,700
DEPUTY POLICE CHIEF	82	23	\$89,900	\$128,300	\$166,700
COMMUNITY ECONOMIC DIRECTOR	84	23	\$89,900	\$128,300	\$166,700
HUMAN RESOURCE DIRECTOR	79	24	\$100,600	\$143,700	\$186,800
CITY ENGINEER	86	24	\$100,600	\$143,700	\$186,800
AIRPORT DIRECTOR	89	24	\$100,600	\$143,700	\$186,800
CITY ATTORNEY	89	24	\$100,600	\$143,700	\$186,800
PUBLIC WORKS OPS DIRECTOR	89	24	\$100,600	\$143,700	\$186,800
PUBLIC WORKS UTILITIES DIRECTOR	89	24	\$100,600	\$143,700	\$186,800
FINANCE DIRECTOR	90	24	\$100,600	\$143,700	\$186,800
FIRE CHIEF	90	24	\$100,600	\$143,700	\$186,800
POLICE CHIEF	90	24	\$100,600	\$143,700	\$186,800
ASSISTANT CITY MANAGER	94	25	\$112,700	\$161,000	\$209,300

Grade and Step Table Reference

The following table sets out the full thirteen-step values for each grade in the 2027 structure. Step 1 is the grade minimum, step 7 is the midpoint, and step 13 is the maximum.

Grade	Minimum (Step 1)	Midpoint (Step 7)	Maximum (Step 13)
10	\$33,200	\$40,400	\$47,600
11	\$35,800	\$43,600	\$51,400
12	\$38,600	\$47,000	\$55,400
13	\$41,600	\$50,700	\$59,800
14	\$44,900	\$54,700	\$64,500
15	\$48,400	\$59,000	\$69,600
16	\$52,400	\$63,800	\$75,200
17	\$54,800	\$70,200	\$85,600
18	\$60,300	\$77,300	\$94,300
19	\$66,400	\$85,100	\$103,800
20	\$73,100	\$93,700	\$114,300
21	\$80,500	\$103,100	\$125,700
22	\$85,900	\$114,500	\$143,100
23	\$89,900	\$128,300	\$166,700
24	\$100,600	\$143,700	\$186,800
25	\$112,700	\$161,000	\$209,300
26	\$126,300	\$180,400	\$234,500
27	\$141,500	\$202,100	\$262,700

Progression cadence. Steps 1 through 7 advance one year apart; steps 7 through 13 advance two years apart. Each advance requires a "meets expectations" performance rating. Grades 10 and 27 are structural buffers and carry no assigned positions.

Recommended by the Human Resources Director, City of Minot, North Dakota. Proposed for review. Not yet adopted.

CITY OF MINOT

2026 COMPENSATION STRUCTURE & JOB ARCHITECTURE PROJECT

CIVIL SERVICE PRESENTATION

JUNE 2026

AGENDA

- Past Work & Project Objective | Purpose
- Job Architecture
- Base Pay Structure Foundation
- Outcomes
 - Compensation Philosophy | Project Guidance
 - Costing
- Considerations and Decisions
- Next Steps
- Appendix



PAST WORK & CURRENT PROJECT OBJECTIVE

Last year herronpalmer partnered with COM to evaluate their organization design and efficacy which indicated further compensation and job architecture review was warranted to prepare for a pay for performance approach to compensation.

The objective of this project build on this work to design a structure that provides consistency, supports compliance, and has enough flexibility to make good internal pay decisions. This includes developing a base pay structure and job architecture with the goal of supporting COM's ability to attract, engage and retain the right talent within each local market.

- **Job Descriptions:** Collection and review
- **Benchmarking:** Match and validate positions to market data with leaders
- **Job Architecture:** Create a job architecture that supports career progression & internal equity
- **Geographic Differentials:** Review cost of labor differences and incorporate into base pay structure
- **Base Salary Structure:** Create competitive base salary ranges with geographic differentials
- **Base Pay Competitive Analysis:** Where is COM compared to external market & internally
- **City Council Review:** Results review meetings



Objectives

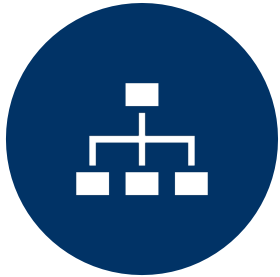
- **External Competitiveness** – Ensures we can attract and retain the talent required to support and grow the business
- **Career Progression** – Provides career paths and opportunities for individual contributors and leadership roles
- **Internal Equity** – Supports the principles of fairness in HR practices – employees with similar responsibilities are provided comparable pay opportunities
- **Transparency** – Ensures compensation decisions can be articulated intentionally and consistently

Success Criteria

- **Employee Engagement & Talent Retention** – Supports a productive work environment and reduces cost associated with turnover
- **Company Performance** – Recruiting, engaging and retaining top talent means teams have the ability to stay focused on their contributions to organization's mission & vision
- **Business Tool for Sustainability** – Market-based and proactive compensation decision-making processes
- **Cost Planning** – Ensuring payroll dollars are allocated effectively (*overpay/underpay*)

JOB ARCHITECTURE

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Organizational charts, job descriptions and job matches were utilized to create a Job Architecture



All COM job titles were mapped into the Job Architecture using confirmed job matches based on expectations of the position



The drafted Job Architecture was presented to the project team on 05.14.26 and feedback was incorporated during a working sessions through project team meetings



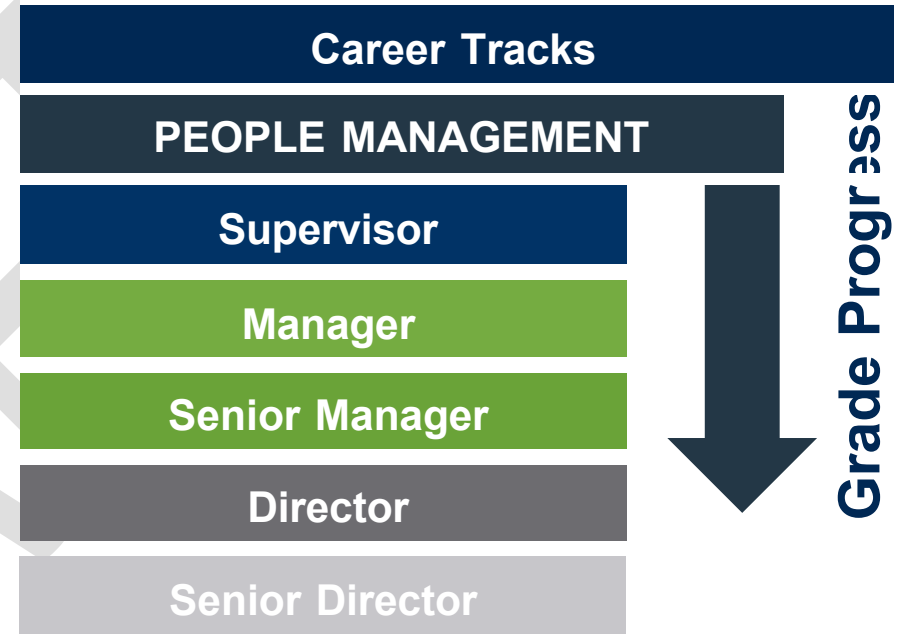
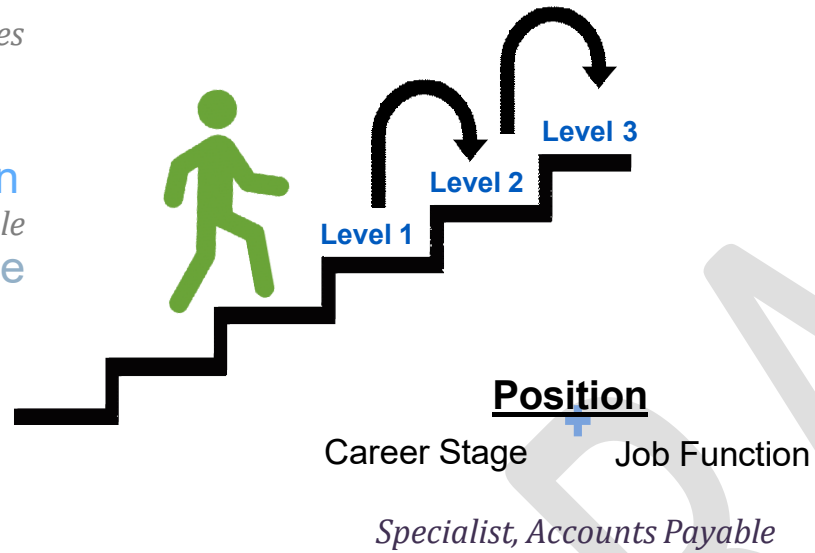
It is highly recommended to upload the Job Architecture into the HRIS and utilize new positions (Career Stage + Job Function) for compliance moving forward

This is not an organization chart – it's about identifying and classifying like positions

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- Job Area
Business Services
- Job Family
Finance
- Job Function
Accounts Payable
- Career Stage
Specialist



Area 1

Family 1

Family 2

Function
1

Function
2

Function
3

Function
1

Function
2

- **Function:** Informed by the job matches, this is the most specific level of differentiation based on the exact function of work being performed. and allows further differentiation of skills and abilities

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JOB ARCHITECTURE

Administrative Support Administrative Support Administrative Administrative - City Clerk Administrative - Clerk of Court Administrative - Legal Administrative - Office Management Administrative - Transportation	Business Services Finance And Accounting Accounting Contract Compliance Finance Finance & Billing Internal Auditing Human Resources HR & Programs HRIS & Payroll Human Resources Legal Judiciary Legal Information Technology IT IT - Networks & Communication IT - Systems & Support Public Information Communications & Engagement Business Management Airport Operations Business Analysis Business Systems Contract Administration - Airport Grant Management Program Analysis Project Management Airport Security Operations	Asset Management Building and Grounds Maintenance Airfield Maintenance Building & Grounds Cemetery Custodial - Building & Grounds Custodial - Maintenance Maintenance Equipment Operation Heavy Equipment Operation Light Equipment Operation Medium Equipment Operation Bus Driving Bus Driving & Administrative Automotive Parts & Bus Driving Vehicle Maintenance Automotive Mechanics Automotive Parts Fire Equipment Maintenance Fleet Management Shop Maintenance Welding	Community Growth & Development Community Development City Planning Engineering CAD City Engineering Civil Engineering GIS Project Management Inspections Building Inspection Building Inspection & Permitting Mechanical Inspection Plumbing Inspection Residential Plans City Assessor Commercial & Residential Appraisal Residential Appraisal	Public Safety Law Enforcement Code Enforcement Community Service Evidence and Property Forensic Analysis Intelligence Analysis Police Police Administration Fire & Rescue Fire Administration Fire Control Fire Inspection Dispatch Dispatching	Public Works Sanitation & Landfill Landfill Recycling Sanitation Sanitation & Landfill Storm Sewer Street Maintenance Street Maintenance Traffic Traffic Engineering Traffic Signal Maintenance Transit Transit & Transportation Planning Transit Services Water & Wastewater Operations Utilities & Wastewater Water Plant Instrumentation Water Plant Laboratory Water Plant Treatment Operations



JOB ARCHITECTURE | CAREER PROGRESSION

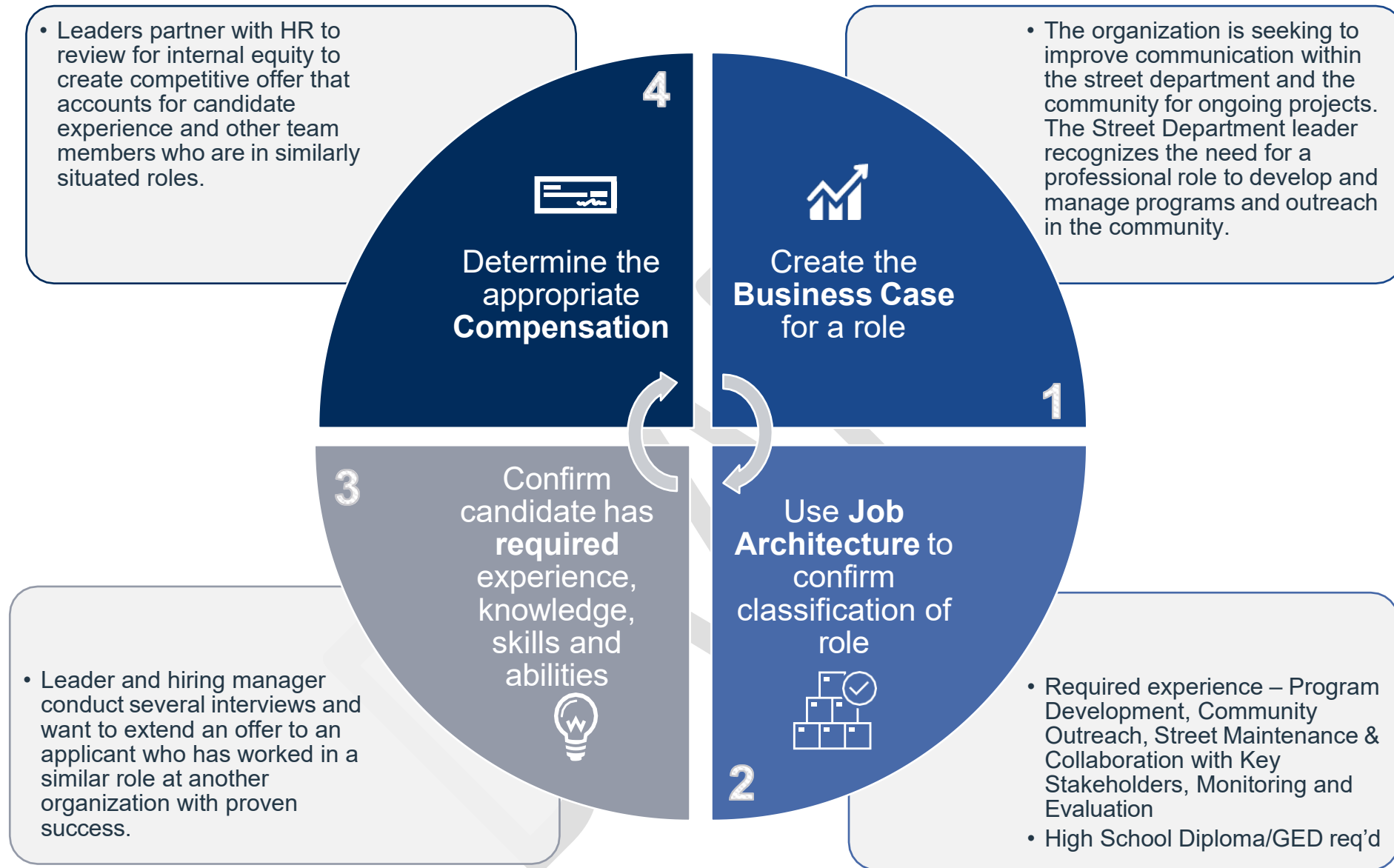
- Designing a Job Architecture that recognizes the uniqueness of each vertical for individual contributors and people managers. This allows for recognition of the profession and a much greater ability to encourage and support career growth, progression and promotion.

Career Track	FUNCTIONAL	PROFESSIONAL	FIRE RESCUE	POLICE	MANAGEMENT	LEADERSHIP
Career Stages	Associate	Associate Professional	Firefighter	Police Officer	Supervisor / Foreman	Director / Police Chief / Fire Chief
	Sr. Associate	Professional	Sr. Firefighter	Master Police Officer	Manager / Superintendent	Assistant City Manager
	Specialist	Sr. Professional	Fire Inspector	Police Sergeant	Sr. Manager	City Manager
	Sr. Specialist	Project/Program Manager	Fire Captain	Police Lieutenant	Deputy Director	
	Lead	Sr. Project/Program Manager	Fire Battalion Chief	Police Captain		
			Deputy Fire Chief	Deputy Police Chief		

- Career stages have been assigned to each COM job title based upon the confirmed job matches.
- Each career stage has definitions regarding: **1)** Job Scope & Major Responsibilities, **2)** Complexity & Impact, and **3)** Education & Experience requirements



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BASE PAY STRUCTURE FOUNDATION

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- Compensation Surveys provide benchmarks on pay data rather than employers exchanging pay information directly with competitors
 - The Sherman Antitrust Act is to promote and preserve a competitive landscape and prohibit business activities that federal government regulators deem to be anti-competitive
 - While Open Records Requests and Pay Transparency Legislation reframe the nature of data sharing, Compensation Surveys remain aligned with the spirit of the Sherman Antitrust Act
- It is always recommended to utilize surveys conducted by reputable third parties who collect salary data from employers and report this data in aggregate, with strong quality control measures in place to ensure data accuracy
- While many free resources are available and visible to employees, it is best practice to use credible third-party survey data as the foundation of a salary structure
 - Acknowledging that employees have visibility to this type of data, it is important understand the context and implications of utilization across each unique scenario



JOB MATCHING

- Compensation surveys have brief job summaries to help us match our jobs to similar positions in the market
 - They are broadly kept generic to help us match 75% or more of the job
 - There are times when there is a decent match but a premium, reduction, or sometimes blending needs to occur in order to make it as strong of a match as possible to align with the COM job
- It is important to validate the survey job summaries based upon the expectations of the position, not the person, with a major focus on the job duties described
 - Title matching is dangerous; expectations of job titles vary from one company to another
 - Title inflation is a common occurrence; by matching based on titles without considering job duties, you run the risk of targeting the wrong market data point
- 214 COM job titles were reviewed, and market matched (177 unique titles – validated across all departments to ensure differences were captured)
 - herronpalmer reviewed all job descriptions provided by COM and selected as many applicable survey matches as possible based on the responsibilities, scope and essential functions



- **ERI Salary Assessor** (provided by herronpalmer) | Database updates every 6 weeks, allows for timely updates in market data trends
- 541 matches were used across 214 job titles, each job has ~2 or more matches
- Market data has been aged using a 3% aging factor to a mutual effective date to prepare you for fiscal year 2027

Survey Used	Data Cuts	Utilization
Economic Research Institute	■ All Industries ■ Government City Support Services ■ Government State and Province Support Services ■ Airports, Fly Fields and Airport Terminal Services	48%
Mandan Salary Survey	■ Total Responses	15%
ADP	■ Total Responses – State Level	34%
Airport Council International Compensation Survey	■ TR ■ S-B ■ S-B Midwest	3%



COST OF LIVING VS. COST OF LABOR

Cost of Living	Cost of Labor	What's the Connection
▪ What consumers pay for a bucket of goods (housing, food, car, etc.) ▪ Determined by the market for goods/services consumed by individuals	▪ What a company pays employees to do a job or produce work ▪ Determined by the market for employees who work for companies in that area	▪ The markets are not directly related – cost of goods can go up while cost of labor goes down ▪ If nothing is changing in the supply and demand for goods, services, and labor, then both will go up roughly by the inflation rate. However, it is almost never the case that nothing is changing in either market

Cost of Labor has been accounted for within COM's base pay structure by utilizing location-specific data cuts and by completing a comprehensive Cost of Labor Analysis using the Economic Research Institute's Geographic Assessor Tool.

COL ANALYSIS – 2026 REVIEW

Cost Of Labor



Comparison Cities vs. United States Average	20,000	36,000	48,000	72,000	108,000	144,000	180,000
Minot, North Dakota	102.6	102.2	102.0	102.2	100.6	99.4	98.5
Aberdeen, South Dakota	124.2	91.2	87.5	85.8	87.8	90.2	93.8
Bismarck, North Dakota	103.5	102.1	100.1	97.8	95.3	94.2	94.4
Fargo, North Dakota	100.9	98.7	96.5	94.7	93.2	92.8	93.6
Grand Forks, North Dakota	100.4	98.3	96.2	94.8	93.6	93.2	93.9
Mandan, North Dakota	103.3	101.8	99.6	97.4	95.0	94.0	94.2
Rapid City, South Dakota	124.5	92.3	89.5	88.6	90.8	93.0	95.9
Williston, North Dakota	110.0	110.2	109.8	110.1	108.2	106.8	106.1

Cost Of Living



Comparison Cities vs. United States Average	20,000	36,000	48,000	72,000	108,000	144,000	180,000
Minot, North Dakota	81.2	82.0	81.8	82.8	86.8	89.2	90.7
Aberdeen, South Dakota	77.7	78.7	78.7	79.8	83.8	85.8	87.1
Bismarck, North Dakota	85.2	85.7	85.4	86.1	89.4	91.5	92.8
Fargo, North Dakota	86.5	86.8	86.4	86.7	89.6	91.5	92.7
Grand Forks, North Dakota	75.4	76.9	77.1	78.6	83.1	85.7	87.4
Mandan, North Dakota	85.3	86.1	86.0	86.7	89.6	91.5	92.7
Rapid City, South Dakota	89.8	90.3	90.0	90.3	92.3	93.4	94.0
Williston, North Dakota	93.1	93.0	92.4	92.2	93.5	94.5	95.2

“YOY Comparison: Minot’s Cost of Labor differentials remained consistent overall between 2025 and 2026. Cost of Living values increases slightly (approximately 3% or less at each threshold). All locations followed a similar trend across Cost of Labor and Cost of Living.

Take-away: Overall, COM sits in alignment with the national average along with Fargo, Bismarck and Mandan based on Cost of Labor. No significant change in relationship between Cost of Labor and Cost of Living.



BASE SALARY RANGES & METRICS

- Compensation surveys have been used to gather market data, which is used to build a base salary range

Minimum	Midpoint	Maximum
\$41,600	\$50,700	\$59,800
A specified percentage below midpoint; used for new or less experienced employees; typically, this is the lowest acceptable level of the pay for a position	Market competitive pay level when evaluated in comparison to other employers in the market; typically, employees are paid here based on the education, skillset and years of experience required	A specified percentage above midpoint; reserved for high performing or long tenured employees; typically, this is the highest acceptable level of pay for a position

- **Comparison-ratio or Compa-ratio (CR)** measures the employee's salary in relation to the midpoint of the range
Most useful for tenured/experienced levels of employees
- **Range Placement (RP)** measures the employee's position within the pay range and is the reference point when making pay decisions

CR Calculation: Employee Pay / Midpoint

RP Calculation: (Employee Pay – Min) / (Max – Min)



SALARY RANGE ARCHITECTURE

- **Current Structure Observations:** The current step structure has 62 grades with 17 steps each
 - 3% midpoint progression and 48% width consistently throughout all grades, lending to a 93% overlap
- **Structure Architecture Recommendations:** Condense from 62 grades to 27 that incorporate more meaningful jumps and align to market spread and align to market best practices for structure architecture
- Ranges are narrower for junior career stages (36% width)
 - Typically, required competencies can be mastered and results achieved in a relatively short time period
 - Philosophy = to earn significantly higher compensation, employee must move up and out to next career stage
- Ranges are wider for more advanced career stages (60% width)
 - Mastery of competencies requires more time and experience
 - Promotional opportunities are more limited at higher stages
 - Remainder of careers are spent at this level
- Midpoint progression has been developed to acknowledge quicker progression (to align with range width) at the support career stages and adjusts as career levels grow while still ensuring strong correlation to specific market data results for each position
 - 8% - 12% midpoint progression was used



SALARY RANGE ARCHITECTURE

Structure Development				
Grade	MPP	Min	Max	Width
10	8%	0.82	1.18	36%
11	8%	0.82	1.18	36%
12	8%	0.82	1.18	36%
13	8%	0.82	1.18	36%
14	8%	0.82	1.18	36%
15	8%	0.82	1.18	36%
16	8%	0.82	1.18	36%
17	10%	0.78	1.22	44%
18	10%	0.78	1.22	44%
19	10%	0.78	1.22	44%
20	10%	0.78	1.22	44%
21	10%	0.78	1.22	44%
22	11%	0.75	1.25	50%
23	12%	0.70	1.30	60%
24	12%	0.70	1.30	60%
25	12%	0.70	1.30	60%
26	12%	0.70	1.30	60%
27	12%	0.70	1.30	60%

Functional: Grades 10-16

Professional: Grades 17-21

Leadership: Grades 22-27

Police & Fire: Grades 17-27

- **Width:** The total amount above and below the midpoint of the range.
 - 36% Width = 18% above midpoint is maximum, and 18% below the midpoint is minimum
- Grades by Job Title will shift over time as market data shifts
- No grades mapped to a grade 10 or grade 27
- Salary ranges and steps associated with each grade can be found in the **Appendix**



POSITION PLACEMENT

- Positions were placed into a grade and corresponding salary range based on validated job matching and corresponding market data
- Reviewed placement:
 - Grade hierarchy within each function, considering time in position (career level progression)
 - Grades by career levels
 - Range penetration of incumbents (to identify outliers)
- Calibrated weighting of market matches to support logical progression within and across job functions and career levels
- An internal review of position placement was conducted to account for the “reality of the business”
 - Position Placement is included in **Appendix**

OUTCOMES

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At the City of Minot, we are dedicated to serving our neighbors and building excellence with our community.

Our Compensation Philosophy is designed to align with our vision to nurture Minot's reputation as an attractive hub for economic activity and residency in North Central North Dakota.

- Through a strategic and competitive pay plan, we aim to **attract, motivate, reward and retain top talent** that continuously elevates our thriving and vibrant community
- We are equipped with a **market-based pay structure** that is externally competitive and allows for proactive compensation decision making
- Salary decisions are made **consistently, fairly, and with integrity**, ensuring that our compensation practices are equitable and transparent
- We have **career paths** and opportunities to grow which allows us to acknowledge high performers and ensure our talent continues to excel throughout their career



STEP STRUCTURE

	<u>Step 1 / Min</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7 / Mid</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13 / Max</u>
		\$34,400	\$35,600	\$36,800	\$38,000	\$39,200		\$41,600	\$42,800	\$44,000	\$45,200	\$46,400	
		\$37,100	\$38,400	\$39,700	\$41,000	\$42,300		\$44,900	\$46,200	\$47,500	\$48,800	\$50,100	
		\$40,000	\$41,400	\$42,800	\$44,200	\$45,600		\$48,400	\$49,800	\$51,200	\$52,600	\$54,000	
		\$43,117	\$44,633	\$46,150	\$47,667	\$49,183		\$52,217	\$53,733	\$55,250	\$56,767	\$58,283	
		\$46,533	\$48,167	\$49,800	\$51,433	\$53,067		\$56,333	\$57,967	\$59,600	\$61,233	\$62,867	
		\$50,167	\$51,933	\$53,700	\$55,467	\$57,233		\$60,767	\$62,533	\$64,300	\$66,067	\$67,833	
		\$54,300	\$56,200	\$58,100	\$60,000	\$61,900		\$65,700	\$67,600	\$69,500	\$71,400	\$73,300	
		\$57,367	\$59,933	\$62,500	\$65,067	\$67,633		\$72,767	\$75,333	\$77,900	\$80,467	\$83,033	
		\$63,133	\$65,967	\$68,800	\$71,633	\$74,467		\$80,133	\$82,967	\$85,800	\$88,633	\$91,467	
		\$69,517	\$72,633	\$75,750	\$78,867	\$81,983		\$88,217	\$91,333	\$94,450	\$97,567	\$100,683	
		\$76,533	\$79,967	\$83,400	\$86,833	\$90,267		\$97,133	\$100,567	\$104,000	\$107,433	\$110,867	
		\$84,267	\$88,033	\$91,800	\$95,567	\$99,333		\$106,867	\$110,633	\$114,400	\$118,167	\$121,933	
		\$90,667	\$95,433	\$100,200	\$104,967	\$109,733		\$119,267	\$124,033	\$128,800	\$133,567	\$138,333	
		\$96,300	\$102,700	\$109,100	\$115,500	\$121,900		\$134,700	\$141,100	\$147,500	\$153,900	\$160,300	
		\$107,783	\$114,967	\$122,150	\$129,333	\$136,517		\$150,883	\$158,067	\$165,250	\$172,433	\$179,617	
		\$120,750	\$128,800	\$136,850	\$144,900	\$152,950		\$169,050	\$177,100	\$185,150	\$193,200	\$201,250	
		\$135,317	\$144,333	\$153,350	\$162,367	\$171,383		\$189,417	\$198,433	\$207,450	\$216,467	\$225,483	
		\$151,600	\$161,700	\$171,800	\$181,900	\$192,000		\$212,200	\$222,300	\$232,400	\$242,500	\$252,600	

1 year + Meets expectations 1 year + Meets expectations 1 year + Meets expectations 1 year + Meets expectations 1 year + Meets expectations 1 year + Meets expectations 1 year + Meets expectations 2 years + meets expectations 2 years + meets expectations 2 years + meets expectations 2 years + meets expectations 2 years + meets expectations 2 years + meets expectations

- A step structure approach across all positions will support strong internal equity, budget predictability and transparency
 - Each Step is equivalent to 1 year until midpoint, then it transitions to a step every 2 years
 - Performance management has been incorporated by making a “meeting expectations” rating prerequisite to step movement
 - Discontinuation of probationary period compensation changes



OUTCOMES

- Outcomes reflect all full-time employees
- Overall, 81% of employees fall within the newly developed salary structure
- The average Time In Position is 3.9 years, ranging from 1 – 22 years (in position)

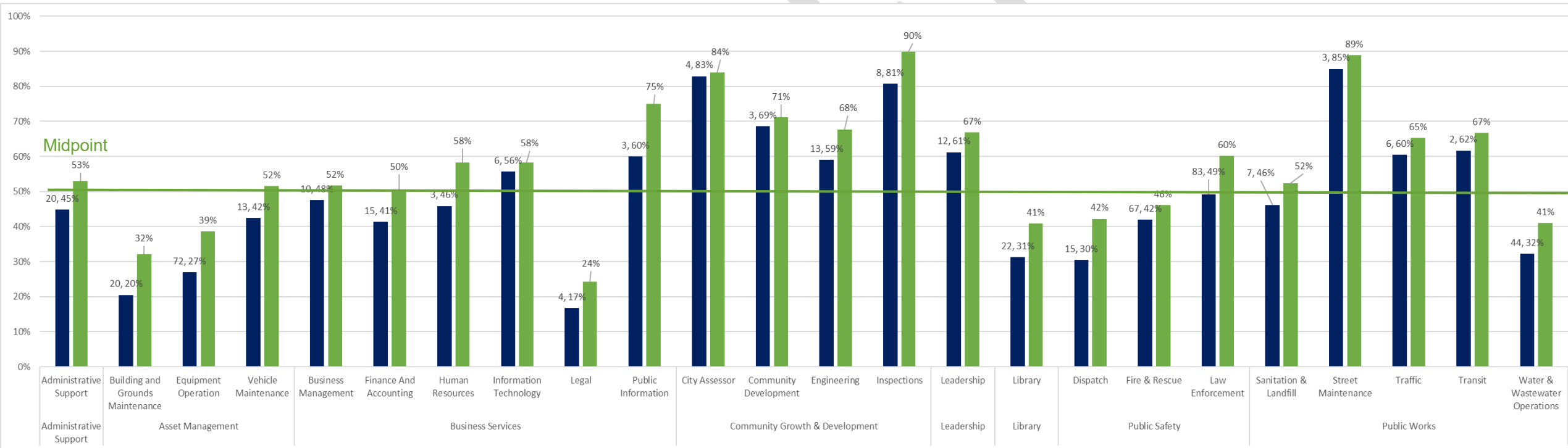
Overall			Under Minimum				Over Maximum			
# EE's	Avg CR	Avg RP	# EE's	% Total	\$ to Min	% Payroll	# EE's	% Total	\$ to Max	% Payroll
453	0.97	41%	69	15.2%	\$153,601	0.5%	14	3.1%	(\$67,277)	-0.2%

- **Under Minimum** represent the value it would take to align all employees falling below the minimum of the pay range to the minimum of the pay range
- **Over Maximum** is illustrative only and to quantify the annual amount that the organization is paying above the max. It is not recommended to cut salaries
 - Freezing annual merit increases until the employee is back within range (via promotion or salary structure maintenance) is recommended; consider lump sum increases for high performers



RANGE PLACEMENT | BY AREA & FAMILY

- Leveraging the job architecture allows us to review trends by area and family across COM
- To align employees into the new step plan, current rate of pay was aligned to the closest step in the new structure. In places where the pay ranges shifted, steps were calibrated based on internal equity to avoid compression
- On average, most employees around paid in the second and third quartile of the salary range. Families above midpoint are associated with high tenure in role



Blue Columns are current RP
Green Columns are new RP

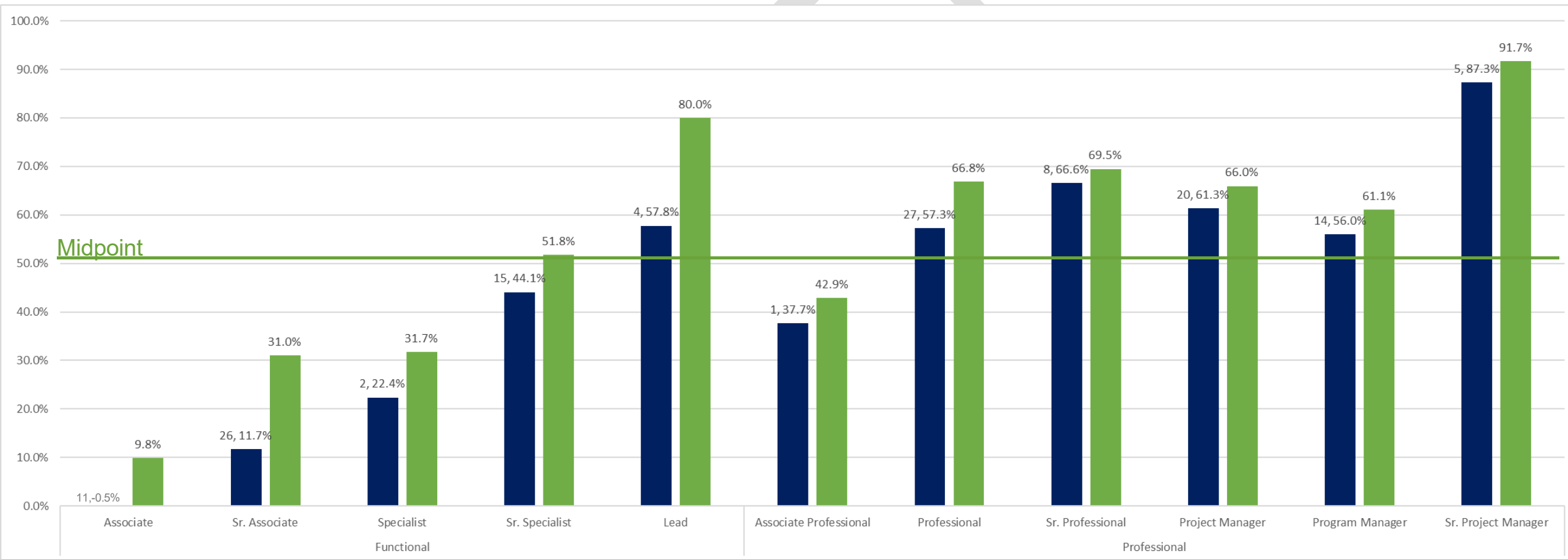
Data labels represent # of Employees and RP

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RANGE PLACEMENT | BY CAREER STAGE

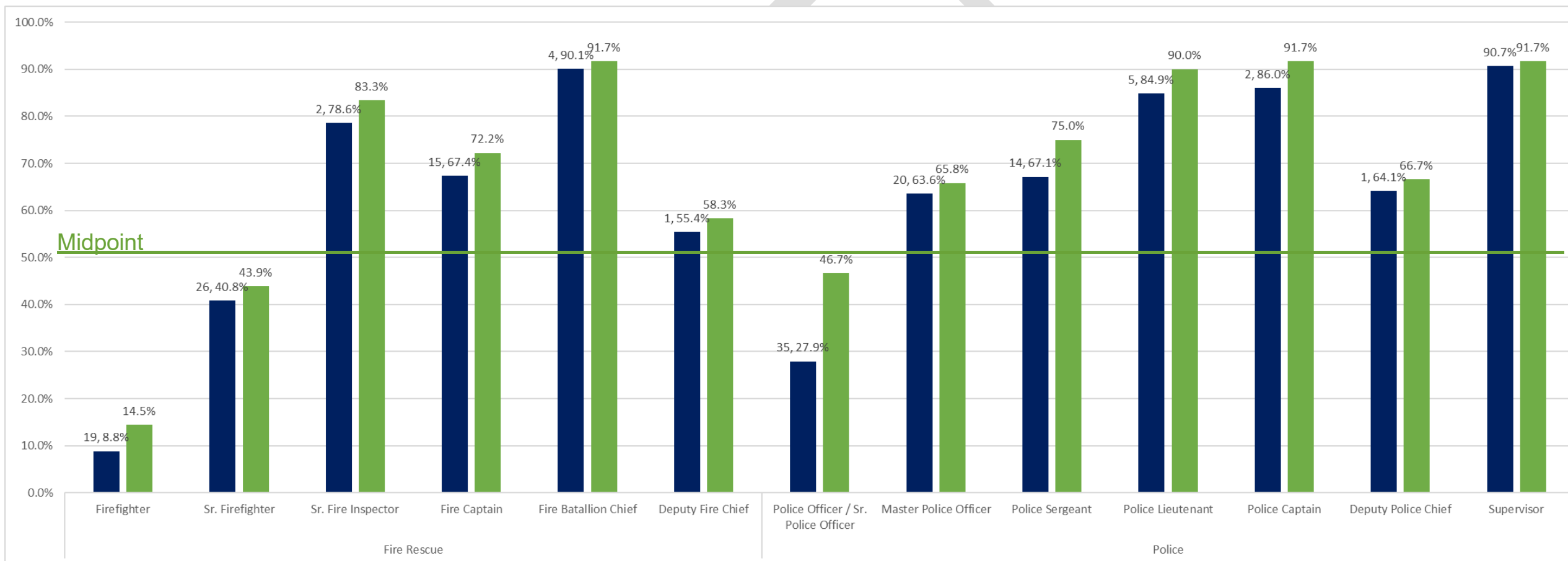
- Career stages most impacted by market analysis were positions that mapped into functional roles (frontline workforce)





RANGE PLACEMENT | BY CAREER STAGE

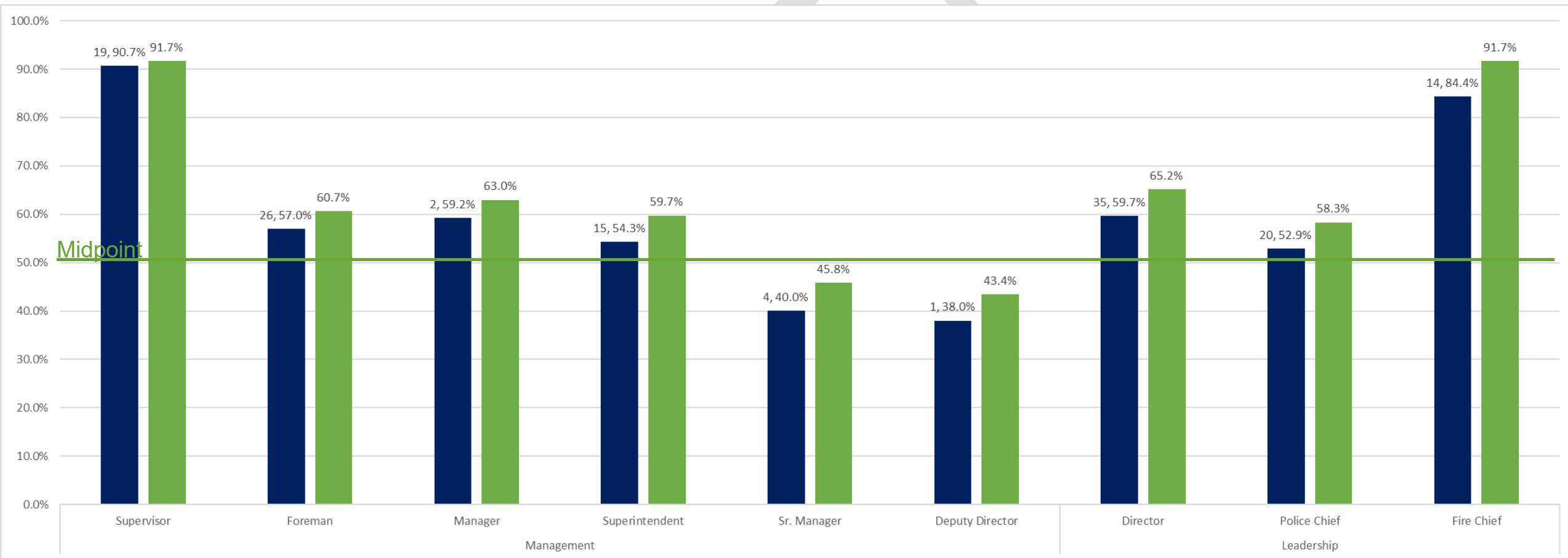
- Public safety roles were closely aligned to market overall
- Police officer and sr. police officer were consolidated into a single career stage to align with approach taken across COM





RANGE PLACEMENT | BY CAREER STAGE

- Management and leadership levels are paid competitively compared to market with minor adjustments to align to new plan





	<u>Total Population</u>	<u># Impacted</u>	<u>% of Total</u>	<u>Annualized Cost</u>	<u>% of Payroll</u>
Bring to Minimum	453	69	15.2%	\$153,601	0.5%
Bring to Maximum	453	14	3.1%	-\$67,277	-0.2%
Compression	453	439	96.9%	\$1,120,245	3.4%

- **Under Minimum** represent the value it would take to align all employees falling below the minimum of the pay range to the minimum of the pay range
- **Over Maximum** is illustrative only and to quantify the annual amount that the organization is paying above the max. It is not recommended to cut salaries
 - Freezing annual merit increases until the employee is back within range (via promotion or salary structure maintenance) is recommended; consider lump sum increases for high performers
- **Compression** demonstrates the cost to bring each employee to the appropriate place within the range based on their newly aligned step (includes Bringing to Minimum)

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CONSIDERATIONS AND DECISIONS

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CONSIDERATIONS

Under Minimum Green Circle	Pro	Con
■ Do nothing – if above local, state, federal min wage ■ Give a set percentage (e.g., 10%) and fix over multiple years	■ No cost to company ■ Cost control	■ Non-competitive ■ Drawn-out
Recommendation:		
■ Bring everyone up to range min now ■ Establish short-term roadmap (1-3yrs) to adjust employee pay ■ Do not promote or hire below range minimum	■ Competitive, Positive ■ Competitive, Positive ■ Competitive, Positive	■ Costly ■ Costly ■ Costly
Over Maximum Red Circle	Pro	Con
■ Cut employees to range maximum ■ Freeze salaries until promotion or ranges catch up ■ Provide lump sum bonus vs. merit increase ■ Provide lump sum bonus to only “high” performers vs. merit	■ Cost Control ■ Cost control ■ Good faith ■ Strong message	■ Exposure, Negativity ■ Unhappy EEs ■ Turnover ■ Turnover, Unhappy EEs
Recommendation:		
■ Allow existing employees to remain over range maximum; address any equity issues which may mean increasing pay for other EEs ■ Instead of providing employees over max with lump sum bonus, redirect those funds to address compensation areas of opportunity & risk ■ Do not hire or promote above range maximum	■ Positive for EE ■ Positive for some EEs ■ Expectations	■ Costly ■ Costly; some unhappy EEs ■ Unhappy EEs



DECISIONS

Decision Item	Recommendation
Job Architecture	Adopt and integrate Job Architecture elements to the HRMS/HCM and use position (career stage, function) as the HR/system title. Consideration for a business-card title could be allowed with HR approval.
Structure Usage	Utilize Grades and Steps for pay decisions to ensure that the entire use of the salary range is occurring, in order to support career growth and development within the role. Reference appropriate time in position as needed.
Under Minimum	Bring all employees to range minimum. Do not promote or hire below range minimum moving forward.
Over Maximum	No changes made to existing employees over range maximum; freeze salaries – consider lump-sum increases for high performers. Do not promote or hire above range maximum moving forward.
Compression	Utilize alignment into new steps to maintain internal equity to determine individual pay increases; develop multi-year budget and roadmap, if need.
Compensation Structure	Adopt and integrate compensation structure elements to the HRMS/HCM in order to ensure sustainability and consistent application.
Maintenance	Adjust salary ranges annually. Collect and review updated survey market data annually and conduct a comparison to prior year.
Communication, Implementation and Adoption	Review, approve and support HR integration plan; finalize and utilize training materials.

NEXT STEPS

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NEXT STEPS

- herronpalmer transitioning all project materials to COM
 - Employee Census Report
 - Validated Job Matches
- **6.25 | Civil Service Meeting – Pay Plan Public Commentary**

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APPENDIX

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POSITION PLACEMENT | GRADES 11 - 15

COM Job Title	Area	Family	Function	Career Track	Career Stage	New Grade	Midpoint	Old Grade	Midpoint
LIBRARY ASSISTANT	Library	Library	Library Services	Functional	Associate	11	\$43,600	40	\$41,492
LIBRARY ASSOCIATE	Library	Library	Library Services	Functional	Sr. Associate	12	\$47,000	50	\$53,113
ADMINISTRATIVE CLERK	Administrative Support	Administrative Support	Administrative	Functional	Associate	13	\$50,700	46	\$48,118
LIBRARY ASSOCIATE II	Library	Library	Library Services	Functional	Specialist	13	\$50,700	55	\$60,093
LANDFILL ATTENDANT	Public Works	Sanitation & Landfill	Landfill	Functional	Associate	13	\$50,700	46	\$48,118
ADMINISTRATIVE CLERK SENIOR	Administrative Support	Administrative Support	Administrative	Functional	Sr. Associate	14	\$54,700	49	\$51,818
LAW ENFORCEMENT OFFICE SPECIALIST I	Administrative Support	Administrative Support	Administrative - Office Management	Functional	Sr. Associate	14	\$54,700	48	\$50,554
BLDG and GROUNDS WORKER	Asset Management	Building and Grounds Maintenance	Custodial - Building & Grounds	Functional	Sr. Associate	14	\$54,700	48	\$50,554
AIRPORT FACILITY TECHNICIAN I	Asset Management	Building and Grounds Maintenance	Custodial - Maintenance	Functional	Sr. Associate	14	\$54,700	46	\$48,118
AIRPORT FACILITY TECHNICIAN II	Asset Management	Building and Grounds Maintenance	Custodial - Maintenance	Functional	Sr. Associate	14	\$54,700	50	\$53,113
LIGHT EQUIPMENT OPERATOR	Asset Management	Equipment Operation	Light Equipment Operation	Functional	Sr. Associate	14	\$54,700	47	\$49,321
PARTS SPECIALIST	Asset Management	Vehicle Maintenance	Automotive Parts	Functional	Specialist	14	\$54,700	48	\$50,554
AIRPORT SAFETY-SECURITY SPCT	Business Services	Business Management	Airport Security	Functional	Specialist	14	\$54,700	44	\$45,799
FINANCE CLERK	Business Services	Finance And Accounting	Finance & Billing	Functional	Sr. Associate	14	\$54,700	48	\$50,554
FINANCIAL CLERK	Business Services	Finance And Accounting	Finance & Billing	Functional	Sr. Associate	14	\$54,700	48	\$50,554
PLANNING TECHNICIAN	Community Growth & Development	Community Development	City Planning	Functional	Specialist	14	\$54,700	49	\$51,818
COMMUNITY SERVICE OFFICER	Public Safety	Law Enforcement	Community Service	Functional	Specialist	14	\$54,700	48	\$50,554
LANDFILL ATTENDANT - LEO	Public Works	Sanitation & Landfill	Landfill	Functional	Sr. Associate	14	\$54,700	47	\$49,321
ADMIN CLERK- PRINCIPAL	Administrative Support	Administrative Support	Administrative	Functional	Specialist	15	\$59,000	52	\$55,802
LIB ADMIN SUPPORT ASSISTANT	Administrative Support	Administrative Support	Administrative	Functional	Specialist	15	\$59,000	51	\$54,441
LEGAL ADMINISTRATIVE ASSISTANT	Administrative Support	Administrative Support	Administrative - Legal	Functional	Specialist	15	\$59,000	52	\$55,802
LAW ENFORCEMENT OFFICE SPEC II	Administrative Support	Administrative Support	Administrative - Office Management	Functional	Specialist	15	\$59,000	51	\$54,441
OFFICE and ADMIN SPEC	Administrative Support	Administrative Support	Administrative - Office Management	Functional	Specialist	15	\$59,000	53	\$57,197
TRANSPORTATION SPECIALIST	Administrative Support	Administrative Support	Administrative - Transportation	Functional	Specialist	15	\$59,000	53	\$57,197
LIB BLDG and GROUNDS WORKER	Asset Management	Building and Grounds Maintenance	Building & Grounds	Functional	Specialist	15	\$59,000	51	\$54,441
AIRPORT FACILITY TECH LEAD	Asset Management	Building and Grounds Maintenance	Custodial - Maintenance	Functional	Specialist	15	\$59,000	52	\$55,802
PARTS SPECIALIST - BUS DRIVER	Asset Management	Equipment Operation	Automotive Parts & Bus Driving	Functional	Specialist	15	\$59,000	50	\$53,113
BUS DRIVER	Asset Management	Equipment Operation	Bus Driving	Functional	Specialist	15	\$59,000	50	\$53,113
BUS DRIVER - ADMIN CLERK SR	Asset Management	Equipment Operation	Bus Driving & Administrative	Functional	Specialist	15	\$59,000	50	\$53,113
MEDIUM EQUIPMENT OPERATOR	Asset Management	Equipment Operation	Medium Equipment Operation	Functional	Specialist	15	\$59,000	50	\$53,113
LIGHT MECHANIC	Asset Management	Vehicle Maintenance	Automotive Mechanics	Functional	Sr. Specialist	15	\$59,000	46	\$48,118
FINANCIAL CLERK- SENIOR	Business Services	Finance And Accounting	Finance & Billing	Functional	Specialist	15	\$59,000	51	\$54,441
RESIDENTIAL PLAN REVIEWER	Community Growth & Development	Inspections	Residential Plans	Professional	Associate Professional	15	\$59,000	53	\$57,197
PS TELECOMM-DISPATCHER	Public Safety	Dispatch	Dispatching	Functional	Specialist	15	\$59,000	52	\$55,802
CODE ENFORCEMENT SPECIALIST	Public Safety	Law Enforcement	Code Enforcement	Functional	Sr. Specialist	15	\$59,000	52	\$55,802
EVIDENCE AND PROPERTY TECH	Public Safety	Law Enforcement	Evidence and Property	Functional	Sr. Specialist	15	\$59,000	52	\$55,802
TRAFFIC MAINTENANCE WORKER	Public Works	Traffic	Traffic Signal Maintenance	Functional	Specialist	15	\$59,000	50	\$53,113
UTILITY OPERATOR & UTILITY OP I	Public Works	Water & Wastewater Operations	Utilities & Wastewater	Functional	Specialist	15	\$59,000	50	\$53,113
UTILITY OPERATOR I	Public Works	Water & Wastewater Operations	Utilities & Wastewater	Functional	Specialist	15	\$59,000	50	\$53,113

POSITION PLACEMENT | GRADE 16

COM Job Title	Area	Family	Function	Career Track	Career Stage	New Grade	Midpoint	Old Grade	Midpoint
PROPERTY ASSESSMENT SPECIALIST	Administrative Support	Administrative Support	Administrative	Functional	Sr. Specialist	16	\$63,800	56	\$61,595
PS TELECOM DATA COORDINATOR	Administrative Support	Administrative Support	Administrative	Functional	Sr. Specialist	16	\$63,800	68	\$82,839
LAW ENFORCEMENT OFFICE SPECIALIST III	Administrative Support	Administrative Support	Administrative - Office Management	Functional	Sr. Specialist	16	\$63,800	54	\$58,627
OFFICE and ADMIN SPEC-SR	Administrative Support	Administrative Support	Administrative - Office Management	Functional	Sr. Specialist	16	\$63,800	56	\$61,595
LIB BLDG and GROUNDS WORKER-SR	Asset Management	Building and Grounds Maintenance	Building & Grounds	Functional	Sr. Specialist	16	\$63,800	61	\$69,689
BLDG and GROUNDS WORKER - SR	Asset Management	Building and Grounds Maintenance	Custodial - Building & Grounds	Functional	Sr. Specialist	16	\$63,800	48	\$50,554
AIRPORT OPERATIONS TECH I	Asset Management	Equipment Operation	Heavy Equipment Operation	Functional	Sr. Specialist	16	\$63,800	52	\$55,802
AIRPORT OPERATIONS TECH II	Asset Management	Equipment Operation	Heavy Equipment Operation	Functional	Sr. Specialist	16	\$63,800	56	\$61,595
EQUIPMENT OPERATOR LEAD	Asset Management	Equipment Operation	Heavy Equipment Operation	Functional	Sr. Specialist	16	\$63,800	56	\$61,595
HEAVY EQUIPMENT OPERATOR	Asset Management	Equipment Operation	Heavy Equipment Operation	Functional	Sr. Specialist	16	\$63,800	54	\$58,627
MECHANIC	Asset Management	Vehicle Maintenance	Automotive Mechanics	Professional	Associate Professional	16	\$63,800	54	\$58,627
WELDER - FABRICATOR	Asset Management	Vehicle Maintenance	Welding	Professional	Associate Professional	16	\$63,800	57	\$63,135
FINANCIAL SPECIALIST	Business Services	Finance And Accounting	Finance	Functional	Sr. Specialist	16	\$63,800	58	\$64,713
INFO TECHNOLOGY TECH	Business Services	Information Technology	IT	Professional	Associate Professional	16	\$63,800	54	\$58,627
INFO TECHNOLOGY TECH II	Business Services	Information Technology	IT	Professional	Associate Professional	16	\$63,800	58	\$64,713
COMMUNICATION SPECIALIST	Business Services	Public Information	Communications & Engagement	Functional	Specialist	16	\$63,800	56	\$61,595
ENGINEERING TECHNICIAN I	Community Growth & Development	Engineering	Civil Engineering	Professional	Associate Professional	16	\$63,800	56	\$61,595
GIS TECHNICIAN I	Community Growth & Development	Engineering	GIS	Professional	Associate Professional	16	\$63,800	56	\$61,595
SENIOR PS TELECOMM-DISPATCHER	Public Safety	Dispatch	Dispatching	Functional	Sr. Specialist	16	\$63,800	56	\$61,595
DIGITAL FORENSIC ANALYST	Public Safety	Law Enforcement	Forensic Analysis	Professional	Associate Professional	16	\$63,800	57	\$63,135
INTELLIGENCE ANALYST	Public Safety	Law Enforcement	Intelligence Analysis	Professional	Associate Professional	16	\$63,800	52	\$55,802
TRAFFIC MAINTENANCE TECH	Public Works	Traffic	Traffic Signal Maintenance	Functional	Sr. Specialist	16	\$63,800	54	\$58,627
TRAFFIC MAINTENANCE TECH II	Public Works	Traffic	Traffic Signal Maintenance	Functional	Sr. Specialist	16	\$63,800	56	\$61,595
MOBILITY MANAGER	Public Works	Transit	Transit Services	Functional	Sr. Specialist	16	\$63,800	60	\$67,990
UTILITY OPERATOR II	Public Works	Water & Wastewater Operations	Utilities & Wastewater	Functional	Sr. Specialist	16	\$63,800	54	\$58,627
UTILITY OPERATOR- LEAD	Public Works	Water & Wastewater Operations	Utilities & Wastewater	Functional	Sr. Specialist	16	\$63,800	54	\$58,627
WATER PLT INSTRUMENTATION TECH	Public Works	Water & Wastewater Operations	Water Plant Instrumentation	Functional	Sr. Specialist	16	\$63,800	56	\$61,595
PUBLIC WORKS LABORATORY TECH	Public Works	Water & Wastewater Operations	Water Plant Laboratory	Functional	Sr. Specialist	16	\$63,800	55	\$60,093
WATER PLANT OPERATOR II	Public Works	Water & Wastewater Operations	Water Plant Treatment Operations	Functional	Sr. Specialist	16	\$63,800	54	\$58,627
WATER PLANT OPERATOR- LEAD	Public Works	Water & Wastewater Operations	Water Plant Treatment Operations	Functional	Sr. Specialist	16	\$63,800	56	\$61,595

POSITION PLACEMENT | GRADE 17

COM Job Title	Area	Family	Function	Career Track	Career Stage	New Grade	Midpoint	Old Grade	Midpoint
CLERK OF COURT	Administrative Support	Administrative Support	Administrative - Clerk of Court	Functional	Lead	17	\$70,200	58	\$64,713
LAW ENFORCEMENT OFFICE MANAGER	Administrative Support	Administrative Support	Administrative - Office Management	Management	Manager	17	\$70,200	59	\$66,331
AIRPORT OPERATIONS TECH LEAD	Asset Management	Equipment Operation	Heavy Equipment Operation	Functional	Lead	17	\$70,200	58	\$64,713
MECHANIC - SENIOR	Asset Management	Vehicle Maintenance	Automotive Mechanics	Professional	Professional	17	\$70,200	57	\$63,135
FIRE EQUIPMENT MECHANIC	Asset Management	Vehicle Maintenance	Fire Equipment Maintenance	Professional	Professional	17	\$70,200	63	\$73,217
MECHANIC - SENIOR	Asset Management	Vehicle Maintenance	Mechanic	Professional	Professional	17	\$70,200	57	\$63,135
FINANCIAL SPECIALIST- SR	Business Services	Finance And Accounting	Finance	Functional	Lead	17	\$70,200	60	\$67,990
HUMAN RESOURCE GENERALIST	Business Services	Human Resources	Human Resources	Professional	Professional	17	\$70,200	60	\$67,990
PUBLIC SAFETY INFO-OUTREACH	Business Services	Public Information	Communications & Engagement	Functional	Sr. Specialist	17	\$70,200	60	\$67,990
PUBLIC SAFETY INFO-OUTREACH	Business Services	Public Information	Communications & Engagement	Functional	Sr. Specialist	17	\$70,200	60	\$67,990
PROPERTY APPRAISER	Community Growth & Development	City Assessor	Residential Appraisal	Professional	Associate Professional	17	\$70,200	60	\$67,990
CAD TECHNICIAN II	Community Growth & Development	Engineering	CAD	Professional	Professional	17	\$70,200	60	\$67,990
ENGINEERING TECHNICIAN II	Community Growth & Development	Engineering	Civil Engineering	Professional	Professional	17	\$70,200	60	\$67,990
BUILDING INSPECTOR II	Community Growth & Development	Inspections	Building Inspection	Professional	Associate Professional	17	\$70,200	62	\$71,432
COMMERCIAL PLAN REVIEWER	Community Growth & Development	Inspections	Building Inspection	Professional	Professional	17	\$70,200	58	\$64,713
LIBRARIAN	Library	Library	Library Services	Professional	Professional	17	\$70,200	62	\$71,432
LIBRARIAN TEEN	Library	Library	Library Services	Professional	Professional	17	\$70,200	62	\$71,432
LEAD PS TELECOMM-DISPATCH	Public Safety	Dispatch	Dispatching	Functional	Lead	17	\$70,200	62	\$71,432
FIREFIGHTER	Public Safety	Fire & Rescue	Fire Control	Fire Rescue	Firefighter	17	\$70,200	58	\$64,713
POLICE OFFICER	Public Safety	Law Enforcement	Police	Police	Police Officer	17	\$70,200	60	\$67,990
POLICE OFFICER- SENIOR	Public Safety	Law Enforcement	Police	Police	Police Officer	17	\$70,200	62	\$71,432
TRAFFIC MAINTENANCE TECH III	Public Works	Traffic	Traffic Signal Maintenance	Functional	Lead	17	\$70,200	60	\$67,990

POSITION PLACEMENT | GRADES 18 - 19

COM Job Title	Area	Family	Function	Career Track	Career Stage	New Grade	Midpoint	Old Grade	Midpoint
AIRPORT OPERATIONS FOREMAN	Asset Management	Building and Grounds Maintenance	Airfield Maintenance	Management	Foreman	18	\$77,300	63	\$73,217
BLDG and GROUNDS FOREMAN	Asset Management	Building and Grounds Maintenance	Building & Grounds	Management	Foreman	18	\$77,300	63	\$73,217
CEMETERY MANAGER	Asset Management	Building and Grounds Maintenance	Cemetery	Management	Manager	18	\$77,300	63	\$73,217
AIRPORT FACILITY FOREMAN	Asset Management	Building and Grounds Maintenance	Custodial - Maintenance	Management	Foreman	18	\$77,300	63	\$73,217
BUSINESS SERVICES FOREMAN-MECHANIC	Asset Management	Vehicle Maintenance	Mechanic	Management	Foreman	18	\$77,300	63	\$73,217
SHOP MAINT FOREMAN	Asset Management	Vehicle Maintenance	Shop Maintenance	Management	Foreman	18	\$77,300	63	\$73,217
ADMIN BUSINESS ANALYST I	Business Services	Business Management	Business Analysis	Professional	Professional	18	\$77,300	56	\$61,595
PS BUSINESS ANALYST	Business Services	Business Management	Business Analysis	Professional	Professional	18	\$77,300	62	\$71,432
BUSINESS SYSTEMS ANALYST	Business Services	Business Management	Business Systems	Professional	Professional	18	\$77,300	65	\$76,924
PROGRAM MANAGEMENT ANALYST	Business Services	Business Management	Program Analysis	Professional	Program Manager	18	\$77,300	62	\$71,432
ACCOUNTANT	Business Services	Finance And Accounting	Accounting	Professional	Professional	18	\$77,300	62	\$71,432
CONTRACT COMPLIANCE COORD	Business Services	Finance And Accounting	Contract Compliance	Professional	Professional	18	\$77,300	62	\$71,432
INTERNAL AUDITOR	Business Services	Finance And Accounting	Internal Auditing	Professional	Professional	18	\$77,300	64	\$75,048
INFO TECHNOLOGY SPECIALIST SR	Business Services	Information Technology	IT	Professional	Sr. Professional	18	\$77,300	66	\$78,847
PROPERTY APPRAISER- SENIOR	Community Growth & Development	City Assessor	Residential Appraisal	Professional	Professional	18	\$77,300	66	\$78,847
PLANNER II-ASSOCIATE	Community Growth & Development	Community Development	City Planning	Professional	Professional	18	\$77,300	64	\$75,048
GIS COORDINATOR	Community Growth & Development	Engineering	GIS	Professional	Sr. Professional	18	\$77,300	65	\$76,924
BUILDING INSPECTOR III	Community Growth & Development	Inspections	Building Inspection	Professional	Professional	18	\$77,300	65	\$76,924
MECHANICAL INSPECTOR III	Community Growth & Development	Inspections	Mechanical Inspection	Professional	Professional	18	\$77,300	65	\$76,924
PLUMBING INSPECTOR III	Community Growth & Development	Inspections	Plumbing Inspection	Professional	Professional	18	\$77,300	65	\$76,924
LIBRARIAN- SENIOR	Library	Library	Library Services	Professional	Sr. Professional	18	\$77,300		
FIREFIGHTER- SENIOR	Public Safety	Fire & Rescue	Fire Control	Fire Rescue	Sr. Firefighter	18	\$77,300	60	\$67,990
FIRE INSPECTOR II	Public Safety	Fire & Rescue	Fire Inspection	Fire Rescue	Fire Inspector	18	\$77,300	64	\$75,048
POLICE OFFICER MASTER	Public Safety	Law Enforcement	Police	Police	Master Police Officer	18	\$77,300	64	\$75,048
LANDFILL FOREMAN	Public Works	Sanitation & Landfill	Landfill	Management	Foreman	18	\$77,300	63	\$73,217
RECYCLING COORDINATOR	Public Works	Sanitation & Landfill	Recycling	Professional	Professional	18	\$77,300	63	\$73,217
SANITATION FOREMAN	Public Works	Sanitation & Landfill	Sanitation	Management	Foreman	18	\$77,300	63	\$73,217
STORM SEWER FOREMAN	Public Works	Sanitation & Landfill	Storm Sewer	Management	Foreman	18	\$77,300	63	\$73,217
STREET FOREMAN	Public Works	Street Maintenance	Street Maintenance	Management	Foreman	18	\$77,300	63	\$73,217
TRAFFIC FOREMAN	Public Works	Traffic	Traffic Signal Maintenance	Management	Foreman	18	\$77,300	63	\$73,217
WATER - WASTEWATER FOREMAN	Public Works	Water & Wastewater Operations	Water Plant Treatment Operations	Professional	Foreman	18	\$77,300	63	\$73,217
WATER PLANT FOREMAN	Public Works	Water & Wastewater Operations	Water Plant Treatment Operations	Professional	Foreman	18	\$77,300	63	\$73,217
CITY CLERK	Administrative Support	Administrative Support	Administrative - City Clerk	Functional	Lead	19	\$85,100	69	\$84,910
SENIOR ACCOUNTANT	Business Services	Finance And Accounting	Accounting	Professional	Sr. Professional	19	\$85,100	66	\$78,847
ASSISTANT CITY ASSESSOR	Community Growth & Development	City Assessor	Commercial & Residential Appraisal	Professional	Sr. Professional	19	\$85,100	70	\$87,032
PROJECT CIVIL ENGINEER I	Community Growth & Development	Engineering	Civil Engineering	Professional	Project Manager	19	\$85,100	70	\$87,032
SENIOR BUILDING INSPECTOR II	Community Growth & Development	Inspections	Building Inspection	Professional	Sr. Professional	19	\$85,100	67	\$80,818
PS TELECOM PERSONNEL MNGR	Public Safety	Dispatch	Dispatching	Management	Manager	19	\$85,100	68	\$82,839

POSITION PLACEMENT | GRADES 20 - 25

COM Job Title	Area	Family	Function	Career Track	Career Stage	New Grade	Midpoint	Old Grade	Midpoint
AIRPORT BUSINESS - DEV MNGR	Business Services	Business Management	Contract Administration - Airport	Management	Manager	20	\$93,700	73	\$93,724
GRANT MANAGER	Business Services	Business Management	Grant Management	Professional	Program Manager	20	\$93,700	70	\$87,032
PROJECT MANAGER	Business Services	Business Management	Project Management	Professional	Project Manager	20	\$93,700	73	\$93,724
FINANCE MANAGER	Business Services	Finance And Accounting	Finance	Management	Manager	20	\$93,700	72	\$91,438
HR PROGRAM MANAGER	Business Services	Human Resources	HR & Programs	Professional	Program Manager	20	\$93,700	69	\$84,910
HRIS PAYROLL MANAGER	Business Services	Human Resources	HRIS & Payroll	Professional	Sr. Professional	20	\$93,700	69	\$84,910
COMM AND ENG MANAGER	Business Services	Public Information	Communications & Engagement	Management	Manager	20	\$93,700	73	\$93,724
PRINCIPAL PLANNER	Community Growth & Development	Community Development	City Planning	Professional	Program Manager	20	\$93,700	73	\$93,724
FIRE CAPTAIN	Public Safety	Fire & Rescue	Fire Control	Fire Rescue	Fire Captain	20	\$93,700	69	\$84,910
POLICE SERGEANT	Public Safety	Law Enforcement	Police	Police	Police Sergeant	20	\$93,700	69	\$84,910
PROPERTY MAINTENANCE SUPT	Asset Management	Building and Grounds Maintenance	Maintenance	Management	Superintendent	21	\$103,100	74	\$96,067
FLEET MGMT SVCS SUPERINTENDENT	Asset Management	Vehicle Maintenance	Fleet Management	Management	Superintendent	21	\$103,100	74	\$96,067
BUS SERVICE - SHOP MAINT SUPR	Asset Management	Vehicle Maintenance	Shop Maintenance	Management	Supervisor	21	\$103,100	74	\$96,067
AIRPORT OPERATIONS MANAGER	Business Services	Business Management	Airport Operations	Management	Sr. Manager	21	\$103,100	73	\$93,724
SENIOR PROJECT MANAGER	Business Services	Business Management	Project Management	Professional	Sr. Project Manager	21	\$103,100	75	\$98,469
CITY TREASURER	Business Services	Finance And Accounting	Finance	Management	Sr. Manager	21	\$103,100	74	\$96,067
INFO TECH MANAGER NETWORKS	Business Services	Information Technology	IT - Networks & Communication	Management	Manager	21	\$103,100	75	\$98,469
INFO TECH MANAGER SYSTEMS	Business Services	Information Technology	IT - Systems & Support	Management	Manager	21	\$103,100	75	\$98,469
BUILDING OFFICIAL	Community Growth & Development	Inspections	Building Inspection & Permitting	Professional	Program Manager	21	\$103,100	75	\$98,469
FIRE BATTALION CHIEF	Public Safety	Fire & Rescue	Fire Control	Fire Rescue	Fire Battalion Chief	21	\$103,100	76	\$100,931
POLICE LIEUTENANT	Public Safety	Law Enforcement	Police	Police	Police Lieutenant	21	\$103,100	74	\$96,067
SANITATION - LANDFILL SUPT	Public Works	Sanitation & Landfill	Sanitation & Landfill	Management	Superintendent	21	\$103,100	74	\$96,067
STREET SUPERINTENDENT	Public Works	Street Maintenance	Street Maintenance	Management	Superintendent	21	\$103,100	74	\$96,067
TRAFFIC ENGINEER	Public Works	Traffic	Traffic Engineering	Professional	Professional	21	\$103,100	74	\$96,067
METRO PLAN-ORG DIRECTOR	Public Works	Transit	Transit & Transportation Planning	Management	Manager	21	\$103,100		
WATER - WASTEWATER SUPT.	Public Works	Water & Wastewater Operations	Water Plant Treatment Operations	Professional	Superintendent	21	\$103,100	74	\$96,067
WATER PLANT SUPERINTENDENT	Public Works	Water & Wastewater Operations	Water Plant Treatment Operations	Professional	Superintendent	21	\$103,100	74	\$96,067
COMPTROLLER	Business Services	Finance And Accounting	Finance	Leadership	Deputy Director	22	\$114,500	78	\$106,041
ASSISTANT CITY ATTORNEY	Business Services	Legal	Legal	Leadership	Deputy Director	22	\$114,500	77	\$103,454
ASSISTANT CITY ENGINEER	Community Growth & Development	Engineering	City Engineering	Leadership	Deputy Director	22	\$114,500	76	\$100,931
CITY ASSESSOR	Leadership	Leadership	Commercial & Residential Appraisal	Leadership	Director	22	\$114,500	79	\$108,692
LIBRARY DIRECTOR	Leadership	Leadership	Library Services	Leadership	Director	22	\$114,500	79	\$108,692
POLICE CAPTAIN	Public Safety	Law Enforcement	Police Administration	Police	Police Captain	22	\$114,500	79	\$108,692
COMMUNITY ECONOMIC DIRECTOR	Leadership	Leadership	Economic Development	Leadership	Director	23	\$128,300	84	\$122,975
DEPUTY FIRE CHIEF	Public Safety	Fire & Rescue	Fire Administration	Fire Rescue	Deputy Fire Chief	23	\$128,300	80	\$111,409
DEPUTY POLICE CHIEF	Public Safety	Law Enforcement	Police Administration	Police	Deputy Police Chief	23	\$128,300	82	\$117,049
AIRPORT DIRECTOR	Leadership	Leadership	Airport Operations	Leadership	Director	24	\$143,700	89	\$139,134
CITY ENGINEER	Leadership	Leadership	City Engineering	Leadership	Director	24	\$143,700	86	\$129,200
FINANCE DIRECTOR	Leadership	Leadership	Finance	Leadership	Director	24	\$143,700	90	\$142,613
FIRE CHIEF	Leadership	Leadership	Fire Administration	Leadership	Fire Chief	24	\$143,700	90	\$142,613
HUMAN RESOURCE DIRECTOR	Leadership	Leadership	Human Resources	Leadership	Director	24	\$143,700	79	\$108,692
CITY ATTORNEY	Leadership	Leadership	Legal	Leadership	Director	24	\$143,700	86	\$129,200
POLICE CHIEF	Leadership	Leadership	Police Administration	Leadership	Police Chief	24	\$143,700	90	\$142,613
PUBLIC WORKS OPS DIRECTOR	Leadership	Leadership	Public Works Operations	Leadership	Director	24	\$143,700	89	\$139,134
PUBLIC WORKS UTILITIES DIRECTOR	Leadership	Leadership	Public Works Utilities	Leadership	Director	24	\$143,700	89	\$139,134
ASSISTANT CITY MANAGER	Leadership	Leadership	City Management	Leadership	Assistant City Manager	25	\$161,000	91	\$146,178

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CAREER LADDER QUALIFICATIONS 2026

Accountant to Senior Accountant

1. Promotion will not be automatic.
2. Taking the necessary steps and obtaining a license as a Certified Public Accountant (CPA).
3. Assist in training other employees on accounting applications.
4. A minimum of one (1) year experience as a City of Minot employee as accountant, and favorable employee evaluation(s).

**Administrative Clerk, Administrative Clerk, Senior, & Administrative Clerk,
Principal**

*******THIS CAREER LADDER ALSO APPLIES TO THE ADMINISTRATIVE CLERK/BUS**

DRIVER POSITION*****

1. An Administrative Clerk employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to 'Senior' and satisfactory job performance. Promotion will not be automatic.
2. Administrative Clerk, Senior' employee must have a minimum of one-year experience in that position in order to be eligible for a career ladder promotion to 'Principal' and satisfactory job performance. Promotion will not be automatic.

Airport Facility Technician I & Airport Facility Technician II

1. Two years of experience as an Airport Facility Technician with demonstrated knowledge of duties and equipment.
2. Completed certification training in at least one of the following areas: HVAC, electrical, plumbing, mechanical and boiler operations; or in a related field approved in advance by Airport Management.

Airport Operations Technician I & Airport Operations Technician II

1. Two years of experience as an Airport Operations Technician I
2. Completed certification training in both basic and advanced Airport Safety and Operations Specialist (ASOS) school.

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Building Inspector I to Building Inspector II

1. One-year experience as a Building Inspector I or equivalent.
2. Possession of International Code Council certification as a commercial building inspector
3. Satisfactory job performance as determined by the Department Head.

Building Inspector II to Building Inspector III

1. One-year experience as a Building Inspector II or equivalent
2. Possession of International Code Council certification as a Building Plans Examiner (B3)
3. Satisfactory job performance as determined by the Department Head.

General Requirements for all Career Ladders in Engineering

1. General Requirements

- a. Promotions will not be automatic and must be approved by the City Engineer
- b. The minimum technical requirements must be met before a promotion will be considered. These minimums include formal education, years of experience, and any required certifications.
- c. Employee must demonstrate competence and ability through successful employee evaluations with all scores showing satisfactory performance or above.

CAD Technician I to CAD Technician II

- a. Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.
- b. Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.

Engineering Technician I promotion to Engineering Technician II

- a. Graduation from civil engineering technical program or related two-year college degree
- b. Two years' experience as an Engineering Technician I
- c. NDDOT Certifications in:
 - i. Asphalt Pavement Inspection
 - ii. Aggregate Testing
 - iii. Asphalt Mix Testing
 - iv. ACI Concrete Field Testing
 - v. Soils Field Testing

Engineering Technician II promotion to Engineering Technician III

- a. Graduation from civil engineering technical program or related two-year college degree
- b. Four years' experience as an Engineering Technician II
- c. NDDOT Certifications in:
 - i. Asphalt Pavement Inspection
 - ii. Aggregate Testing
 - iii. Asphalt Mix Testing
 - iv. ACI Concrete Field Testing
 - v. Soils Field Testing

Engineering Technician III to Project Civil Engineer I

- 1. Engineering Technician III to Project Civil Engineer I
 - a. Bachelor's degree from an ABET accredited college or university with major course work in civil engineering or a related field
 - b. Two years of experience in construction or engineering related to public works projects

GIS Technician I to GIS Technician II

- a. Associate degree (A.S/A.A.S.) or equivalent from two-year college or technical school in Geographic Information System Technician, Engineering Technology, or other related field
- b. Four years minimum of progressively increasing experience and skill as a GIS Technician I or equivalent position.

Equipment Operator, Light to Equipment Operator, Medium

1. Minimum of four (4) years of experience in the operation of light and medium motorized equipment before the employee can be recommended for promotion to Equipment Operator, Medium.
2. Satisfactory job performance as determined by the Department Head.

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Financial Clerk to Financial Clerk, Senior

1. Promotion will be based on an oral examination combined with the results of performance evaluations. Each will represent 50% of the total score. A passing score will be a minimum of 75%, which will be determined as follows:
 - a. Average the employee appraisals (up to 3 years) and convert to a 50-point basis. (ie: employee's average appraisal divided by appraisal maximum score multiplied by 50%)
 - b. Convert written or oral exam score to a 50-point basis (ie: exam score divided by written/oral maximum score multiplied by 50%)
 - c. Add the two scores together, which must equal or exceed 75% for promotion.
2. The oral exam will be conducted by the Department Head and include, but not limited to, items related to the following:
 - a. Technical ability
 - b. Knowledge of City Government
 - c. Maintain effective work relationships
 - i. Co-workers
 - ii. City officials
 - iii. Public
3. A Financial Clerk employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to 'Senior'.

Financial Specialist to Financial Specialist Senior

1. Promotion will not be automatic.
2. Assists in training other employees on ERP system and procurement procedures.
3. Assists with business process improvement initiatives.
4. A minimum of one (1) year experience as a City of Minot employee as financial specialist, and favorable employee performance evaluation(s).

Firefighter to Firefighter Senior

1. Must serve four years in the Minot Fire Department to be eligible for promotion. (All firefighters hired 1/19/2024 or prior are eligible for this career ladder after a 3 year service in the Minot Fire Department).
2. Must meet all training and educations requirements established by the Minot Fire Department.
3. Must pass a written test prepared by the Fire Chief
4. Must be a Nationally registered EMT if hired after September 1, 1981
5. The written test contains questions about duties a firefighter must perform at a fire scene, the equipment that must be used, the personal protection provided, and suppression practices including sprinkler systems.

Fire Inspector I to Fire Inspector II

1. Four years of experience as a Fire Inspector I and successful completion of training prescribed by the Minot Fire Department.
2. Completion of Fire Inspector II Certification through the International Code Council.

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Human Resource Specialist to Human Resource Generalist

1. Must have a minimum of two years' experience, with the City of Minot as a Human Resource Specialist.

Human Resource Generalist to Generalist Senior

1. Must have a minimum of one year of experience with the City of Minot as a Human Resource Generalist; or completed probationary status with a minimum of two years applicable experience in a similar capacity.
2. Must continue education with goal to obtain a Professional in Human Resource (PHR) certification from the HR Certification Institute, SHRM-CP from the Society for Human Resource Management, FPC/CPC from the American Payroll Association within two years.

Information Technology Specialist to Information Technology Specialist, Senior

1. Minimum of four years of experience in the City's Information Technology department before the employee can be recommended for promotion to Information Technology Specialist, Senior.
2. Satisfactory job performance as determined by the Department Head.

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IT Technician to IT Technician II

1. Promotions will not be automatic and must be approved by the IT Managers.
Satisfactory job performance as determined by the IT Managers.
2. Minimum of four years experience in the City's Information Technology department before the employee can be recommended for promotion to Information Technology Technician II.
3. Completed certification training in at least one of the following areas: Cybersecurity, Leadership & Professional Development, Microsoft Technologies, Networking; or in a related field approved in advance by IT Managers.

Internal Auditor to Internal Auditor Senior

1. Promotion will not be automatic.
2. Taking the necessary steps and obtaining a license as a Certified Public Accountant (CPA).
3. Assist in training other employees on accounting applications within the internal auditing process.
4. A minimum of one (1) year experience as a City of Minot employee as an internal auditor, and favorable employee evaluation(s).

Law Enforcement Office Specialist I, Law Enforcement Office Specialist II, Law Enforcement Office Specialist III

1. A Law Enforcement Office Specialist I employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist II and satisfactory job performance. Promotion will not be automatic.
2. A Law Enforcement Office Specialist II employee must have a minimum of one-year experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist III and satisfactory job performance. Promotion will not be automatic.

Mechanic to Mechanic Senior

1. Must have ASE certification and five years of progressively responsible experience in the maintenance and repair aspect of gasoline and diesel vehicles and equipment, preferable with the City of Minot, before an employee can be recommended for a Mechanic, Senior (discretionary administrative consideration given to previously experience mechanics).
2. Satisfactory job performance as determined by the Department Head.

Mechanical Inspector I to Mechanical Inspector II

1. One-year experience as a Mechanical Inspector I or equivalent
2. Possession of International Code Council certification as a Commercial Mechanical Inspector (M2)
3. Satisfactory job performance as determined by the Department Head.

Mechanical Inspector II to Mechanical Inspector III

1. One-year experience as a Mechanical Inspector II or equivalent
2. Possession of International Code Council certification as a Mechanical Plans Examiner (M3)
3. Satisfactory job performance as determined by the Department Head.

**Office and Administrative Specialist to Office and Administrative Specialist,
Senior**

1. Promotion will be based on an oral examination combined with the results of performance evaluations. Each will represent 50% of the total score. A passing score will be a minimum of 75%, which will be determined as follows:
 - a. Average the employee appraisals (up to 3 years) and convert to a 50-point basis. (ie: employee's average appraisal divided by appraisal maximum score multiplied by 50%)
 - b. Convert written or oral exam score to a 50-point basis (ie: exam score divided by written/oral maximum score multiplied by 50%)
 - c. Add the two scores together, which must equal or exceed 75% for promotion.
2. The oral exam will be conducted by the Department Head and include, but not limited to, items related to the following:
 - a. Technical ability
 - b. Knowledge of City Government
 - c. Maintain effective work relationships
 - i. Co-workers
 - ii. City officials
 - iii. Public
3. An Office and Administrative Specialist employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to 'Senior'.

Plumbing Inspector I to Plumbing Inspector II

1. One-year experience as a Plumbing Inspector I or equivalent
2. Possession of International Association of Mechanical and Plumbing Officials (IAPMO) certification as a Commercial and Residential Plumbing Inspector.
3. Satisfactory job performance as determined by the Department Head.

Plumbing Inspector II to Plumbing Inspector III

1. One-year experience as a Plumbing Inspector II or equivalent
2. Possession of International Code Council certification as a Plumbing Plans Examiner (P3) or equivalent. (Equivalent to be determined sufficient by Building Official).
3. Satisfactory job performance as determined by the Department Head.

Police Officer to Police Officer, Senior

1. Must have a minimum of three years, full-time employment as a sworn Minot Police Officer (discretionary administrative consideration given to a full time sworn and licensed officer of another civil police agency).
2. Ability to pass a comprehensive Senior Police Officer qualification exam including:
 - a. Technical ability; knowledge of City government
 - b. Effective working relationships with co-workers, City officials, and the general public must be attested to by immediate supervisors.

Police Officer, to Police Officer, Master

1. Must have a minimum of five years, full-time employment as a sworn Minot Police Officer (discretionary administrative consideration given to a full time sworn and licensed officer of another civil police agency).
2. Ability to pass a comprehensive Master Police Officer qualification exam including:
 - a. Technical ability; knowledge of City government
 - b. Effective working relationships with co-workers, City officials, and the general public must be attested to by immediate supervisors.

Project Civil Engineer I to Project Civil Engineer II

1. Project Civil Engineer I promotion to Project Civil Engineer II
 - a. Bachelor's degree from an ABET accredited college or university with major course work in civil engineering or a related field
 - b. Registration as a licensed professional engineer in the state of North Dakota
 - c. Four years of experience in construction or engineering related to public works projects; or any equivalent combination of training and experience.

Project Manager to Senior Project Manager

- a. Possession of a Bachelor's degree in civil engineering or construction management.
- b. Minimum of six years experience in civil engineering or construction management. With proven experience in managing multiple complex projects.
- c. Registration as a licensed professional engineer in the state of North Dakota is preferred but not required.

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Property Appraiser to Property Appraiser, Senior

1. Promotion will be based on an oral examination combined with the results of performance evaluations. Each will represent 50% of the total score. A passing score will be a minimum of 75%, which will be determined as follows:
 - a. Average of employee appraisals (up to 3 years) and convert to a 50 points basis (ie: employee's appraisal average divided by appraisal maximum score multiplied by 50%).
 - b. Convert written or oral exam score to a 50-point basis (ie: exam score divided by written/oral maximum score multiplied by 50%)
 - c. Add the two scores together, which must equal or exceed 75% for promotion.
2. The oral exam will be conducted by the department head and include, but not limited to, items related to the following:
 - a. Technical ability
 - b. Knowledge of City government
 - c. Maintain effective working relationships with:
 - i. Co-workers
 - ii. City officials
 - iii. Public
3. Property Appraiser must have a minimum of four years in the position to be eligible for the career ladder promotion to Property Appraiser, Senior.
4. Must possess a Class I City Assessor designation by the North Dakota State Tax Department to be eligible for the career ladder promotion to Property Appraiser, Senior.

Public Safety Telecommunicator/Dispatcher to Senior Public Safety Telecommunicator/Dispatcher

Definition: Experienced dispatching with excellent knowledge of policies and standard operating procedures. A leadership role for less experienced dispatchers. May or may not be a trainer (CTO)

1. General Requirements

- a. Pass a dispatcher proficiency exam with a minimum of 3 years' experience.
- b. Excellent knowledge of emergency services radio operations and equipment.
- c. Excellent knowledge of methods and procedures of modern radio communications.
- d. Excellent knowledge of city streets and locations and the geography of the City, Ward County and adjacent areas.
- e. Excellent knowledge of office machines including computers and the ability to type adequately.
- f. Ability to respond to emergency situations effectively, efficiently and calmly.
- g. Ability to perform work requiring good hearing, good diction and a clear voice.
- h. Ability to understand and follow complex oral and written instructions and to pass on oral and written information.
- i. Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.
- j. Ability to type at the rate of at least 30 words per minute.
- k. Certified and proficient in NCIC, EMD and CPR.

Senior Building Inspector to Senior Inspector II

1. One year experience as a Senior Building Inspector.
2. Possession of International Code Council certification as a Building Plans Examiner.
3. Satisfactory job performance as determined by the Department Head

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Traffic Maintenance Worker & Traffic Maintenance Technician

1. General Requirements

- a. Promotions will not be automatic and must be recommended by supervisor and/or Traffic Engineer and approved by the City Engineer
- b. The minimum technical requirements must be met before a promotion will be considered. These minimums include formal education, years of experience, and any required certifications.

Employee must demonstrate competence and ability through successful employee evaluations with all scores

Traffic Maintenance Technician I promotion to Traffic Technician II

- a. Graduation from high school or GED
- b. Three years' experience as a Traffic Technician I
- c. IMSA Certifications in:
 - i. Traffic Signal Field Technician Level II
 - ii. Signs Technician Level II
 - iii. Roadway Lighting Technician Level I

Traffic Maintenance Technician II promotion to Traffic Technician III

- a. Graduation from high school or GED.
- b. Three years of experience as a Traffic Technician II
- c. IMSA Certifications in:
 - iv. Roadway Lighting Technician Level II

Utility Operator to Utility Operator I

1. Minimum two years as a Utility Operator I; possession of a valid state health department Water Distribution Certificate I or Wastewater Collection Certificate I or Wastewater Treatment Certificate I before the employee can be recommended for Utility Operator II. Must possess and maintain a North Dakota commercial driver's license before employees can progress to Utility Operator II.
2. Four years of experience related to water/wastewater activities, two years of which must be as a Utility Operator I; possession of a valid state health department Water Distributions.
3. Satisfactory job performance as determined by Department Head.

Utility Operator I to Utility Operator II

1. Four years of experience related to water/wastewater activities, two years of which must be as a Utility Operator II; possession of a valid state health department Water Distribution Certificate II or Wastewater Collection Certificate II or Wastewater Treatment Certificate II before the employee can be recommended for Utility Operator III.
2. Satisfactory job performance as determined by Department Head.

Water Plant Operator to Water Plant Operator I

1. Two years as a Water Plant Operator I; possession of a valid state health department Water Treatment Certificate I before the employee can be recommended for Operator II.
2. Must possess and maintain a North Dakota commercial driver's license before employee can progress to Operator II.
3. Satisfactory job performance as determined by the Department Head.

Water Plant Operator I to Water Plant Operator II

1. Four years as a Water Plant Operator II; possession of a valid state health department Water Treatment Certificate II before the employee can be recommended to Operator III.
2. Satisfactory job performance as determined by the Department Head.

ACCOUNTANT, SENIOR

DEPARTMENT:	Finance	REPORTS TO:	Comptroller or City Treasurer
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	66	DATE REVISED:	5/1/2022

NATURE OF WORK

This is the advance classification in the professional accountant series, in which incumbents, under limited direction, have direct responsibility for completeness and accuracy of accounting records and reports for various funds and account groups; and they perform professional accounting work which includes communicating municipal accounting practices and requirements to other departments; and developing and maintaining internal record keeping and accounting control procedures with minimal supervision from the Comptroller or City Treasurer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Implements accounting and financial procedures and internal controls; implements accounting system modifications and changes. Maintains complete accounting records and prepares financial reports for several funds and/or account groups; reconciles accounts; prepares journal entries, variance analyses, etc.; provides accounting information for fund certification.

Maintains numerous and varied contract and grant files; reviews contracts and grants for compliance, control, report preparation, and associated purposes; generates reports; reconciles accounts, ledgers, and reports; researches and resolves discrepancies; prepares related accounting documents.

Maintains and reconciles accounts and journal entries; develops, monitors, reviews, verifies, posts to the journal, reconciles, adjusts, approves and presents for audit the department or office accounts including receivable, payable, reimbursements, rents, revenues, billings, collections, cash receipts and accounts, bank statements, vendor statements, payroll, disbursements, insurance, inventory, overhead, capital depreciation, debt schedules, purchase orders, encumbrances, charts of accounts, and the like.

Prepares estimates of receivable and payable during budget development; prepares analyzes, and estimates annual revenues, reimbursements, and disbursements; prepares or assists in budget development; monitors and reviews budget status.

Develops and maintains capital asset records, including acquisitions, dispositions, construction in progress, and depreciation records.

Reviews city payrolls for accuracy; identifies and corrects any errors. Quarterly and annual filing of required reports and proper issuance of W-2's and 1099's.

Assists in the preparation of the City's annual financial statements and preparing required materials for the external audit.

Prepares and delivers information on accounting practices and requirements, to include grants and contracts, to other departments for proper accounting of their financial activities.

Assist departments with grant applications and approval processes to include help with writing communications, executing and distributing contracts, and setting up grant accounts, project and expenditure codes.

Prepares and reviews financial and cash reports and statements; gathers data, prepares and analyzes spreadsheet and cash flow studies, prepares and reviews department/office and vendor financial reports and statements on a periodic and annual basis; accumulates and analyzes data regarding the acquisition of fixed assets.

SENIOR ACCOUNTANT (continued)

REQUIREMENTS OF WORK

Extensive knowledge of the theory, principles, methods, and practices of accounting.

Extensive knowledge of financial analysis and reporting.

Extensive knowledge of budget analysis and preparation.

Extensive knowledge of Generally Accepted Accounting Practices and the laws, ordinances, and regulations relating to public sector accounting and financial affairs.

Extensive knowledge of mainframe and/or personal computer hardware and software including spreadsheet and database applications.

Extensive knowledge of the City's financial structure and philosophy.

Ability to compile, verify, and analyze complex financial records and reports.

Ability to implement procedures and financial controls to meet accounting needs.

Ability to communicate effectively both orally and written to establish and maintain effective working relationships with City staff.

Ability to maintain records and prepare reports.

Ability to establish and maintain effective working relationships with other employees, government officials, and the general public.

Ability to read accounting ledgers and records.

Ability to operate personal computers, calculators, and other general office equipment.

Strong organizational skills and the ability to prioritize work.

Proficient in Excel and Microsoft Word.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting or a related field – finance or business administration and four (4) years of professional accounting work experience; or any other equivalent combination of training and experience.

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle to various building sites throughout the City.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ACCOUNTANT

DEPARTMENT:	Finance	REPORTS TO:	Comptroller or City Treasurer
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	62	DATE REVISED:	5/1/2022

NATURE OF WORK

This is responsible professional accounting work maintaining accounts and financial records. The work includes implementing accounting and financial controls, maintaining and reconciling accounts and journal entries, preparing estimates of receivable and payable during budget development, preparing and reviewing financial and cash reports and statements, and maintaining computerized accounting systems. Work is performed under the general direction of the Comptroller or City Treasurer

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Implements accounting and financial procedures and internal controls; implements accounting system modifications and changes.

Maintains and reconciles accounts and journal entries; develops, monitors, reviews, verifies, posts to the journal, reconciles, adjusts, approves and presents for audit the department or office accounts including receivable, payable, reimbursements, rents, revenues, billings, collections, cash receipts and accounts, bank statements, vendor statements, payroll, disbursements, insurance, inventory, overhead, capital depreciation, debt schedules, purchase orders, encumbrances, charts of account, and the like.

Prepares estimates of receivable and payable during budget development; prepares, analyzes, and estimates annual revenues, reimbursements, and disbursements; prepares or assists in budget development; monitors and reviews budget status.

Prepares and reviews financial and cash reports and statements; gathers data, prepares and analyzes spreadsheet and cash flow studies, prepares and reviews department/office and vendor financial reports and statements on a periodic and annual basis; accumulates and analyzes data regarding the acquisition of fixed assets.

Assists departments with grant applications and approval processes to include help with writing communications, executing and distributing contracts, and setting up grant accounts, project and expenditure codes.

Operates personal computer and other office equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the theory, principles, methods, and practices of accounting.

Considerable knowledge of financial analysis and reporting.

Considerable knowledge of budget analysis and preparation.

Considerable knowledge of Generally Accepted Accounting Practices and the laws, ordinances, and regulations relating to public sector accounting and financial affairs.

Considerable knowledge of mainframe and/or personal computer hardware and software including spreadsheet and database applications.

ACCOUNTANT (continued)

Ability to compile, verify, and analyze complex financial records and reports.

Ability to implement procedures and financial controls to meet accounting needs.

Ability to communicate effectively both orally and in writing.

Ability to maintain records and prepare reports.

Ability to establish and maintain effective working relationships with other employees, government officials, and the general public.

Ability to read accounting ledgers and records.

Ability to operate personal computers, calculators, and other general office equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in accounting or business administration and two to three years of professional accounting experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Administrative Business Analyst I

DEPARTMENT:	Public Works	REPORTS TO:	Public Works Operations Director
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	56	DATE REVISED:	2/5/2026

Nature of Work

Provides foundational administrative and analytical support to division leadership by coordinating schedules, drafting correspondence, compiling data, preparing routine reports, and assisting with budget and process-documentation tasks. Serves as a point of contact for staff and the public, maintaining organized files and responding to inquiries with discretion and confidentiality.

Essential Functions of Work

- Coordinate day-to-day administrative support: complex scheduling, correspondence management, and basic research.
- Maintain reference files; assemble and organize data for reports and presentations.
- Conduct clerical research and compile information for administrative and public reports.
- Keep official records; prepare draft correspondence for supervisor's signature.
- Assist with project planning and monitoring by gathering data and coordinating activities.
- Support budgetary and fiscal control processes; prepare related financial reports.
- Respond to customer inquiries and routine complaints per policy.
- Perform other duties as assigned.

Requirements of Work

- Knowledge of basic principles of organization, administration, and business administration.
- Ability to prioritize, organize, and perform work independently under pressure.
- Effective oral and written communication skills.
- Ability to establish and maintain effective working relationships with employees, officials, and the public.
- Basic understanding of budget preparation and administrative research techniques.
- Proficiency with MS Office suite (Word, Excel, PowerPoint, Outlook) and basic data-analysis tools.

Desired Minimum Training and Experience

Graduation from high school and at least two years of administrative or business-support experience. Experience with basic data analysis or project support preferred. Equivalent combinations of education and experience considered.

Physical Requirements

Regularly required to talk or hear; frequently stand, walk, use hands, and reach; occasionally sit, climb, balance, stoop, kneel, crouch, or crawl; lift up to 25 lbs. Specific vision abilities include close, distance, color, peripheral vision, depth perception, and focus adjustment.

ADMINISTRATIVE CLERK, PRINCIPAL

DEPARTMENT:	Various	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	52	DATE REVISED:	4/1/2024

NATURE OF WORK

This is responsible and varied clerical/administrative work of a difficult nature. The employee is responsible for performing complex clerical work requiring understanding of complex policies, processes or technical systems, and operating with a high degree of independence over specified, standardized activity areas, and refers only highly unusual or technical problems to supervisors for decision.

Work involves completing reports, and a variety of documents and forms, maintaining records systems, greeting the public and carrying out various related information processes. May serve as a lead worker over other clerical positions.

The work is performed under general supervision with the incumbent planning and carrying out assigned duties and resolving problems according to established guidelines and procedures.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Completes reports, documents and a variety of other material from rough draft, clear copy, audio recordings or notes, using a computer or electronic equipment, including formatting, data collection and tabulation.

Prepares and sends correspondence on general matters where instructions are clear and precedence is followed.

Facilitates completion, collection and flow of required forms/documents such as legal documents or notices, purchase orders/ requisitions, claims and billings, requests for information, travel vouchers, or other forms indigenous to specialized operations.

Maintains strict confidentiality of operations and records as directed.

Handles arrangements for commission and committee meetings; notifies commissioners, committee members and appropriate individuals of meeting details; records, transcribes and distributes minutes of meetings as required.

Maintains various reference files, assembles and organizes data, and prepares necessary reports.

Researches clerical material and edits for inclusion into reports; recognizes variations and verifies completeness and accuracy of printed material.

Schedules appointments, gives information to callers, handles or refers complaints/problems as appropriate, and generally assists in supportive clerical work; receives and distributes mail and schedules meetings. May be required to transcribe audio recordings as needed.

Reviews and verifies documents, general reports and records for accuracy and conformance to departmental rules and procedures.

Compiles and types statistical reports.

Interprets and applies established policies and procedures where clear and ample precedents have been established; searches documents to answer factual inquiries, and to locate information.

ADMINISTRATIVE CLERK, PRINCIPAL (continued)

Maintains records on budget expenditures and reconciles routine accounts; orders supplies and equipment.

Greets callers and visitors; handles and processes all incoming agency calls; screens calls and takes messages; directs inquiries to the proper source and answers questions within the context of established policies and procedures, with contact sometimes of a difficult nature; may initiate routine correspondence in performance of duties and response to services.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of standard offices practices and procedures, equipment and clerical techniques.

Considerable knowledge of grammar, punctuation, spelling, syntax, appropriate style and arithmetic.

Ability to operate a computer and a variety of office equipment.

Ability to communicate effectively, both orally and in writing.

Ability to make arithmetic calculations and computations accurately.

Ability to maintain moderately complex records and ensure their confidentiality.

Ability to proofread, research files and logically organize information.

Ability to follow verbal and written instructions.

Ability to work under pressure and to meet deadlines.

Ability to establish and maintain effective working relationships with other employees and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year experience as an Administrative Clerk, Senior; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands and arms to type on a computer and carry files, computers, and other materials necessary for meetings and court proceedings. The employee often spends long hours sitting in front of a computer screen indoors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ADMINISTRATIVE CLERK, SENIOR

DEPARTMENT:	Various	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	49	DATE REVISED:	4/1/2024

NATURE OF WORK

This is highly varied general office and clerical work. Work involves performing numerous duties in which set sequences of guidelines or procedures are applied to the processing of data, forms and record.

Work is performed under continuing supervision with the incumbent exercising judgment in the prioritizing daily tasks.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Acts as a receptionist; ascertains nature of contacts; provides information related to the department's or division's policies and practices, or regulatory guidelines of a clear nature; refers telephone or direct complaints and inquiries to other staff, as necessary.

Receives, sorts, and distributes incoming mail; processes reports, forms, payments, billings or other similar materials; examines for accuracy and completeness, notes discrepancies, and consults with supervisors or other employees, as appropriate, for resolution; operates various office equipment.

Maintains filing systems according to prescribed departmental procedures; sorts and files reports, cards, printouts, correspondence and other data; posts data to individual records.

Completes reports and correspondence as needed.

Reviews documents for accuracy, clarity, proper grammar and syntax.

Cross-trains for related positions, as needed.

May train less experienced workers in the work.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of standard office practices, procedures and equipment.

Knowledge of proper grammar, style, syntax, spelling, punctuation, and arithmetic.

Ability to communicate effectively, both orally and in writing.

Ability to perform a variety of clerical work requiring some exercise of judgment.

Ability to maintain records and to prepare standard reports.

ADMINISTRATIVE CLERK, SENIOR (continued)

Ability to make basic arithmetic computations.

Ability to operate a computer and a variety of office equipment.

Ability to establish and maintain effective working relationships with other employees and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of experience as an Administrative Clerk; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ADMINISTRATIVE CLERK

DEPARTMENT:	Various	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	46	DATE REVISED:	12/16/2024

NATURE OF WORK

This is clerical and office work performed within various city departments, divisions or programs.

Work involves standard clerical duties of a highly procedural nature including filing, sorting, basic accounting, posting data, keeping records and operating office equipment. Special operational skills, if required by a specific position, are generally acquired through on the job training.

Work is generally performed under close supervision and is reviewed by observation of results obtained.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Performs clerical work such as the posting of detailed records and basic accounting transactions; assists public in filling out forms; makes change and receives cash payments; checks and maintains lists, and proofreads typed materials to verify correct spelling, syntax, punctuation, and format.

Interacts closely with the public. Acts as receptionist; answers telephone and personal inquiries; routes visitors and calls; secures information from appropriate sources; schedules appointments.

Sorts and files cards, correspondence, reports and other materials, alphabetically, numerically, or by other established classification; sorts and distributes mail; prepares materials for distribution; posts data to individual records. Updates electronic files.

Receives and distributes supplies; runs errands and makes deliveries; operates postage machines; keeps routine records.

Operates a variety of office equipment; sets up small office equipment and prepares meeting areas.

Maintains inventory and supplies necessary for office operations.

Sets up mailing lists, prepares reports and legal notices from copy and schedules special board meetings relative to property owner appeals.

Maintains city-wide licensing center.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of business communications.

Some knowledge of office practices, methods and procedures.

Ability to adapt in a dynamic and high-growth environment.

ADMINISTRATIVE CLERK (continued)

Ability to establish and maintain effective working relationships with other city employees and the general public. Works well both independently and in a dynamic team environment.

Ability to write clearly for the general workforce, governmental agencies and outside vendors.

Detail-oriented, organized and able to manage multiple priorities effectively in a fast-paced work environment.

Strong verbal communication skills.

Strong analytical and problem-solving skills.

Familiarity with basic accounting principles.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of general clerical experience; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CITY OF MINOT JOB DESCRIPTION

AIRPORT BUSINESS AND DEVELOPMENT MANAGER

DEPARTMENT:	Airport	REPORTS TO:	Airport Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Airport Security Coordinator, Airport Intern, other Airport Administrative Staff as assigned
PAY GRADE:	73	DATE REVISED:	2023-07-24

NATURE OF WORK

Responsible for the strategic and day-to-day administrative and financial operations of the Minot International Airport. Responsible for airport leasing, contracts and compliance. Ensures they are in accordance with local, state, and federal regulations. Manages tenant relationships, customer service, business development, and marketing/public relations. Acts as the airport security coordinator. Provides the Airport Director, Airport Operations and Maintenance Manager, and other stakeholders with statistical data, lease information, and budget information. Acts as a liaison between the Airport and other City of Minot administrative departments. Acts as Airport Director in his/her absence.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed)

Prepares, develops, maintains, coordinates and implements procedures and policies for the day-to-day operations of the Airport as they relate to finance, administration, tenants, and users. Ensures compliance with requirements as established by city, state and federal policies and regulations.

Serves as the Airport Security Coordinator per CFR 1542. Provides oversight to all tasks relating to security training, badge authorization, badge records and updating of the Airport Security Plan.

Directs airport administration functions including marketing, communications, customer service, and distribution of airport and air service statistics, website and social media administration, and preparation, filing and storage of official records.

Researches, coordinates and manages air service, business and land development opportunities on behalf of the airport's interest.

Serves as an airport liaison to all tenants and the general aviation community and provides training and oversight of public relations programs, special events.

Directs analytical studies and reports of administrative and operational issues pertaining to public, passenger, airline, concessions, tenants, and general aviation customers; recommends options and solutions to leadership; and coordinates implementation.

Oversees and implements property management, conducts contract compliance checks including environmental assessments and manages all airport tenant, commercial vendors, and concessionaire lease agreements. Reports findings as needed.

Directs all aspects of airport fiscal management including budgeting, accounting, reporting, and auditing.

Works with administrative and finance staff to update customer credit files; collect payments for services or products supplied.

Directs the preparation, presentation, implementation, accounting, reporting and auditing of all airport budgets including operational and capital.

Coordinates with finance staff the Airport Improvement Project Federal grant program, Passenger Facility Charge, and Customer Facility Charge in accordance with applicable federal, state, and local regulation.

Directs the airport's Disadvantaged Business Enterprise program in accordance with 14 Code of Federal Regulations (CFR) Part 23 and 14 CFR Part 26, acts as Disadvantage Business Enterprise (DBE) Program Liaison Officer.

Selects, hires, assigns, schedules, trains, evaluates and supervises administrative personnel.

Provides key research and advice on the development of the airport to the Director.

Performs other duties as assigned.

QUALIFICATIONS

Considerable knowledge of principles, methods, practices relating to airport administration and finances.

Considerable knowledge of federal, state and local laws, regulations and standards relating to airport administration, airport security, and finance.

Considerable knowledge of marketing, communications, and customer service.

Knowledge of effective supervisory practices and methods.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate employees and to assess and define training needs of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to demonstrate proficiency in word processing and computer spreadsheet applications.

Ability to maintain records and to prepare reports.

Ability to establish and maintain effective working relationships with other employees, airport tenants, and the general public.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university, preferably in airport management, business management, marketing, public policy and administration, or related field.

Three (3) years of professional experience; or any equivalent combination of training and experience.

Two (2) years of professional experience may substitute for one (1) year of the required education.

American Association of Airport Executive (AAAE) accreditation (AAE), certified member (CM), or ACI certified preferred.

Pilot's Certificate preferred.

NECESSARY SPECIAL REQUIREMENTS

A valid North Dakota driver's license or, the ability to obtain by date of hire; must pass driving records check and, if hired, maintain a driving record that meets the City's standard.

Must be able to obtain airfield driving privileges within three (3) months of hire.

Must satisfactorily meet and maintain STA and CHRC background check requirements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

AIRPORT DIRECTOR

DEPARTMENT:	Airport	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Airport Business and Development Manager, Airport Operations and Maintenance Manager, Office and Administrative Specialist, all other airport staff are indirect reports.
PAY GRADE:	89	DATE REVISED:	2026-01-01

NATURE OF WORK

This is advanced professional, leadership, and managerial work coordinating, planning, implementing, and supervising all airport activities including airport safety, facility maintenance, and compliance inspections. Work is performed under the executive direction of the City Manager. Supervision is exercised over all airport safety, maintenance, and administrative personnel.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed)

Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.

Leads staff towards meeting the vision of the City of Minot and the Minot International Airport; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.

Develops, implements, and administers goals, objectives and procedures for providing effective and efficient airport services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate. Meets regularly with the City Manager to discuss operations, budget, and immediate and long-term needs of the department.

Directs operation of the airport including safety and facility maintenance and inspects operations to ensure compliance with standards set forth by the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA).

Develops and maintains strong relationships with local, state and national tiers of Transportation Security Administration (TSA), General Services Administration (GSA) and the Federal Aviation Administration (FAA).

Directs and oversees mandated exercises and emergency response drills and required after action items to improve emergency response, fire prevention, security, and maintenance procedures and to determine adequacy and recommends improvements for safety and protection of airport property/personnel.

Develops priorities, establishes appropriate service and staffing levels, and allocates resources accordingly.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, assesses and monitors workload, administrative and support systems, internal reporting relationships, identifies opportunities for improvement, and directs the implementation of changes.

Prepares long-range plans and policies for development and construction of airport projects, facilities, and proposals; makes recommendations in support of these plans.

Administers and oversees the preparation of the department's budgets; oversees the requisition, purchase, and maintenance of equipment, grounds, and facilities. Determines and prioritizes short-term and long-term equipment needs; prioritizes and justifies budget requests to the City Manager; and monitors and ensures compliance with budget. Ensures all grants the department receives are properly managed and administered.

Cooperates with other city departments with regard to capital improvements and projects.

Negotiates for improved airline services, landing fees, and fuel flowage fees; compiles data on airport operations to support negotiations.

Applies for and monitors airport grants and coordinates project work with consultants, tenants, airlines, and city and county departments.

Reviews and directs the submission of various safety and security manuals, as required by the Federal Aviation Administration and Transportation Security Administration.

Represents the City and airport with various local and airport-oriented organizations.

Manages the coordination of airport activities, contracts, and leases with tenants; assures compliance with leases and city and federal regulations.

Coordinates with the City PIO to handle press and media inquiries, participates in press conferences and airport public information programs.

Directs the issuance of appropriate NOTAMS when hazards to aircraft exist; initiates closure of all, or part of the airport, as needed.

Works with City Attorney's office in legal matters which pertain to airport operations.

Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborates with peers to learn from each other to facilitate knowledge sharing and the better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments with regard to the capital improvement plan, process improvements and other projects. May serve on select executive committees such as the Safety Council.

Holds oneself and others accountable for measurable, timely, effective results; complies with established control systems.

Informs the City Manager of significant airport activities, and City Council as appropriate.

Performs other related duties as assigned.

QUALIFICATIONS

Thorough knowledge of current Federal Aviation Administration regulations and advisory circulars.

Thorough knowledge of airport operation, safety, and maintenance processes and procedures.

Thorough knowledge of effective management methods and practices.

Ability to coordinate contracts and leases, and to prepare and recommend long-range plans and policies.

Ability to direct, supervise, hire, and evaluate subordinate personnel.

Ability to establish effective working relationships with representatives of airlines, lease holders, the public and other city employees.

Ability to coordinate public relations of airport facilities.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

A Bachelor's degree in Business, Aviation Management, Public Administration or a related field.

Five (5) years of supervisory or managerial experience at a certified air carrier airport.

Master's degree is desirable.

Ability to obtain airfield driving privileges is desirable.

FEMA NIMS/ICS Training or equivalent, preferred.

American Association of Airport Executive (AAAE) accreditation (AAE), Certified Member (CM), or ACI International Airport Professional (IAP) certified preferred.

Pilot's Certificate preferred.

NECESSARY SPECIAL REQUIREMENTS

A valid North Dakota driver's license or, the ability to obtain within one (1) month of hire; must pass driving records check and, if hired, maintain a driving record that meets the City's standard.

Must satisfactorily meet and maintain STA and CHRC background check requirements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CITY OF MINOT JOB DESCRIPTION

AIRPORT FACILITY FOREMAN

DEPARTMENT:	Airport	REPORTS TO:	Airport Operations Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Airport Facility Technicians
PAY GRADE:	63	DATE REVISED:	2022-02-08

NATURE OF WORK

This is highly skilled work performed under the managerial direction of the Airport Operations Manager. Work is performed under nominal direction, or working independently, to plan, organize, direct and manage the administration and operations of airport facilities, grounds, equipment and maintenance.

Oversees the activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to a staff of Airport Facility Technicians.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, schedules, trains, assigns, and evaluates the work of Airport Facility Technicians; provides guidance, instruction, discipline, and training as needed.

Responsible for the general preventive maintenance and repairs of airport facilities to include baggage belts, escalators, elevators, etc.

Operates light and medium equipment for the maintenance, grounds keeping, and safety of ground conditions. Assists operations division, as needed.

Assists with compliance of Airport Security, including acting as an alternate Airport Security Coordinator. Performs facility security checks in accordance with TSA regulations, directives and the Airport Security Plan.

Maintains inventories and orders material and supplies needed for the day to day operations associated with all airport facility activities.

Manages and maintains the Facilities Hazard Communications Program. Performs safety assessments of facilities and work places in accordance with North Dakota Workforce Safety and Insurance Standards and the City of Minot's Hazard Recognition Program.

Assists in emergency situations as needed.

Insures that proper safety procedures are followed, and that required safety devices and equipment are available for employee use.

Supervises employees engaged in custodial, mechanical, electrical and plumbing work; Supervises all heating, ventilation and air conditioning work; Supervises all use of light and/or medium equipment needed to maintain Airport facilities; Oversees all other maintenance tasks needed to keep Airport Facilities running efficiently.

Prepares and maintains records for monthly reports.

Analyzes and evaluates utility use and expenses and incorporates or recommends action to institute more efficient use of the same.

Inspects completed work activities; assures work is completed properly.

Ensures that equipment is in proper working order; develops preventative maintenance programs and records keeping for airport facility specialized equipment.

Performs performance evaluations on all assigned employees; resolves complaints or problems with employees.

Prepares all bid specifications on supplies and equipment, etc.

Oversees and coordinates loading dock activities.

Handles all maintenance problems in a timely manner.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of TSA regulations pertaining to airport facilities and security.

Thorough knowledge of standard practices, methods, tools and equipment associated with custodial, carpentry, plumbing, painting, HVAC, and mechanical trades.

Considerable knowledge of light, and medium equipment and the ability to operate such equipment safely and effectively.

Thorough knowledge of safety precautions and standards related to equipment operation and building and grounds maintenance and repair work.

Thorough knowledge of building cleaning practices, supplies and equipment.

Thorough knowledge and understanding of the operation and integration of heating, ventilation, and air conditioning systems.

Ability to plan, organize, assign and evaluate the work of subordinate employees.

Ability to gather data, interpret meaning and decide on a plan of action based on supervisory experience and effective practices.

Ability to communicate effectively both orally and in writing, in a courteous and cooperative manner. Ability to keep computerized official records and prepare reports.

Ability to enforce regulations and policies effectively and efficiently. Ability to respond effectively in emergency conditions.

Ability to establish and maintain effective working relationships with other employees, airline representatives, lease holders, contractors and the general public.

Ability to climb high structures, ladders and stairs; to bend; to lift heavy objects; and to work outdoors in all types of climate.

MINIMUM TRAINING, SKILLS, AND EXPERIENCE

Graduation from high school or General Education Development (GED) and five years of experience in building maintenance and one year of relevant college, university, or trade school education in mechanical, maintenance, or construction related field including three years of supervisory experience.

Preferred experience having worked at a commercial service or military airport; or any equivalent combination of training and experience.

Other combination of education and experience that enable candidate to successfully perform the requirements and function of the position may be considered.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Driver's License, or the ability to obtain one within one month of employment. Pass a pre-employment fingerprint-based background check to obtain and maintain security clearance required to work at a commercial service airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 20 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

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CITY OF MINOT JOB DESCRIPTION

AIRPORT FACILITY TECHNICIAN I

DEPARTMENT:	Airport	REPORTS TO:	Airport Facility Foreman; Airport Operations and Maintenance Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	None
PAY GRADE:	46	DATE REVISED:	2025-01-01

NATURE OF WORK

This is manual and some semi-skilled work in the care, cleaning, and maintenance of Airport facilities and grounds. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. Scheduled work is shift work period, 40 hours per week with occasional overtime requirements. Work is performed under the general supervision of the Airport Facility Foreman and Airport Operations Manager.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Cleans windows, walls, woodwork, furniture, fixtures, floors, and carpet to maintain cleanliness and provide an attractive environment.

Sweeps, mops, scrubs, dusts, waxes, shampoos, vacuums, polishes, sanitizes and performs other tasks in the upkeep of facilities.

Cleans and sanitizes restrooms and replenishes restroom supplies.

Removes trash from trash receptacles; Replaces light bulbs as required; Prepares and paints walls, floors, ceilings as needed; Sets up display cases, hangs banners and other advertisements and signs; Repairs desks, tables and chairs.

Maintains sidewalks so that orderly appearance and accessibility are maintained; shovels snow and removes debris and trash; operates snow removal equipment, and other related equipment.

Performs security responses to door alarms, emergency alarms, and any other security response needed to include compliance with Transportation Security Administration (TSA) security requirements and the Airport Security Plan.

Assists with crowd control, security screening checkpoint monitoring, security systems and compliance and other security related duties.

Performs grounds work to enhance appearance of landscape by planting, cutting, mowing, raking, trimming, weeding, and watering; operates hand and power mowers, edgers, trimmers, and other related equipment.

Performs minor carpentry, electrical, plumbing, HVAC repairs and preventive maintenance on airport facilities and equipment. Assists with facility and mechanical inspections as required. Maintains records and other documentation related to system/equipment failures and repairs.

Performs preventive maintenance and repairs on airport specialized equipment such as conveyers, jet bridges, baggage belts, escalators and elevators.

Loads/unloads and delivers supplies, materials and equipment from loading dock; this requires distribution of items by manually lifting and carrying materials as necessary.

Operates a variety of power tools, pneumatic tools, hand tools, test equipment and meters while performing maintenance activities.

Operates light and medium equipment on an incidental basis.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of general maintenance procedures as they pertain to facilities and grounds maintenance.

Some knowledge and ability to apply general safety precautions and standards pertaining to the care and cleaning of buildings and grounds.

Some knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, and others.

Some knowledge of 49 CFR Part 1542, Airport Security, procedures and requirements.

Ability to operate motorized vehicles to include light, and medium equipment in a safe and reliable manner.

Ability to use and operate hand and power tools in a safe, efficient manner. Ability to follow regulations and policies effectively and efficiently.

Ability to read and follow written and oral instructions.

Ability to communicate effectively, both orally and in writing.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and experience in general maintenance work, or a construction discipline, or custodial, or any equivalent combination of training and experience. The preferred candidate would have experience working at an airport. Multilingual, preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Driver License.

Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

CITY OF MINOT JOB DESCRIPTION

AIRPORT FACILITY TECHNICIAN II

DEPARTMENT:	Airport	REPORTS TO:	Airport Facility Foreman; Airport Operations Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	None
PAY GRADE:	50	DATE REVISED:	2022-02-08

NATURE OF WORK

This is a skilled position with duties involving the care, cleaning, and maintenance of the airport terminal and grounds. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. Scheduled work is shift work, 40 hours per week with occasional overtime requirements. The work is performed under the general supervision of the Airport Facility Foreman and Airport Operations Manager. Personnel in this position are expected to give guidance, direction, and training to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors the terminal building and its various systems/components within to act as a point of contact for maintenance issues and repairs along with the Facility Foreman.

Performs and assists Facility Foreman with significant custodial, electrical, plumbing, mechanical, HVAC repairs, inspections, and preventative maintenance on airport facilities and airport specialized equipment such as conveyers, baggage belts and access control systems.

Maintains records and other documentation related to system/equipment failures, repairs, and inspections.

Communicates with vendors, contractors, and service providers to resolve maintenance and custodial issues.

Performs security responses to door alarms, emergency alarms, and any other security response needed to include compliance with Transportation Security Administration (TSA) security requirements and the Airport Security Plan.

Performs snow removal and sanding operations around the terminal, sidewalk, and parking lot areas; operates snow removal equipment and machinery.

Performs grounds work to enhance appearance of landscape by planting, cutting, mowing, raking, trimming, weeding, and watering; operates hand and power mowers, edgers, trimmers, and other related equipment.

Assists Airport Facility Technician I with duties related to custodial upkeep of the building and grounds.

Assists Airport Facility Technician I with duties related to airport security and customer service.

Operates a variety of power tools, pneumatic tools, hand tools, test equipment and meters while performing maintenance activities.

Operates light and medium equipment on an incidental basis. Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to understand and apply TSA regulations pertaining to airport security requirements.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Thorough knowledge of and ability to apply general safety precautions and standards as they pertain to building and grounds maintenance, equipment operations, and airport operations.

Thorough knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, and others.

Ability to handle stressful situations while remaining calm and collected.

Ability to enforce and follow all regulations and policies effectively and efficiently. Ability to operate motorized vehicles and light equipment in a safe and reliable manner. Ability to use and operate hand and power tools in a safe, efficient manner.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum two (2) years of experience as an Airport Facility Technician I or equivalent experience with demonstrated knowledge and experience of duties and equipment. Completed certification/training in at least one of the following areas: HVAC, electrical, plumbing, mechanical, and boiler operations, or in a related field approved in advance by Airport Management. Recurrent/remedial training in one or more areas is desired. Multilingual, preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Driver License.

Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent Exposure to high decibels.

CITY OF MINOT JOB DESCRIPTION
AIRPORT FACILITY TECHNICIAN LEAD

DEPARTMENT:	Airport	REPORTS TO:	Airport Facility Foreman; Airport Operations Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Airport Facility Technician I
PAY GRADE:	52	DATE REVISED:	6/1/2024

NATURE OF WORK

This is a skilled/experienced position with duties involving the care, cleaning, and maintenance of the airport terminal and grounds. The person in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include nights, holidays, and weekends. Scheduled work is shiftwork, 40 hours per week with occasional overtime requirements. The work is performed under the general supervision of the Airport Facility Foreman and Airport Operations and Maintenance Manager.

Assists Facility Foreman in oversight of activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to assigned Airport Facility Technician I personnel.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors the terminal building and its various systems/components within to act as a point of contact for maintenance issues and repairs along with the Facility Foreman.

Performs and assists Facility Foreman with significant custodial, electrical, plumbing, mechanical, HVAC repairs, inspections, and preventative maintenance on airport facilities and airport specialized equipment such as conveyers, baggage belts and access control systems.

Trains subordinates on all facility maintenance requirements.

Maintains records and other documentation related to system/equipment failures, repairs, and inspections.

Communicates with vendors, contractors, and service providers to resolve maintenance and custodial issues.

Performs security responses to door alarms, emergency alarms, and any other security response needed to include compliance with Transportation Security Administration (TSA) security requirements and the Airport Security Plan.

Assists with planning, coordinating, and performing snow removal and sanding operations around the terminal, sidewalk, and parking lot areas; operates snow removal equipment and machinery.

Assists with planning, coordinating, and performing grounds work to enhance appearance of landscape by planting, cutting, mowing, raking, trimming, weeding, and watering; operates hand and power mowers, edgers, trimmers, and other related equipment.

Assists Airport Facility Foreman with planning/meeting facility team's work schedule requirements.

Operates a variety of power tools, pneumatic tools, hand tools, test equipment and meters while performing maintenance activities.

Operates light and medium equipment on an incidental basis. Performs other related duties as assigned.

Performs performance evaluations on assigned Airport Facility Technician I personnel; assists Foreman with resolution of employee complaints and problems.

REQUIREMENTS OF WORK

Ability to understand and apply TSA regulations pertaining to airport security requirements.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Thorough knowledge of and ability to apply general safety precautions and standards as they pertain to building and grounds maintenance, equipment operations, and airport operations.

Thorough knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, and others.

Ability to handle stressful situations while remaining calm and collected.

Ability to enforce and follow all regulations and policies effectively and efficiently. Ability to operate motorized vehicles and light equipment in a safe and reliable manner. Ability to use and operate hand and power tools in a safe, efficient manner.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum two (2) years of experience as an Airport Facility Technician II or equivalent experience with demonstrated knowledge and experience of duties and equipment. Completed certification/training in at least one of the following areas: HVAC, electrical, plumbing, mechanical, and boiler operations, or in a related field approved in advance by Airport Management. Recurrent/remedial training in one or more areas is desired.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Driver License.

Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

CITY OF MINOT JOB DESCRIPTION

AIRPORT OPERATIONS & MAINTENANCE FOREMAN

DEPARTMENT:	Airport	REPORTS TO:	Airport Operations & Maintenance Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Airport Operations & Maintenance Technicians
PAY GRADE:	63	DATE REVISED:	2022-02-01

NATURE OF WORK

This is skilled, supervisory, and administrative work in maintaining airfield facilities, grounds, and services, while providing guidance and direction to a team of Operations and Maintenance Technicians and ensuring compliance with regulatory requirements. This work is performed under the general supervision and managerial direction of the Airport Operations Manager. Primary work hours will be 8am-4:30pm, Monday through Friday; however, customer and operational needs will require periodic flexibility in scheduling and to be available for emergencies 24 hours a day.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, schedules, assigns, and evaluates the work of Operations and Maintenance Technicians; provides guidance, training, and instruction as needed to support the team's overall engagement, growth, and goal achievement.

Provides and serves as a conduit that allows for the continuous communication of information to and from airport management and staff.

Inspects, repairs, and maintains runway/taxiway/ramp surfaces, lighting, signage, markings, safety areas, navigational aids, and more according to FAA regulations; maintains precise records of daily inspections, discrepancies, and NOTAMS accordingly.

Inspects, repairs, and maintains perimeter fencing and airfield gates in accordance with TSA regulations; performs routine security checks and inspections, including badge compliance; serves as an airfield escort when needed.

Inspects, repairs, and maintains a variety of airport facilities and components including hangars, light poles, sluice gates, generators, regulators, passenger boarding bridges, and more.

Operates, inspects, repairs, and maintains airport vehicles, seasonal snow removal or mowing equipment, and equipment attachments such as brooms, blades, blowers, buckets, mowing decks, and more.

Oversees and updates Airport Training Program Records for Part 139; inventories and orders materials, supplies, tools, and equipment in accordance with municipal procurement guidelines.

Responsible for the day-to-day execution of the airport's Airport Certification Manual (ACM) including the Airport Emergency Plan (AEP), Wildlife Hazard Management Plan (WHMP), Snow and Ice Control Plan (SICP), Spill Prevention Control and Countermeasure Plan (SPCC), and (Storm Water Pollution Prevention Plan (SWPPP), including seasonal snow removal or mowing operations.

Performs other duties as assigned.

REQUIREMENTS OF WORK

Excellent leadership skills and collaborative work style across all levels and departments of the organization.

Excellent communication skills and the ability to maintain positive, productive, trustworthy relationships with colleagues, users, tenants, and stakeholders.

Ability to engage in stressful situations while maintaining professional composure.

Ability to analyze complex situations, prioritize issues, and formulate response plans.

Experience leading a team, including employee scheduling, supervision, training, professional development, performance assessments, promoting diversity, and fostering an inclusive work environment.

Experience preparing and adhering to an operational budget including cost centers and cost controls.

Experience enforcing regulations, policies, and procedures effectively and efficiently in a professional manner.

Experience leading, or helping to lead, airport certification and self-inspection programs under Part 139; airport security programs under Part 1542; snow and ice control plans; wildlife mitigation plans; storm water monitoring and controls; recurring disaster/emergency exercises.

Thorough knowledge of federal regulatory requirements applicable to airports including Part 139 and Part 1542.

Thorough knowledge of airfield electrical systems and components for safe inspection and repair of airfield lighting and signage.

Thorough knowledge of airfield pavement maintenance and airfield marking requirements.

Thorough knowledge of building systems including HVAC, plumbing, electrical, and mechanical components.

Thorough knowledge of vehicle and seasonal equipment operations, including maintenance, repair, and troubleshooting.

Proficiency with computers, tablets, smart phones and other office technology and modern software to generate/maintain electronic records and prepare/update reports or presentations.

Ability to read construction plans/specifications and general knowledge of construction practices.

Ability to work outdoors in all types of weather and climate.

MINIMUM TRAINING, SKILLS, AND EXPERIENCE

At least three (3) years of progressively responsible experience in airport operations or maintenance work at a Part 139 certificated commercial service airport.

Associate's degree in Airport Management, Public Administration, or similar field preferred. Associate's degrees in an applicable skilled trade or technical field would also meet the educational preference.

DESIRED TRAINING, SKILLS, AND EXPERIENCE

At least five (5) years of progressively responsible experience in airport operations or maintenance at a Part 139 certificated commercial service airport, of which at least three (3) years were in a supervisory or lead role.

Bachelor's degree in Airport Management, Public Administration, or similar field desired. C.M. and/or A.C.E designations desired. FAA pilot certificate is a significant plus.

Other combination of education and experience that enables candidate to successfully perform the requirements and functions of the position may be considered.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota's Class B Commercial Driver's License (CDL) with air brake endorsement, or the ability to obtain one within six months of employment. Pass a fingerprint-based

background check to obtain and maintain security clearance required to work at a commercial service airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 20 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

AIRPORT OPERATIONS AND MAINTENANCE MANAGER

DEPARTMENT:	Airport	REPORTS TO:	Airport Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Airport Operations Foreman, Airport Facility Foreman, other Airport Operations, Facilities and Maintenance Staff as assigned
PAY GRADE:	73	DATE REVISED:	2026-01-01

NATURE OF WORK

This is highly skilled and supervisory work assisting in the operation, maintenance and development of the airport. The work includes planning, organizing, coordinating, assigning and evaluating the work of subordinate employees involved in operation and maintenance activities at the airport. The work is performed under the managerial direction of the Airport Director.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed)

Plans, organizes, schedules, coordinates and evaluates the work of airport direct reports; provides counseling, training and certifications as needed.

Ensures compliance with and enforces Federal, State and local regulations pertaining to airport operations to include Federal Aviation Administration's (FAA) Federal Aviation Regulations (FAR), Transportation Security Administration (TSA) 49 Code of Federal Regulation (CFR) Part 1542, and other pertinent regulations.

Manages and assists in coordinating the response of appropriate outside agencies to aircraft or other airport related emergencies; manages the implementation of snow and ice removal operations in accordance with snow removal plan.

Compiles and updates various manuals and other documentation to meet airport operational requirements; works with airport direct reports to order materials, supplies and equipment for airport.

Manages the inspections of airport facilities, including runways, taxiways, ramps, airport perimeter, and buildings; notes any problems and arranges for corrective action.

Manages the issuance of appropriate NOTAMs when hazards to aircraft exist; initiates closure of all or part of the airport as needed.

Coordinates with the airport administrative team by maintaining contact with tenants to ensure compliance with lease terms and conditions; maintains contact with other agencies, tenants and the general public to ensure the safe and efficient operation of the airport; helps to resolve any noise complaints received by the airport.

Performs the duties as the alternate ASC in accordance with TSA regulations and the ASP.

Assists the Airport Director and administrative staff in the preparation and oversight of the operational and capital budgets and the Airport Capital Improvement Program (ACIP).

Communicates with the Airport Director of significant airport activities.

Manages the adequate and proper maintenance of airport vehicles and equipment; assures proper safety standards and precautions are followed by airport employees; directs safety training.

Undertake special projects for the Airport Director.

Performs other related duties as assigned.

QUALIFICATIONS

Considerable knowledge of modern principles, methods, practices and equipment relating to airport operations and maintenance.

Considerable knowledge of federal, state and local laws, regulations and standards relating to airport operations and maintenance.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of maintenance equipment.

Knowledge of effective supervisory practices and methods.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate employees. Ability to maintain effective airport services and programs.

Ability to assess and define training needs of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to demonstrate proficiency in word processing and computer spreadsheet applications.

Ability to maintain records and to prepare reports.

Ability to establish and maintain effective working relationships with other employees, airport tenants, and the general public.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university in airport management, business management, public policy and administration, or related field.

Three (3) years of professional experience; preference in airport operations/maintenance at a FAR Part 139 Airport. Two (2) years supervisory/administrative experience, preferred.

Two (2) years of professional experience may substitute for one (1) year of the required education.

American Association of Airport Executive (AAAE) accreditation (AAE), certified member (CM), or ACI certified, Pilot's Certificate, and/or Commercial Driver's License preferred.

NECESSARY SPECIAL REQUIREMENTS:

A valid North Dakota driver's license or, the ability to obtain within 30 days from date of hire; must pass driving records check and, if hired, maintain a driving record that meets the City's standard.

Must be able to obtain airfield driving privileges within three (3) months of hire.

Must satisfactorily meet and maintain TSA's STA and CHRC background check requirements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

CITY OF MINOT JOB DESCRIPTION

AIRPORT OPERATIONS & MAINTENANCE TECHNICIAN I

DEPARTMENT:	Airport	REPORTS TO:	Airport Operations Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	None
PAY GRADE:	52	DATE REVISED:	2025-06-06

NATURE OF WORK

This is entry-level technical work in maintaining airport facilities grounds, runways, taxiways, and aircraft parking ramps and associated equipment. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. The work is performed under continuing supervision of the Airport Operations Foreman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors operations of the airfield and acts as airport 24-hour point of contact for all airport operations.

Performs daily and nightly airport self-inspections in accordance with Federal Aviation Administration (FAA) Regulations and the Airport Certification Manual.

Maintains and inspects airfield lighting, signage, and navigational aids.

Maintains and inspects runways/taxiways/aircraft parking ramps in accordance with FAA Regulations. This includes minor concrete and asphalt repair and repainting runway and taxiway markings.

Performs snow and ice removal from runways, taxiways, aircraft parking ramps, airport roads and public parking areas in accordance with the Airport Snow and Ice Control Plan. This requires the operation and use of multiple pieces of light, medium, and heavy snow removal equipment to include skid steers, high speed plows, snow blowers, sanders, sweepers, graders, and front-end loaders.

Performs runway friction tests and certifies the report's results.

Issues and cancels Notice to Airmen (NOTAMs) reports along with other airfield safety and operations notification requirements.

Initiates recall procedures for snow events, emergencies, and other problems and acts as a first responder for aircraft accidents/incidents, natural disasters, fires, and personnel injury. This requires making proper notifications in accordance with the Airport Emergency Plan (AEP).

Assists with airport security requirements. Performs airport security checks in accordance with Transportation Security Administration (TSA) regulations and the Airport Security Plan (ASP).

Assists with federal requirements

Repairs, maintains, and updates airport security fences and gates as required.

Maintains and performs maintenance on airport facilities to include airport jet bridges. This work includes performing basic plumbing, lighting, electrical, HVAC, and carpentry repairs along with occasional custodial work. Assists Facilities division, as needed.

Maintains and conducts landscaping of grounds around airport facilities and both land and airside airport property using power mowers, chainsaws, weed trimmers, farm tractors, sprayers, etc.

Performs wildlife hazard assessments in accordance with FAA regulations and the Airport Wildlife Hazard Management Plan (WHMP). Takes immediate action for wildlife removal which may include hazing, trapping and or dispatching of wildlife that pose a threat to airfield operations.

Performs Storm Water Pollution Prevention Plan (SWPPP) in accordance with current permits.

Assists with quarterly inspections, including SWPPP, fuel farm, etc.

Performs duties related to designated topic as a Subject Matter Expert (SME).

Inspects, services, and performs minor maintenance on all airport vehicles and equipment to include changing small to heavy equipment tires, cutting edges and broom bristles on snow plows and sweepers.

Operates a variety of power tools, pneumatic tools and hand tools.

Tests equipment and meters while performing maintenance and repairs.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to understand and apply FAA and TSA regulations pertaining to airport maintenance and operations.

Some knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Ability to communicate effectively to ATCT, pilots, emergency responders and other airfield users on radios.

Ability to operate motorized vehicles to include, light, medium, and heavy equipment in a safe and reliable manner.

Some knowledge and ability to apply general safety precautions and standards as they pertain to equipment operations, building and grounds maintenance, vehicle maintenance, and airport operations.

Ability to prepare and maintain official records and reports using personal computers and office equipment.

Ability to handle stressful situations while remaining calm and collected.

Ability to follow regulations and policies effectively and efficiently.

Ability to communicate effectively, both orally and in writing.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and experience in general maintenance work, construction, medium or heavy equipment operation, medium or heavy equipment operation; or any equivalent combination of training and experience. Preferred education with a Bachelor's degree in Airport or Aviation Management. Preferred experience having worked at a commercial service or military airport.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Class B driver's license, with air brake endorsement or the ability to obtain one within one year of employment. Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception

and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

DRAFT

CITY OF MINOT JOB DESCRIPTION

AIRPORT OPERATIONS & MAINTENANCE TECHNICIAN II

DEPARTMENT:	Airport	REPORTS TO:	Airport Operations & Maintenance Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	None
PAY GRADE:	56	DATE REVISED:	2022-02-01

NATURE OF WORK

This is a skilled position with duties maintaining airport certification requirements for airport facilities, grounds, runways, taxiways, ramps and associated equipment. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. The work is performed under the general supervision of the Airport Operations Foreman. Personnel in this position are expected to give guidance, direction and training to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors operations of the airfield and acts as airport 24-hour point of contact for all airport operations.

Performs daily and nightly airport self-inspections in accordance with Federal Aviation Administration (FAA) Regulations and the Airport Certification Manual

Maintains and inspects airfield lighting, signage, and navigational aids.

Maintains and inspects runways/taxiways/aircraft parking ramps in accordance with FAA Regulations. This includes minor concrete and asphalt repair and repainting runway and taxiway markings.

Performs snow and ice removal from runways, taxiways, aircraft parking ramps, airport roads and public parking areas in accordance with the Airport Snow and Ice Control Plan. This requires the operation and use of multiple pieces of light, medium, and heavy snow removal equipment to include skid steers, high speed plows, snow blowers, sanders, sweepers, graders, and front-end loaders.

Performs *Snow Lead* duties, as needed.

Performs runway friction test and certifies the report's results.

Issues and cancels Notice to Airmen (NOTAM's) reports along with other airfield safety and operations notification requirements.

Initiates recall procedures for snow events, emergencies, and other problems and acts as a first responder for aircraft accidents/incidents, natural disasters, fires, and personnel injury. This requires making proper notifications in accordance with the Airport Emergency Plan (AEP).

Assists with airport security requirements. Performs airport security checks in accordance with Transportation Security Administration (TSA) regulations and the Airport Security Plan (ASP).

Repairs, maintains, and updates airport security fences and gates as required.

Maintains and performs maintenance on airport facilities to include airport jet bridges. This work includes performing basic plumbing, lighting, electrical, HVAC, and carpentry repairs along with occasional custodial work. Assists Facilities division, as needed.

Maintains lawns and fields around airport facilities and on airfield property both land and airside using a combination of power mowers, chainsaws, weed trimmers, farm tractors, and sprayers.

Performs wildlife hazard assessments in accordance with FAA regulations and the Airport Wildlife Hazard Management Plan (WHMP). Takes immediate actions for wildlife removal which may include hazing and or dispatching of wildlife that pose a threat to airfield operations. Assigned authority under deprivation permits.

Performs Storm Water Pollution Prevention Plan (SWPPP) in accordance with current permits.

Leads up quarterly inspections, including SWPPP, fuel farm, etc.

Inspects, services, and performs minor maintenance on all airport vehicles and equipment to include changing small to heavy equipment tires, cutting edges and broom bristles on snow plows and sweepers.

Operates a variety of power tools, pneumatic tools, and hand tools.

Tests equipment and meters while performing maintenance and repairs.

REQUIREMENTS OF WORK

Maintains sufficient qualifications and abilities in order to understand and apply FAA and TSA regulations pertaining to airport maintenance and operations.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Ability to operate all airport assigned motorized vehicles to include light, medium, and heavy equipment in a safe and reliable manner.

Ability to communicate effectively to ATCT, pilots, emergency responders, and other airfield users on radios.

Thorough knowledge and ability to apply general safety precautions and standards as they pertain to equipment operations, building and grounds maintenance, vehicle maintenance, and airport operations.

Ability to prepare and maintain official records and reports using personal computers and office equipment.

Ability to handle stressful situations while remaining calm and collective.

Ability to enforce and follow all regulations and policies effectively and efficiently.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Possess interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants, and the general public.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum two (2) years of experience as an Airport Operations Technician I, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Completed certification training in both basic and advanced airport safety and operations specialist (ASOS) school. Graduation from high school and experience in general maintenance work, construction, medium or heavy equipment operation, or any equivalent combination of training and experience. Preferred education with a Bachelor's degree in Airport or Aviation Management. Preferred experience working at a commercial or military airport. Preferred American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) certification in Airfield Operations or Airfield Lighting Maintenance.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Class B Driver's License with air brake endorsement. Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

DRAFT

CITY OF MINOT JOB DESCRIPTION

AIRPORT OPERATIONS & MAINTENANCE LEAD

DEPARTMENT:	Airport	REPORTS TO:	Airport Operations & Maintenance Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Airport Operations & Maintenance Technician I
PAY GRADE:	58	DATE REVISED:	2024-05-06

NATURE OF WORK

This is a skilled position with duties maintaining airport certification requirements for airport facilities, grounds, runways, taxiways, ramps and associated equipment. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. The work is performed under the general supervision of the Airport Operations & Maintenance Foreman and performs the role of acting foreman when Airport Operations & Maintenance Foreman is absent. Personnel in this position are expected to give guidance, direction and training to less experienced employees. Assists Airport Operations & Maintenance Foreman in oversight of activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to assigned Airport Operations & Maintenance Technician I personnel.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors operations of the airfield and acts as airport 24-hour point of contact for all airport operations.

Performs daily and nightly airport self-inspections in accordance with Federal Aviation Administration (FAA) Regulations and the Airport Certification Manual

Maintains and inspects airfield lighting, signage, and navigational aids.

Maintains and inspects runways/taxiways/aircraft parking ramps in accordance with FAA Regulations. This includes minor concrete and asphalt repair and repainting runway and taxiway markings.

Performs snow and ice removal from runways, taxiways, aircraft parking ramps, airport roads and public parking areas in accordance with the Airport Snow and Ice Control Plan. This requires the operation and use of multiple pieces of light, medium, and heavy snow removal equipment to include skid steers, high speed plows, snow blowers, sanders, sweepers, graders, and front-end loaders.

Leads the Airport Operations & Maintenance team in routine, special, continuous, and periodic inspections of the airfield as defined in the Airport Certification Manual to maintain compliance with 14 CFR Part 139, coordinates efforts with internal and external partners to repair or mitigate any discrepancies in a timely manner and supervises the initiation and dissemination of NOTAMs (Notices to Air Missions) in accordance with Part 139 and the FAA's Advisory Circulars.

Performs *Snow Lead* duties, as needed.

Performs runway friction test and certifies the report's results.

Issues and cancels Notice to Air Mission (NOTAM's) reports along with other airfield safety and operations notification requirements.

Initiates recall procedures for snow events, emergencies, and other problems and acts as a first responder for aircraft accidents/incidents, natural disasters, fires, and personnel injury. This requires making proper notifications in accordance with the Airport Emergency Plan (AEP).

Assists with airport security requirements. Performs airport security checks in accordance with Transportation Security Administration (TSA) regulations and the Airport Security Plan (ASP).

Repairs, maintains, and updates airport security fences and gates as required.

Maintains and performs maintenance on airport facilities to include airport jet bridges. This work includes performing basic plumbing, lighting, electrical, HVAC, and carpentry repairs along with occasional custodial work. Assists Facilities division, as needed.

Maintains lawns and fields around airport facilities and on airfield property both land and airside using a combination of power mowers, chainsaws, weed trimmers, farm tractors, and sprayers.

Performs wildlife hazard assessments in accordance with FAA regulations and the Airport Wildlife Hazard Management Plan (WHMP). Takes immediate actions for wildlife removal which may include hazing and or dispatching of wildlife that pose a threat to airfield operations. Assigned authority under deprivation permits.

Performs Storm Water Pollution Prevention Plan (SWPPP) in accordance with current permits.

Take Lead up on quarterly inspections, including SWPPP, fuel farm, etc.

Inspects, services, and performs minor maintenance on all airport vehicles and equipment to include changing small to heavy equipment tires, cutting edges and broom bristles on snow plows and sweepers.

Operates a variety of power tools, pneumatic tools, and hand tools.

Tests equipment and meters while performing maintenance and repairs.

Assists with planning, coordinating, and performing snow removal and sanding operations around landside and airside areas.

Assists Airport Operations & Maintenance Foreman with planning/meeting operations team's work schedule requirements.

Performs performance evaluations on assigned Airport Operations & Maintenance Technician I personnel; assists Foreman with resolution of employee complaints and problems.

Act as jet bridge operation trainer for airlines.

Act as trainer for MOT airfield driver's training.

Oversees Part 139 trainings as a trainer.

REQUIREMENTS OF WORK

Maintains sufficient qualifications and abilities in order to understand and apply FAA and TSA regulations pertaining to airport maintenance and operations.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Ability to operate all airport assigned motorized vehicles to include light, medium, and heavy equipment in a safe and reliable manner.

Ability to communicate effectively to ATCT, pilots, emergency responders, and other airfield users on radios.

Thorough knowledge and ability to apply general safety precautions and standards as they pertain to equipment operations, building and grounds maintenance, vehicle maintenance, and airport operations.

Ability to prepare and maintain official records and reports using personal computers and office equipment.

Ability to use Microsoft Word, PowerPoint, Excel and Outlook intermediately

Ability to train, motivate, supervise, and evaluate the work of

Ability to read, understand, interpret, and explain rules and

Ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports.

Ability to establish and maintain effective working

Maintain the ability and flexibility to work all shifts and needed and assigned by foreman based on team needs.

Maintain the ability to work extended shifts hours (overtime) in order to ensure adequate resources are available to sustain the operations on the airfield.

Uses keyboard devices and computer.

Ability to handle stressful situations while remaining calm and collective.

Ability to enforce and follow all regulations and policies effectively and efficiently.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Possess interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants, and the general public.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum two (2) years' experience as an Airport Operations Technician II, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Must obtain AAAE ACE Operations and/or AAAE C.M., and must attend AAAE Snow Academy

Or

Minimum four (4) years' experience as an Airport Operations Technician II, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Must obtain FEMA ICS 100, 200, 700, and 800. Must obtain AAAE Snow Academy & Advanced Snow Academy.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Class B Driver's License with air brake endorsement. Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

CITY OF MINOT JOB DESCRIPTION

AIRPORT SAFETY & SECURITY SPECIALIST

DEPARTMENT:	Airport	REPORTS TO:	Airport Business and Development Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	As assigned
PAY GRADE:	44	DATE REVISED:	05/01/2024

NATURE OF WORK

Performs security functions and traffic control at the Airport under the supervision of the Airport Business and Development Manager; conducts security inspections of the terminal building, ramp, and access points to the airport operations area (AOA); performs duties of the Airport Security Coordinator (ASC) per CFR 1542, responds to public inquiries; monitors the passenger exit lane; conducts random inspections of employees who seek to enter restricted areas of the airport; processes applicants for respective badge access; conducts training and maintains training records for airport staff on safety, security, and other related courses; audits the security systems per Transportation Security Administration (TSA) requirements; performs traffic control in front of commercial terminal and monitors airport parking areas; issues parking citations; tactfully explains parking rules and regulations to the public; inspects deliveries and maintains delivery logs as required by TSA; maintains security and incident records; assists operations and facility technicians as needed, and performs other duties as assigned.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed)

Prepares, develops, maintains, coordinates and implements procedures and policies for the day-to-day operations of the Airport as they relate to safety and security. Ensures compliance with requirements as established by city, state and federal policies and regulations.

Serves as the alternate Airport Security Coordinator per CFR 1542. Oversees and conducts security training, badge authorization, maintains badge records, and updating of the Airport Security Plan (ASP).

Conducts various inspections including doors, gates, vehicles, concessionaires, badges, access control system, and more as required by TSA.

Oversees key log and conducts audits as required by TSA.

Oversees delivery processes and procedures, ensuring proper inspection, documentation, and processing is sound.

Assists operations and facility division with minor repairs and maintenance of gates, doors, security fencing, other access points, sidewalks, roadways, and signage; including but not limited to snow and ice control measures.

Provides key details of security violations or incidents to leadership in accordance to the ASP.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of principles, methods, practices relating to airport safety and security.

Considerable knowledge of federal, state and local laws, regulations and standards relating to airport administration and airport security.

Ability to make appropriate decisions; remain calm and effective under pressure situations.

Ability to communicate effectively, both orally and in writing. Bilingual is beneficial.

Ability to learn proper radio communication procedures for both airfield and emergency operations.

Ability to demonstrate proficiency in word processing and computer spreadsheet applications.

Ability to maintain records and to prepare reports.

Ability to establish and maintain effective working relationships with other employees, airport tenants, and the general public.

Ability to deal tactfully with upset individuals and explain ordinances and regulations.

Ability to operate a motor vehicle.

American Association of Airport Executive (AAAE) Airport Certified Employee (ACE), certified member (CM), or ACI certified preferred.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Associates degree from an accredited college or university, preferably in airport management, business management, marketing, public policy and administration, or related field.

One (1) years of professional experience; or any equivalent combination of training and experience.

Two (2) years of professional experience may substitute for one (1) year of the required education.

NECESSARY SPECIAL REQUIREMENTS

A valid North Dakota driver's license or, the ability to obtain within 30-days of hire; must pass driving records check and, if hired, maintain a driving record that meets the City's standard.

Must be able to obtain airfield driving privileges within three (3) months of hire.

Must satisfactorily meet and maintain STA and CHRC background check requirements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

ASSISTANT CITY ASSESSOR

DEPARTMENT:	Assessor	REPORTS TO:	City Assessor
FLSA STATUS:	Exempt	DIRECT REPORTS:	Appraiser, Senior Appraiser, Assessment Specialist
PAY GRADE:	70	DATE REVISED:	2/18/2026

NATURE OF WORK

This is advanced technical and supervisory work involving the inspection of real property for tax assessment purposes. Work is performed under the managerial direction of the City Assessor. Supervision is exercised over property appraisers and support staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, assigns and evaluates the work of property appraisers and support staff; provides counseling and training as needed.

Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles

Assists in establishing and implementing operational policies, goals and objectives for the department.

Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments.

Inspects properties taking note of type of construction, interior systems and other details; takes measurements of buildings or additions to determine the total amount of square footage; prepares field sketches or takes photographs of property as needed; enters information into records; conducts reappraisals of property.

Expedites taxpayer requests for adjustments to their property values.

Maintains records and prepares reports on a variety of subjects.

Establishes and maintains good working relationships with community groups and agencies and the media; interprets property assessment ordinances, standards, policies and procedures.

Participates on various city and community committees, task forces and the like; attends hearings, meetings and seminars as needed.

Participates in departmental training and continuing education in effective methods and practices used in property assessment.

Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Assessor of significant activities as appropriate.

Ensures quality control of assessment data through numerous reporting functions and data analysis tools.

Participates on various city and community committees, task forces and the like; attends hearings, meetings and seminars as needed.

Assumes the duties and responsibilities of the City Assessor in the absence of the City Assessor.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of building plans and the collection of cost and sales data.

Thorough knowledge of modern methods and practices of property and building assessments.

Considerable knowledge of the methods and techniques used in modern construction.

Considerable knowledge of effective supervisory methods, practices and techniques.

Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.

Experience training and developing appraisal staff

Ability to oversee an effective and fair program of property appraisal for tax purposes.

Ability to read and analyze building and construction plans.

Ability to make accurate arithmetic calculations.

Ability to assemble and use sales information and other data to fairly assess the value of property.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to deal tactfully and courteously with the public.

Ability to operate a motor vehicle

Ability to inspect the interior and exterior of buildings, homes and other structures; walk on uneven terrain and climb stairs.

Ability to maintain required records and to prepare reports.

Ability to operate PC spreadsheets, word processing, various window software, scanners, digital cameras, calculators and other general office equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in business administration, finance, banking, economics, or related field supplemented by course work in appraisal methods and three years of experience in property appraisal or related work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Possession of a Class I Assessor certificate issued by the North Dakota State Tax Department, or ability to obtain within 2 years.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

ASSISTANT CITY ATTORNEY

DEPARTMENT:	Attorney	REPORTS TO:	City Attorney
FLSA STATUS:	Exempt	DIRECT REPORTS:	Support Staff (2)
PAY GRADE:	77	DATE REVISED:	03/01/2026

NATURE OF WORK

This position involves responsible, technical administrative and professional work in completing technical and legal duties of a general or complex nature.

The Assistant City Attorney shall be responsible for the faithful performance of duties imposed by North Dakota Century Code and the City of Minot's Code of Ordinances. Work includes applying legal principles and rendering legal support, advice and guidance to the City Council and all of the City's departments. Work also includes assisting City Council and City Staff in developing and establishing city ordinances, furnishing written opinions, drafting contracts and other legal instruments, coordinating policies, and providing legal support for the overall management philosophy of the City in conjunction with the City Manager and City Council.

The Assistant City Attorney reports to and works under the general direction of the City Attorney, works in cooperation with the other Assistant City Attorney(s), and assists in planning, organizing, and directing the activities of the City Attorney's Department of the City of Minot.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assists in preparation and/or review of municipal ordinances, amendments, resolutions, contracts, notices, procedures, rules, and regulations.

Collaborates with and provides guidance to department heads on city policies and issues, provides oversight and direction on employee communications.

Assists Departments with investigations to determine statutory and ordinance compliance.

Advises City officials on issues related to risk management.

Confers with and advises agency officials on legal or administrative matters.

Assists the City Attorney as legal advisor to City Council, committees, and city officials; conducts legal research work, drafts documents and opinions, and presents conclusions and recommendations for review.

Assists in providing for full time prosecution of cases involving violations of municipal ordinances and established a firm, consistent process in the trial function which will be an adjunct to effective law enforcement.

Provides legal advice and services to municipal court, or other City department heads, to Staff committees, to the City Council standing committees, and for collection action against persons damaging City property.

Assists in initiating appropriate legal action to preserve the City's property and interests.

Assists in providing or managing defense for the City in all claims.

Prepares and provides legal opinions as requested.

Answers questions from the public regarding activities of the City.

Supervises City Attorney support staff and provides mentoring and training on legal issues and skills.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Attorney of significant activities as appropriate.

REQUIREMENTS OF WORK

Knowledge of common law and of state and federal statutes.

Knowledge of case law as it relates to municipal administrative and regulatory functions.

Knowledge of the legal methods, ethical practices and procedures necessary for the practice of law in North Dakota.

Knowledge of effective practices and methods of communicating with the public.

Knowledge of criminal law and procedure.

Ability to communicate complex ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, elected and appointed officials, with the media and the general public.

Ability to operate a motor vehicle.

Ability to operate a computer and other office equipment.

Ability to sit for long periods of time.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduate of an accredited law school and qualification to practice before the courts and to participate in all activities requiring membership in the State Bar of North Dakota.

At least two years of legal experience; or any equivalent combination of training and experience.

Broad working knowledge of federal, state, and municipal law, administrative law and procedure, and the legislative process;

Knowledge of the structure and relationships of federal, state, and local government;

Experience drafting local ordinances and procedures;

Knowledge of criminal and traffic law processes and procedures;

Knowledge of legal research sources and application of legal research methods;

Knowledge and understanding of computer programs related to legal research and governmental processes;

NECESSARY SPECIAL REQUIREMENTS

Juris Doctorate degree from an accredited law school;

Admitted to practice law in North Dakota or the ability to seek admission;

Excellent written and verbal communication skills;

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands and arms to type on a computer and carry files, computers, and other materials necessary for meetings and court proceedings. The employee often spends long hours sitting in front of a computer screen indoors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ASSISTANT CITY ENGINEER

DEPARTMENT:	Engineering	REPORTS TO:	City Engineer
FLSA STATUS:	Exempt	DIRECT REPORTS:	Engineering Staff in absence of City Engineer
PAY GRADE:	76	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible, technical civil engineering and supervisory engineering work performing a variety of engineering tasks. Work is performed under the managerial direction of the City Engineer. Supervision is exercised over lower level engineering support staff, and other divisions of the department in the absence of the City Engineer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, assigns and evaluates the work of support staff; provides counseling and training as needed.

Manages the daily operations of the engineering services division of the engineering department.

Serves as Acting City Engineer in the absence of the City Engineer.

Serves as project manager on engineering projects; conducts research, coordinates projects among outside agencies, property owners, other city departments and other divisions within the department; prepares reports and memos describing the project; conducts bid openings, coordinates and attends project meetings, prepares pay applications and reviews pay applications prepared by others, processes change orders and other contract documents.

Performs inspections and maintains records on federal aid urban projects.

Reviews and comments on submittal of preliminary plats and final plats of subdivisions to ensure compliance with subdivision regulations.

Reviews plans for streets, sidewalks, curbs, sanitary sewers, water mains and storm drainage submitted for private developments within the City to ensure compliance with regulations and standards; reviews "as-built" plans submitted after construction is completed.

Prepares engineering designs, plans, specifications, material quantities, and cost estimates for the construction of streets, sidewalks, curbs, sewers, water mains, storm drains and the like; participates in public hearings and meetings, right of way acquisitions, finalizing plans, and preparing bid documents.

Drafts resolutions, ordinances, and memos for City Council consideration.

Answers inquiries and complaints from the public regarding sanitary sewers, water mains, storm drains, street projects, easements, subdivisions, floodplains, and the like.

Maintains a variety of records pertaining to infrastructure installations and projects; prepares reports related to the work.

Provides information to and works with architects, engineers, contractors, developers and the like to ensure adherence to proper standards and codes.

ASSISTANT CITY ENGINEER (Continued)

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of professional civil engineering principles, practices and methods applied to infrastructure design and construction.

Considerable knowledge of design principles, strength of materials, local, state, and federal regulations required in planning construction projects.

Considerable knowledge of suitable computer applications required for engineering projects such as Microsoft Office, Autodesk Civil 3D, ESRI GIS software, water/wastewater and stormwater modeling software.

Considerable knowledge of construction standards and regulations.

Considerable knowledge of maps, deeds, plats and plans.

Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.

Ability to prepare accurate plans, specifications, cost estimates and engineering reports.

Ability to operate personal computers and computer aided drafting processes.

Ability to maintain a variety of technical records.

Ability to make accurate engineering computations and drawings.

Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature.

Ability to establish and maintain effective working relationships with other employees, engineers and contractors and the general public.

Ability to operate surveying equipment in the field and to maneuver on foot around construction sites, on uneven terrain.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in civil engineering and four years of experience in professional Civil Engineering; or any equivalent combination of training and experience that would be expected to lead to registration as a Professional Civil Engineer in the State of North Dakota.

Three years of managerial experience in a field related to civil engineering.

NECESSARY SPECIAL REQUIREMENTS

Registration as an Engineer-in-Training/Engineering Intern in the State of North Dakota.

Possession of a valid North Dakota driver's license.

ASSISTANT CITY ENGINEER (Continued)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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ASSISTANT CITY MANAGER

DEPARTMENT:	City Manager	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Utilities Director, Public Works Operations Director and City Engineer
PAY GRADE:	94	DATE REVISED:	4/1/2023

NATURE OF WORK

This is highly responsible executive level work involving the planning, directing and coordinating the work of assigned city departments, services and functional units. Work is performed under the policy direction and oversight of the City Manager. This position provides executive direction to department heads and support staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assists the City Manager with responsibility for all facets of City's management.

Works closely with the City Manager, in conjunction with City Council, to articulate and accomplish strategic goals and objectives.

Assists and oversees all aspects of operational areas as assigned by the City Manager. Serves as the City Manager's liaison to committees, boards or commissions as assigned.

Assists in providing administrative and technical support to the City Council by analyzing policy issues; formulating plans to improve the effectiveness and efficiency of City operations and services; and offering recommendations to improve City Council functioning and effectiveness.

Assists the City Manager in developing budget goals within the parameters set by the Council; assists in budget preparation of assigned operational areas and recommends budgetary adjustments in keeping with city policies.

Serves as project leader on various organizational development and strategic planning projects involving multiple City departments and other governmental partners and agencies.

Serves as a member of the City's executive management team. Assists City Manager in developing overall management policy and direction.

Assures compliance with applicable city, state and federal rules, regulations, laws and ordinances.

Represents the City before local, county, regional, state and federal governmental entities and elected officials.

Assures a high level of customer service to the residents of Minot, with timely and responsive attention to requests, complaints, questions, disputes and concerns.

Assists in the fostering of collaborative relationships with other governmental entities and key community institutions and organizations, both public and private (e.g. Minot State University, Minot Air Force Base, area economic development organizations, regional healthcare systems etc.)

Serves as Acting City Manager in the absence of the City Manager upon delegation.

Performs other related duties as assigned.

ASSISTANT CITY MANAGER (continued)

REQUIREMENTS OF WORK

The fundamental ability to bring about the provision of governmental services in an effective and efficient manner, with accountability and transparency of process.

Strong commitment to the underlying core values of the City and its statements of mission and goals.

Extensive knowledge of the principles, theories and practices of modern executive and administrative planning, management and control.

Thorough knowledge of federal, state and local laws, regulations and policies applicable to structure, functions, programs and practices in conducting public services through city government.

Thorough knowledge of modern principles, practices, methods and techniques in evaluating program and facility needs of a medium sized city.

The ability to understand, conceptualize, and analyze complex situations, giving adequate weight to competing interests, priorities and values. Excellent problem-solving skills required.

Ability to interact effectively with members of the City Council, City staff, representatives of other governmental organizations and the general public; lead effective teams; successfully manager conflict; and foster healthy and functional organizational dynamics and culture.

Ability to plan, organize, coordinate, prioritize, assign and evaluate the work of department heads and relevant support staff.

Commitment to collegial and collaborative leadership and management approaches.

Ability to communicate complex ideas effectively, both orally and in writing.

Ability to understand socio-economic and cultural aspects of an increasingly diverse urban population, with the goal of effectively satisfying community needs and aspirations.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in business or public administration (a master's degree is desirable) or related field and a minimum of five (5) years of municipal government and managerial experience; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ASSISTANT PUBLIC SAFETY ANSWERING POINT MANAGER

DEPARTMENT:	Dispatch	REPORTS TO:	PSAP Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Dispatch staff
PAY GRADE:	67	DATE REVISED:	4/1/2023

NATURE OF WORK

This supervisory position will work under the direction of the PSAP (Public Safety Answering Point) Manager and will be responsible for assisting in directing the operations of Minot Central Dispatch. Please see the attached job description for complete details.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assist the PSAP Manager with administrating and managing the overall operations of the center, to include the 911 system, radio systems, computer aided dispatch and mobile data systems, notification systems, and other public safety systems.

Assists in the development, review, approval, and implementation of general policies, procedures and guidelines; directs and guides the activities of supervisory staff; oversees and evaluates the performance of staff. Makes recommendations for quality improvements.

Assures appropriate scheduling of personnel to meet the operational needs of the Center. Develops work schedule to ensure 24/7 coverage; authorizes overtime when required; reviews and approves payroll documents and authorizes leave requests; completes first injury forms to document worker's compensation injuries; prepares documentation for audits; prepares statistical reports, computer reports, and other reports as needed.

Manages Center training program to include new employee training, guidance and evaluation; and manages the ongoing continuing dispatch education program for all staff. Maintains training records for all employees. Plans and coordinates projects and employee certification processes.

Assists with the hiring process of all personnel, including interviews, background checks and selection of new employees.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, and completes employee performance appraisals. Assists with disciplinary recommendations and terminations.

Ensures all employees meet and maintain all necessary training requirements to maintain certification: NCIC, EMD, CPR, CTO, Lead (Supervisor).

Assists with the coordination of public safety technology initiatives to include short- and long-range technology planning, specifying, implementing, and managing.

Assists the PSAP Manager as a liaison to the Supervisors, other agencies, and the public.

Assists in receiving and investigating complaints related to personnel matters and /or Center operations.

Implements administrative, operational and strategic goals and objectives. Assists with annual budget preparation and administration.

ASSISTANT PUBLIC SAFETY ANSWERING POINT MANAGER (Continued)

Coordinates with information technology personnel, GIS personnel, and private contractors involved in installing and maintaining public safety systems.

Acts on the behalf of the PSAP Manager and authorized in the event of absence or vacancy to ensure continued execution of the PSAP Manager responsibilities.

Assists in maintaining inventory of equipment and supplies; ensures availability of adequate materials to conduct work activities; makes recommendations concerning purchase/upgrade of equipment and software.

Monitors equipment to ensure proper operation and maintenance.

Assists in reviewing and duplicating audio files for court, agencies, and other purposes.

Reviews minimum of 25 percent of dispatch calls, for purpose of ensuring proper protocols are followed with in the EMD protocol and quality assurance for customer service. Prepares reports summarizing the review of calls and dispatches.

Maintains archive of all QA/QI dispatches.

Performs other related work as assigned.

REQUIREMENTS OF WORK

Knowledge of 911, radio, and computer aided dispatch operating principles.

Knowledge of local, state, and federal laws and regulations governing radio and 911 systems.

Knowledge of personnel management principles.

Knowledge of budget principles

Knowledge of departmental functions, programs, and services.

Knowledge of computers and job-related software and online or cloud-based programs.

Knowledge of data networks and server environments.

Skill in the analysis of problems and the development and implementation of solutions.

Skill in thinking clearly and calmly in emergency situations.

Skill in training and supervising personnel.

Skill in oral and written communication.

ASSISTANT PUBLIC SAFETY ANSWERING POINT MANAGER (Continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. Qualified applicants will have a working knowledge of 911, radio, and computer-aided dispatch operating principles. Applicants must also have a general understanding of data networks and server environments. Supervisory experience in an emergency communications center is preferred but not required.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

BUILDING AND GROUNDS FOREMAN

DEPARTMENT:	Property Maintenance	REPORTS TO:	Property Maintenance Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Maintenance Staff
PAY GRADE:	63	DATE REVISED:	2/5/2026

NATURE OF WORK

This is supervisory work directing a crew of maintenance staff involved in maintaining and repairing buildings, grounds and properties owned by the City of Minot. Work is performed under the general supervision of the Property Maintenance Superintendent.

ESSENTIAL FUNCTIONS OF WORK

Plans, organizes, coordinates, assigns and evaluates the work of maintenance workers, provides training and counseling as needed.

Assures that proper safety Standards and precautions are followed.

Supervises employees engaged in mechanical, electrical and plumbing work; Supervises all heating, ventilation and air conditioning work; Supervises all use of light and/or heavy equipment needed to maintain the City owned property that Property Maintenance is responsible for. Oversees all other maintenance and custodial tasks that are done in the safest and efficient manner possible.

Prepares and maintains records for weekly and monthly reports.

Inspects completed work; ensures work is completed properly.

Resolves complaints or problems with other employees; bringing any problems to the Superintendent that require his direction. Performs performance evaluations under the direct supervision of the Property Maintenance Superintendent.

Supervises all general carpentry jobs needed to keep buildings and grounds in shape.

Prepares all bid specifications on supplies and equipment.

Performs other related duties as assigned or not listed above.

REQUIREMENTS OF WORK

Thorough knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, and others.

Thorough knowledge of basic equipment maintenance practices.

Thorough knowledge of safety standards and precautions pertaining to the use and operation of motorized power tools and knowing how to prepare and work in hazardous locations and situations.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate employees.

Ability to train and counsel subordinate employees.

BUILDING AND GROUNDS FOREMAN (continued)

Ability to demonstrate effective operation of hand and power tools in a safe manner.

Ability to perform heavy manual labor, including bending, stooping, climbing, reaching, reaching, and lifting heavy objects.

Ability to demonstrate the effective operation of light to medium motorized equipment in a safe and effective manner.

Ability to keep records and prepare reports.

Ability to establish and maintain effective working relationships with employees, contractors and the public.

Ability to communicate effectively, both verbally and in writing.

Ability to operate a motor vehicle.

Ability to perform 24-hour standby duty for any type of emergency or problem that may affect the Property Maintenance Division and the City owned property.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from High School and four years of progressively responsible experience in a variety of trades or construction work; three years of lead supervisory work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid North Dakota Driver's License.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to handle or feel, and reach with hands and arms.

The employee is occasionally required to sit, climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

BUILDING AND GROUNDS WORKER, SENIOR

DEPARTMENT:	Property Maintenance	REPORTS TO:	Property Maintenance Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	
PAY GRADE:	54	DATE REVISED:	2/5/2026

NATURE OF WORK

This is skilled or technical work in a variety of buildings, grounds and housekeeping maintenance. Work is performed under the general supervision of the maintenance superintendent. Supervision is exercised over lower level of skilled and semi-skilled maintenance workers and seasonal employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assists in the planning, organizing, directing and evaluation of maintenance of city owned property. Maintains logs and records and completes forms.

Performs basic and more advanced mechanical and electrical maintenance and repairs on all building support systems (i.e. heating, cooling, ventilation, lighting, plumbing, envelope, etc.).

Operates light equipment for snow removal and grounds care as required. Operates light and medium trucks and equipment.

Performs building maintenance activities that involve considerable skill in the use of common maintenance tools of several trades.

Performs rough and finished carpentry work, such as installing paneling, cabinets, drywall, flooring, framing, and shelves in public buildings and facilities.

Repair and replace roofs, repairs and fabricates ventilation ducts, gutters and spouts. Forms and fabricates with sheet metal.

Repairs or replaces doors, windows, walls, ceilings, floors and performs locksmith duties.

Builds forms, pours and finishes concrete, repairs concrete structures.

Performs basic heating, ventilation and air conditioning work; assists in repairing and installing heating and air conditioning units.

Prepares and paints walls, floors and ceilings; builds shelves, bulletin boards, display cases and the like; repairs desks, tables, chairs and other furniture.

Performs related work as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of buildings systems (i.e. mechanical, electrical, plumbing, ventilation, etc.) with corresponding knowledge in correct maintenance procedures.

Considerable knowledge of products, equipment, tools, supplies and specialized apparatus used and/or associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating,

BUILDING AND GROUNDS WORKER, SENIOR (continued)

ventilation, air conditioning, building cleaning, and others used in building and grounds maintenance activities.

Ability to work from sketches, drawings and blueprints.

Ability to follow oral and written instructions and capable of expressing ideas on technical subjects.

Ability to plan, organize, assign and evaluate the work of subordinate employees.

Considerable knowledge of safety standards and precautions pertaining to maintenance and repair work.

Ability to use and operate hand and power tools in a safe, efficient manner.

Ability to perform heavy manual labor, including bending, stooping, climbing, reaching, and lifting heavy objects.

Ability to operate a motor vehicle and light to medium equipment.

Some knowledge of inventory and purchasing procedures.

Ability to work cooperatively with others and to work without close supervision.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or technical trade school including or supplemented by courses in building construction, building trades and/or technical training in mechanical systems.

Four years' experience in building maintenance; or any equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to handle or feel, and reach with hands and arms.

The employee is occasionally required to sit, climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

BUILDING AND GROUNDS WORKER

DEPARTMENT:	Property Maintenance	REPORTS TO:	Building and Grounds Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	48	DATE REVISED:	2/5/2026

NATURE OF WORK

This is manual and semi-skilled custodial, and grounds work in the care, cleaning and maintenance of assigned city buildings and property. Work is performed under the general direction of a superintendent or other designated supervisor. Guidance and assistance may be given to seasonal workers.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Cleans windows, walls, woodwork, furniture, fixtures floors and carpet to maintain cleanliness and provide an attractive environment.

Performs minor carpentry, electrical, plumbing and HAVAC repairs and preventive maintenance on buildings, grounds structures and equipment.

Sweeps, mops, scrubs, dust, waxes, shampoos, vacuums, polishes, sanitizes and performs other tasks in the upkeep of buildings.

Performs grounds work to enhance appearance of landscape by planting, cutting, mowing, raking, trimming and watering.

Performs minor maintenance on buildings, grounds, structures and equipment.

Cleans sidewalks and parking areas so that orderly appearance and accessibility are maintained by shoveling snow, operating snowblowers and removing rubbish and materials from city property.

Operates a variety of power tools and equipment in building and ground maintenance.

Loads and unloads supplies, materials and equipment and to provide necessary transportation, storage and distribution of items by manually lifting and carrying materials as necessary.

Performs other similar duties as assigned.

REQUIREMENTS OF WORK

Working knowledge of effective building custodial practices and procedures along with equipment, materials and supplies and their correct use.

Working knowledge of safety and accident prevention practices to identify safety hazards and operate equipment in a safe and efficient manner.

Ability to operate hand and power tools safely and to perform preventive maintenance and repairs.

Ability to operate motorized vehicles and equipment.

Ability to understand and follow oral and written instructions.

BUILDING AND GROUNDS WORKER (continued)

Ability to perform heavy manual labor, including bending, stooping, climbing, reaching and lifting heavy objects.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and practical knowledge of, or some experience in, building maintenance and groundskeeping work, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to handle or feel, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

BUILDING INSPECTOR I

DEPARTMENT:	Building Safety	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	58	DATE REVISED:	05/11/2026

NATURE OF WORK

This is responsible technical work involving the inspection of buildings and building construction for conformity to municipal and national building codes and other regulations, and the inspection of residential properties and the enforcement of housing codes. Individual positions specialized in particular areas of building inspection such as plumbing, electrical, and mechanical. Work is performed under the general supervision of the Building Inspector II/Building Official.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts inspections of residential and commercial structures to determine compliance with municipal and national codes and to identify any required corrections in structural, electrical, mechanical, plumbing, fire resistive, and environmental systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of structures by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved building plans building and safety codes; issues a variety of permits.

Checks the methods and quality of building materials used for wood framing, plastering, pouring of concrete, masonry, reinforcing steel, steel erection and the like.

Inspects site preparation of slab construction for accessory buildings, including the type and placement of reinforcements, thickness of materials, placement of expansion joints, and placement of moisture barriers; inspects framing in progress and upon completion for adherence to proper nailing techniques, use of proper sized materials, and adherence to various code requirements.

Inspects methods, practices and materials of installing stairways, handrails, bracing and fire escapes; inspects boilers, furnaces, fire places, wood burning stoves, ventilation and exhaust systems, ranges, broilers, ovens and the like.

Inspects plumbing fixtures, connections and water and sewer lines; inspects electrical fixtures, wiring, circuitry, and connections.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

Performs a final inspection of a completed building or dwelling, including driveways, landscaping, and exterior materials such as siding and painting.

Maintains records and prepares reports on inspection activities.

BUILDING INSPECTOR I (continued)

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the principles and practices of building construction.

Considerable knowledge of the practices and codes pertaining to a special area of inspection such as mechanical, electrical and plumbing.

Considerable knowledge of the methods, materials and techniques used in the construction of both large and small structures.

Considerable knowledge of the methods and techniques of building inspection.

Knowledge of the various codes to be enforced.

Knowledge of legal procedures involved in enforcing building codes and ordinances.

Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret building construction details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability bend and walk, climb, and maneuver on uneven terrain. Ability climb stairs.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in the construction industry. Possession of a valid North Dakota driver's license. Possession of, or ability to obtain within one year of employment, certification as a residential building inspector from the International Code Council.

NECESSARY SPECIAL REQUIREMENTS :

Possession of a valid North Dakota driver's license. Graduation from high school and five years of experience in the construction industry. Possession of certification as a residential building inspector from the International Code Council.

BUILDING INSPECTOR I (continued)

(Depending upon the area of specialty, one of the following will be required, in addition to provisions listed in the City of Minot Code of Ordinances related to the position.)

Possession of a residential building inspector certification from the International Code Council.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl.

The employee must have the physical ability to climb up to rooftops and crawl in tight spaces to perform a complete inspection

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BUILDING INSPECTOR II

DEPARTMENT:	Building Safety	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	62	DATE REVISED:	4/1/2020

NATURE OF WORK

This is responsible technical work involving the inspection of buildings and building construction for conformity to municipal and national building codes and other regulations, and the inspection of residential properties and the enforcement of housing codes. Individual positions specialized in particular areas of building inspection such as plumbing, electrical, and mechanical. Work is performed under the general supervision of the Building Official.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts inspections of residential and commercial structures to determine compliance with municipal and national codes and to identify any required corrections in structural, electrical, mechanical, plumbing, fire resistive and environmental systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of structures by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved plans and building and safety codes; issues a variety of permits.

Checks the methods and quality of building materials used for wood framing, plastering, pouring of concrete, masonry, reinforcing steel, steel erection and the like.

Inspects site preparation of slab construction for accessory buildings, including the type and placement of reinforcements, thickness of materials, placement of expansion joints, and placement of moisture barriers; inspects framing in progress and upon completion for adherence to proper nailing techniques, use of proper sized materials, and adherence to various code requirements.

Inspects methods, practices and materials of installing stairways, handrails, bracing and fire escapes; inspects boilers, furnaces, fire places, wood burning stoves, ventilation and exhaust systems, ranges, broilers, ovens and the like.

Inspects plumbing fixtures, connections and water and sewer lines; inspects electrical fixtures, wiring, circuitry, and connections.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

Performs a final inspection of a completed building or dwelling, including driveways, landscaping, and exterior materials such as siding and painting.

Maintains records and prepares reports on inspection activities.

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

BUILDING INSPECTOR II (CONTINUED)

REQUIREMENTS OF WORK

Considerable knowledge of the principles and practices of building construction.

Considerable knowledge of the practices and codes pertaining to a special area of inspection such as mechanical, electrical and plumbing.

Considerable knowledge of the methods, materials and techniques used in the construction of both large and small structures.

Considerable knowledge of the methods and techniques of building inspection.

Knowledge of the various codes to be enforced.

Knowledge of legal procedures involved in enforcing building codes and ordinances.

Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret building construction details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a valid North Dakota driver's license. Graduation from high school and five years of experience in the construction industry. Possession of certification as a commercial building inspector from the International Code Council.

NECESSARY SPECIAL REQUIREMENTS (Depending upon the area of specialty, one of the following will be required, in addition to provisions listed in the City of Minot Code of Ordinances related to the position.)

Possession of a commercial building inspector certification from the International Code Council.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must have the physical ability to climb up to rooftops and crawl in tight spaces to perform a complete inspection

BUILDING INSPECTOR III

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	65	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical work involving the review of construction documents and inspection of buildings and building construction for conformity to municipal and national building codes and other regulations, and the review of construction documents, inspection of residential properties and the enforcement of housing codes. Individual positions maybe specialized in particular areas of building inspection such as plumbing, electrical, and mechanical. Work is performed under the general supervision of the Building Official. This is the third level of a three level series. It is differentiated from the first and second level, Building Inspector I and Building Inspector II, by the addition of plans examination, the high level of complexity of inspection activities and review, and the degree of discretion exercised in performing required activities is higher. A Building Inspector III will be called upon to perform the duties of a Building Inspector I and Building Inspector II, so a familiarity with such duties is required.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts thorough plan review for specific projects for code compliance, prior to permit issuance. This function will be conducted in a timely matter.

Conducts inspections of residential and commercial structures to determine compliance with municipal and national codes and to identify any required corrections in structural, electrical, mechanical, plumbing, fire resistive, and environmental systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of structures by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved building plans building and safety codes; issues a variety of permits.

Checks the methods and quality of building materials used for wood framing, plastering, pouring of concrete, masonry, reinforcing steel, steel erection and the like.

Inspects site preparation of slab construction for accessory buildings, including the type and placement of reinforcements, thickness of materials, placement of expansion joints, and placement of moisture barriers; inspects framing in progress and upon completion for adherence to proper nailing techniques, use of proper sized materials, and adherence to various code requirements.

Inspects methods, practices and materials of installing stairways, handrails, bracing and fire escapes; inspects boilers, furnaces, fire places, wood burning stoves, ventilation and exhaust systems, ranges, broilers, ovens and the like.

Inspects plumbing fixtures, connections and water and sewer lines; inspects electrical fixtures, wiring, circuitry, and connections.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

BUILDING INSPECTOR III (Continued)

Performs a final inspection of a completed building or dwelling, including driveways, landscaping, and exterior materials such as siding and painting.

Maintains records and prepares reports on inspection activities.

Performs administrative duties related to job functions.

- Records/logs all inspections conducted and any subsequent corrections noted;
- Compiles data and prepares required documents and records and state and federal reports regarding inspection activities, individual compliance issues, etc;
- Participates in code committee work.

Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

- Knows and follows department and city rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
- Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
- When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

Contacts owners, contractors, and design professionals to discuss deficiencies and to provide information, direction and assistance regarding appropriate corrective actions to ensure compliance. Generates correction letters and/or notices and orders as required.

Plan and carry out own on-site inspections to ensure construction materials and techniques comply with building code requirements; issue Stop Work Orders as required.

Compute and collect fees for various charges and permits; building, sign, mechanical, plumbing, sewer connection and others.

Performs Housing Code Compliance inspections prepares any necessary reports.

Performs any required follow up activities required to accomplish compliance.

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of the principles and practices of building construction.

Extensive knowledge of the practices and codes pertaining to a special area of inspection such as mechanical, electrical and plumbing.

Extensive knowledge of the methods, materials and techniques used in the construction of both large and small structures.

Extensive knowledge of the methods and techniques of building inspection.

Considerable knowledge of the various codes to be enforced.

BUILDING INSPECTOR III (Continued)

Knowledge of legal procedures involved in enforcing building codes and ordinances.

Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret complex building construction details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

Ability to utilize computers and computer programs.

Ability to review trade specific construction documents for code compliance, fully and accurately.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in the construction industry. Possession of a valid North Dakota driver's license. Possession of Building Inspector certification (B5, M5, E5, P5) from the International Code Council, Possession of certification as a Building Plans Examiner (B3, M3, E3, P3) from the International Code Council.

NECESSARY SPECIAL REQUIREMENTS (Depending upon the area of specialty, one of the following will be required, in addition to provisions listed in the City of Minot Code of Ordinances related to the position.)

Building:

Possession of the Building Inspector certification from the International Code Council (B5). Possession of Building Plans Examiner (B3) from the International Code Council. Exemplary job performance as determined by Building Official.

Mechanical:

Possession of a City of Minot Master Mechanical and Fuel Gas license. Possession of a Mechanical Inspectors (M5) and Mechanical Plans Examiner (M3) certifications from the International Code Council. Exemplary job performance as determined by Building Official.

Plumbing:

Possession of a North Dakota State Plumber's journeyman license. Possession of a Plumbing Inspector (P5) and a Plumbing Plans Examiner (P3) certification from the International Code Council, or

BUILDING INSPECTOR III (Continued)

International Association of Plumbing and Mechanical Officials (IAPMO) equivalent. Exemplary job performance as determined by Building Official.

BUILDING INSPECTOR III (Continued)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must have the physical ability to climb up to rooftops and crawl in tight spaces to perform a complete inspection

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TRANSIT BUS OPERATOR/ADMINISTRATIVE CLERK SENIOR

DEPARTMENT:	Public Works Operations	REPORTS TO:	Transportation Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	
PAY GRADE:	50	DATE REVISED:	02/10/2026

NATURE OF WORK

This position requires operating passenger buses of various sizes to provide safe and efficient transportation services to citizens and performing standard secretarial work for the Transit Department. Position requires applicant to work in a moderately complex setting, deal with sensitive matters, and have public contact. Work requires the exercise of some independent judgment. Position will consist of approximately 40% bus operations and 60% administrative duties. Work is performed under the continuing supervision of the Transit Operations Superintendent.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Performs all duties associated with the Transit Bus Operator position when needed operating a passenger bus on an assigned route transporting citizens to designated locations in accordance with schedules and timelines.

Completes reports, letters and other materials from copy, rough draft, or other sources on a personal computer; assist in preparation of budget estimates.

Maintains office files, assembles and organizes data, and prepares necessary reports.

Keeps official records and reports; makes travel arrangements; arranges meetings; maintains appointment calendar; prepares agendas; screens incoming calls and correspondence and refers to appropriate staff for action; serves as receptionist for agency.

Sells appropriate bus fare media to passengers; maintains records pertaining to fare sales from external sales locations as well as internal city departments.

Uses specialized software to create and track bus drivers' schedules

Responds to passenger interests or complaints, in accordance with applicable regulations or policies.

Assists passengers in understanding the fixed route transit system and in planning trips.

Ensures appropriate confidentiality of all information, correspondence and reports.

Conducts self in an appropriate manner as a representative of the City of Minot, working effectively in a diverse work environment, using prudent judgment at all times, performing duties in a safe manner, and assuring professional quality of services to all customers.

Cross-trains for related positions as needed

Assists in formal Entry Level Driver Training for new employees in need of a CDL and endorsements

Provide support to the Mobility Manager in the oversight and administration of the paratransit program.

In the absence of the Mobility Manager, the individual will assume full responsibilities and perform all necessary duties associated with this role, ensuring continuity of services and programs.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of standard office procedures, effective practices and processes.

Ability to follow moderately complex oral and written instructions.

Ability to maintain records and prepare simple reports from record information.

Ability to operate standard office equipment, including microcomputers.

Ability to communicate effectively, both orally and in writing.

Knowledge of bus operation and equipment.

Knowledge of safety standards and precautions pertaining to proper bus operation and to passenger ridership.

Knowledge of basic First Aid procedures.

Knowledge of regulations related to ADA Paratransit Services and ensures full compliance with ADA regulations with respect to operations, rider certifications, dispatch/reservationists functions, and revenue service.

Knowledge of human services programs and systems.

Knowledge of Americans with Disabilities Act (ADA).

Knowledge of federal, state and local regulations pertinent to public transportation
Ability to operate a passenger bus safely and effectively.

Ability to respond to medical emergencies and injuries to passengers in a manner consistent with the policies and procedures of the transit department.

Ability to assist and guide wheelchair riders onto the wheelchair lift and safely secure using proper tie downs

Ability to recognize malfunctions in equipment and take appropriate action.

Ability to establish and maintain effective working relationships with other employees, city officials, and the general public.

Ability to stand, bend, and reach to accept payments from the public from the counter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

Ability to count money and make change.

Ability to read and interpret maps.

Ability to read, write, and speak English.

DESIRED MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED and one year of experience in responsible clerical and secretarial work. In addition it is desired that the applicant have some experience in bus or similar vehicle operation; or any equivalent combination of training and experience. Two years as a Transit Bus Operator/Administrative Clerk- required.

NECESSARY SPECIAL REQUIREMENTS

Possession of a North Dakota class "B" commercial driver's license with passenger and air brake endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus

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TRANSIT BUS OPERATOR/ADMINISTRATIVE CLERK

DEPARTMENT:	Public Works Operations	REPORTS TO:	Transportation Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	
PAY GRADE:	47	DATE REVISED:	02/10/2026

NATURE OF WORK

This position requires operating passenger buses of various sizes to provide safe and efficient transportation services to citizens and performing standard secretarial work for the Transit Operations Department. Position requires applicant to work in a moderately complex setting, deal with sensitive matters, and have public contact. Work requires the exercise of some independent judgment. Position will consist of approximately 40% bus operations and 60% administrative duties. Work is performed under the continuing supervision of the Transit Operations Superintendent.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Performs all duties associated with the Transit Bus Operator position when needed operating a passenger bus on an assigned route transporting citizens to designated locations in accordance with schedules and time lines.

Types reports, letters and other materials from copy, rough draft, or other sources on a personal computer; assist in preparation of budget estimates.

Maintains office files, assembles and organizes data, and prepares necessary reports.

Keeps official records and reports; makes travel arrangements; arranges meetings; maintains appointment calendar; prepares agendas; screens incoming calls and correspondence and refers to appropriate staff for action; serves as receptionist for agency.

Sells appropriate bus fare media to passengers; maintains records pertaining to fare sales from external sales locations as well as internal city departments.

Uses specialized software to create and track bus drivers' schedules.

Responds to passenger interests or complaints, in accordance with applicable regulations or policies.

Assists passengers in understanding the fixed route and para transit systems and in planning trips.

Ensures appropriate confidentiality of all information, correspondence and reports.

Conducts self in an appropriate manner as a representative of the City of Minot, working effectively in a diverse work environment, using prudent judgment at all times, performing duties in a safe manner, and assuring professional quality of services to all customers.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of standard office procedures, effective practices and processes.

Ability to follow moderately complex oral and written instructions.

Ability to maintain records and prepare simple reports from record information.

Ability to operate standard office equipment, including microcomputers.

Ability to communicate effectively, both orally and in writing.

TRANSIT BUS OPERATOR/ADMINISTRATIVE CLERK (continued)

Knowledge of bus operation and equipment.

Knowledge of safety standards and precautions pertaining to proper bus operation and to passenger ridership.

Knowledge of basic First Aid procedures.

Ability to operate a passenger bus safely and effectively.

Ability to respond to medical emergencies and injuries to passengers in a manner consistent with the policies and procedures of the transit department.

Ability to assist and guide wheelchair riders onto the wheelchair lift and safely secure using proper tie downs.

Ability to recognize malfunctions in equipment and take appropriate action.

Ability to establish and maintain effective working relationships with other employees, city officials, and the general public.

Ability to stand, bend, and reach to accept payments from the public from the counter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

Ability to count money and make change.

Ability to read and interpret maps.

Ability to read, write, and speak English.

DESIRED MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED and one year of experience in responsible clerical and secretarial work. In addition it is desired that the applicant have some experience in bus or similar vehicle operation; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of or ability to possess a North Dakota class "B" commercial driver's license with passenger and air brake endorsements. The North Dakota CDL license is desired but not required to apply for this position.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus

TRANSIT BUS OPERATOR

DEPARTMENT:	Public Works Operations	REPORTS TO:	Transportation Superintendent or Transportation Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	
PAY GRADE:	50	DATE REVISED:	02/11/2026

NATURE OF WORK

This is semi-skilled work operating passenger buses of various sizes to provide safe and efficient transportation services to citizens. Work is performed under the continuing supervision of the Transit Operations Foreman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a passenger bus regardless of weather conditions on an assigned route transporting citizens to designated locations in accordance with schedules and timelines; assures proper fares are deposited.

Conducts self in an appropriate manner as a representative of the City of Minot, working effectively in a diverse work environment, using prudent judgment at all times, performing duties in a safe manner, and assuring professional quality of services to all customers.

Must have the ability to operate buses efficiently and adhere to timetables.

Must not be easily distracted or become easily frustrated with mechanical issues, passenger behaviors, and traffic delays.

Must follow all federal, state, and local transit regulations and policies.

Gives out transfers as needed.

Provide assistance to passengers, such as assisting handicapped passengers entering or exiting the bus.

Observe legal, safe and defensive driving practices.

Provides general information to the public as needed.

Conducts periodic passenger surveys.

Assures vehicle is in proper working order; performs and documents proper pre and post trip vehicle inspections; reports any defects; cleans bus; checks fuel and fluids, tires and other equipment.

Performs various physical duties to successfully complete job responsibilities. These can include, but are not limited to, boarding and de-boarding transit buses, operating the disabled passenger accessibility lift, properly securing disabled passengers, and properly operating all transit bus controls and operating devices.

When not operating a bus may be required to perform other duties such as cleaning buses, restocking fare tickets, assisting other transit staff in their duties and performs other related duties as assigned.

TRANSIT BUS OPERATOR (continued)

REQUIREMENTS OF WORK

Knowledge of bus operation and equipment.

Knowledge of safety standards and precautions pertaining to proper bus operation and to passenger ridership.

Extensive knowledge of motor vehicle laws.

Excellent interpersonal and customer service skills.

Knowledge of basic First Aid procedures.

Ability to operate a passenger bus safely and effectively.

Ability to recognize malfunctions in equipment and take appropriate action.

Ability to read and interpret maps.

Ability to read, write, and speak English.

Ability to understand and follow oral and written directions.

Ability to work cooperatively with other employees and the general public.

Ability to respond to medical emergencies and injuries to passengers in a manner consistent with the policies and procedures of the transit department.

Ability to assist and guide wheelchair riders onto the wheelchair lift and safely secure using proper tie downs.

DESIRED MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED and some experience in bus or similar vehicle operation; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of or ability to possess a North Dakota class "B" commercial driver's license with passenger and air brake endorsements. The North Dakota CDL license is desired but not required to apply for this position.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

TRANSPORTATION SUPERINTENDENT

DEPARTMENT:	Public Works Operations	REPORTS TO:	Public Works Operations Director
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Bus Mechanics, Bus drivers and transit staff
PAY GRADE:	74	DATE REVISED:	2/5/2026

NATURE OF WORK

This is highly skilled, supervisory and administrative work directing the maintenance of City-owned Transportation Busses and equipment and the operation of the City's public transit system. Work is performed under the managerial direction of the Public Works Operations Director. Supervision is exercised over subordinate supervisors and other support employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, schedules, assigns and evaluates the work of subordinate supervisors and support staff; trains and counsels employees as needed.

Cooperates with other departments to ensure timely scheduling and effective repairing of equipment.

Coordinates division policies including those related to general operations, training, parts and supplies acquisition and outside vendor services; formulates new division policies as required.

Assures property safety procedures are followed and appropriate safety standards are met; orders safety equipment; investigates accidents and injuries; initiates preventive measures.

Prepares annual division budget; provides necessary research and documentation.

Maintains division time sheets and schedules/approves employees leave time.

Provides assistance to supervisors and mechanics; researches technical manuals or others outside sources; and assists in obtaining required information and parts.

Prepares or reviews equipment specifications.

Reviews parts operations and makes adjustments as required.

Prepares, submits, and monitors Federal, State, and local grants associated with the management of the city's public transit system.

Ensures all Federal Transit Administration (FTA) and North Dakota Department of Transportation (NDDOT) policies and regulations are being adhered to.

Develops and maintains local public transit policies in accordance with FTA and NDDOT policies and guidelines.

Assures public transit policies and rules are adhered to by staff and passengers. Investigates all accidents, mishaps, incidents, and passenger complaints.

Assists public in answering technical questions about the bus system.

Evaluates the effectiveness and efficiency of routes and ridership and maintains related records.

Provides assistance to support personnel in daily operations. Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of public transit operations, standards and requirements.

Thorough knowledge of standard practices, methods, tools, materials and equipment associated with the automotive and mechanical trades.

Thorough knowledge of the occupational hazards connected with vehicle maintenance and repair and relevant safety standard and precautions

Thorough knowledge of federal, state and local laws and grants related to divisional responsibilities.

Ability to coordinate emergency repair in an effective and timely manner.

Ability to plan, organize, schedule, assign, supervise and evaluate the work of subordinate supervisors and other staff.

Ability to hire, train and counsel subordinate employees.

Thorough knowledge of effective supervisory practices, methods and procedures related to vehicle maintenance shop operations.

Ability to establish and maintain effective relationships with other employees, vendors and the general public.

Ability to write equipment specifications.

Ability to perform 24-hour standby duty for Public Works emergencies in the City.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, vendors and the general public.

Ability to operate motor vehicles including transit bus.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or vocational school and six years of progressively responsible experience in the maintenance and repair of gasoline and diesel vehicles and equipment, experience in public transportation and its operation; including four years of supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid North Dakota commercial driver's license with proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRANSPORTATION OPERATIONS FOREMAN/MECHANIC

DEPARTMENT:	Public Works Operations	REPORTS TO:	Transportation Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Mechanics, Transit Operators drivers and Transit Staff
PAY GRADE:	63	DATE REVISED:	2/12/2026

FLSA STATUS: Non- Exempt

NATURE OF WORK

This is highly skilled and supervisory maintenance and repair work on the city's public transit fleet and the operation of the City's public transit system. Work is performed under the Transportation Superintendent. Supervision is exercised over mechanics, bus operators, and other transit staff. Will supervise, assign and review the work of staff responsible for driving public transit buses; will oversee, coordinate and assist in the maintenance and upkeep of buses, the bus garage, and bus shelters

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Strives for harmony and teamwork within the department and with all other departments.

Assists in the scheduling of shifts and routes for each driver; arranges for substitute drivers and drivers for special buses when needed.

Plans, organizes, schedules, assigns and evaluates the work of subordinate employees; trains, counsels, and motivates employees; performs annual employee evaluations.

Assures that proper safety procedures are followed and that appropriate safety standards are met.

Prepares work orders; assures adequate supplies, materials and equipment; orders supplies and materials, as needed.

Conducts periodic spot checks of completed jobs for thoroughness and quality. Road tests vehicles to quality-check work performed. Schedules vehicle maintenance and repair work for the transit department; schedules work for other repair shops; orders specialized parts for vehicles; assists in the preparation of bid specifications for vehicles and equipment to be purchased.

Prepares accident damage estimates for vehicles and equipment.

Assists mechanics in their work.

Maintains records of services performed using asset management software. Ensures all transactions are processed correctly.

Utilizes diagnostic equipment and corrective tools to troubleshoot and repair transit vehicles.

Performs preventive maintenance inspections and troubleshooting inspections, evaluates conditions and determines extent of repair work to be performed.

Performs skilled mechanic work in the repair and overhaul of transit vehicles.

Assures public transit policies and rules are adhered to by staff and passengers.

In the absence of the Transportation Superintendent investigates all accidents, mishaps, incidents, and passenger complaints.

Assists general public in answering technical questions about the bus system.

Advise transit and public works management on bus operations during severe weather; secure

information on road conditions; ensure that buses can safely operate during inclement weather

Assists in bus vehicle maintenance and safety programs; checking bus routes and schedules and may be required to drive bus on routes as needed.

Participate in the selection of bus drivers and maintenance staff; provide or coordinate staff training; interview, hire, and train personnel; work with employees to correct deficiencies; participate in discipline procedures

Performs other related duties as assigned.

REQUIREMENTS OF WORK

required to drive bus on routes as needed.

Participate in the selection of bus drivers and maintenance staff; provide or coordinate staff training; interview, hire, and train personnel; work with employees to correct deficiencies; participate in discipline procedures

Performs other related duties as assigned.

Thorough knowledge of standard practices, methods, tools, materials and equipment of the automotive and mechanical trades.

Thorough knowledge of the occupational hazards connected with vehicle maintenance and repair and of relevant safety standards and precautions.

Considerable knowledge of effective supervisory practices and techniques.

Considerable knowledge of public transit systems and the laws and practices pertaining to their operation.

Responsible for the professional development of all shop staff members. Responsibilities will include training of staff members in service methods, safety, policies and procedures, as well as the identification and correction of potential work problems and health and safety issues.

Ability to oversee the operations of a full-service transit bus repair facility.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate employees.

Ability to troubleshoot, diagnose, and repair the most complex problems relating to the safe and effective operation of gasoline and diesel vehicles and equipment.

Ability to use and maintain bench and hand tools, machines and test equipment of the automotive and mechanical trades in a safe, efficient manner.

Ability to establish and maintain effective relationships with other employees and vendors.

Ability to communicate effectively, both orally and in writing; ability to remain professional in stressful situations.

Ability to respond to and resolve difficult and sensitive citizen inquiries and complaints.

Ability to bend and lift, and carry parts and equipment during major overhaul activities.

Ability to maneuver tools and equipment during repair, and overhaul activities.

Ability to write equipment specifications.

Ability maintain records and repair reports.

Ability to hear noises and sounds of equipment.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or automotive and/or diesel vocational school and six years of progressively responsible experience in public transit operations and the maintenance and repair of gasoline and diesel vehicles and equipment, including some supervisory experience; or any equivalent combination of training and experience.**NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid North Dakota commercial driver's license and proper transit endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

BUSINESS SYSTEMS ANALYST

DEPARTMENT:	Finance	REPORTS TO:	Finance Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	65	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical support to assist with design, development, implementation, and ongoing maintenance and analysis of the internal technical aspects of the City's ERP software including Tyler Munis, Cityworks, Asset Works and other modules as needed. software support and accounting work maintaining accounts and financial records. Work includes project management and production support capabilities to ensure there is adequate end-use support for all City Departments. Work is performed under the general direction of the Finance Director. .

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Support the design, development, and implementation of new and enhanced application requests. Identify the appropriate resources needed to complete small software projects. Support the communication between internal and external parties on project related issues and developments. Participate in developing and managing project plans. Determine the scope and complexity of projects. Work with cross functional teams. Consult and support the end user community to develop requirements for system solutions.

Analyze, design, implement, and maintain moderately complex systems utilizing Tyler Munis, Cityworks, Asset Works and other development tools. Support system testing. Document testing outcomes. Participate in Technical and Code Reviews. Design, write and prepare complete user and technical documentation. Monitor Tyler for service pack changes, assist with testing service packs, assist with identifying business impact of the changes and understanding of new functionality. Monitor and communicate on the status of Tyler incident tracking. Utilizes Development lifecycle process and documentation to implement and support system solutions.

Provide technical support and assist with problem resolution for production issues. Create, maintain and manage Munis imports. Provide support for Munis production table coding. Troubleshoot and decipher error messages. Assist IT with Munis System Administration support for security, workflow and readyforms. Assist with identifying and implementing process improvements through software utilization. Identify required resources to resolve minor to midsized issues. Utilizes appropriate Change Control methods to implement system solutions. Serve as a resource person for and as a liaison between City of Minot departments and IT. Support departmental efforts to improve customer satisfaction. Evaluate and monitor system performance and functionality to avoid potential issues as well as gathering information for future development needs or feasibility studies. Maintain and adhere to departmental On-call procedures and SLA.

Ensure outstanding end-user support is provided, including ongoing monitoring of Service Level Agreements for incident management and collaboration with other areas to ensure customer-centered incident management and support. Adhere to and promote continual adoption of change management policies and procedures. Model outstanding customer service behavior, including timely and effective follow-up with customers. Implements accounting and financial procedures and internal controls; implements accounting system modifications and changes.

Develop knowledge and professional skills through cross-training, literature and attendance at department meetings and vendor education. Develop and maintain positive relationships, both internal and external to City of Minot. Motivate people and encourage teamwork. Work well with others and

BUSINESS SYSTEMS ANALYST (continued)

fosters a positive team environment. Develop training objectives. Prepare oral and written presentations. Conduct and participate in instructional seminars. Develop expertise in several City of Minot computer-based systems. Perform other duties as assigned.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Proficient at pursuing work with little supervision or assistance; directing one's own efforts. Demonstrated ability to work independently and as part of a team

Demonstrates an independent work initiative, sound judgment, diplomacy, tact and professional demeanor

Proficient in prioritization and time-management skills sufficient to meet deadlines in a fast-paced environment

Proficiency at working independently through details of a problem to reach a positive solution

Considerable knowledge of mainframe and/or personal computer hardware and software including :Munis; HUB; ReadyForms; TCM; SSRS; Kiteworks; Sharepoint; SQL Server; Tyler Community; Tyler Deploy; Tyler Support

Ability to communicate effectively both orally and in writing

Ability to maintain records and prepare reports

Ability to establish and maintain effective working relationships with other employees, government officials, and the general public

Capable of relating to diverse age and demographic backgrounds Ability to read accounting ledgers and records

Ability to operate personal computers, calculators, and other general office equipment

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in business administration, computer science, information technology or related field with 3 to 5 years' experience in analyzing, programming, designing, testing and implementing ancillary business systems; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CAD TECHNICIAN I

DEPARTMENT:	Engineering	REPORTS TO:	Asst City Engineer
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	56	DATE REVISED:	4/1/2020

NATURE OF WORK

This is responsible, technical civil engineering and drafting work performing a variety of engineering tasks. Work is performed under the managerial direction of the Assistant City Engineer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Designs and drafts detailed construction drawings, topographical and existing features drawings, and related maps used in planning and construction of civil engineering projects.

Assists project managers with preparation of civil engineering design plans and surveys.

Generates draft sketches, drawings, and other engineering data received from project managers.

Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, street lighting, traffic signals, sidewalks, curbs, sewers, water mains, storm drains and the like.

Plots maps, plans, profiles and cross-sections, indicating topographical contours and elevations.

Makes redline revisions as requested by project managers to create final engineering plans and/or surveys.

Drafts drawings of structures and installations such as roads, culverts, and public utility infrastructure.

Reviews "as-built" plans submitted after construction is completed.

Maintains a variety of records pertaining to public works installations and projects; prepares reports related to the work.

Answers inquiries and complaints from the public regarding property boundaries, easements, subdivisions, and the like.

Occasionally works outdoors as a construction observer or survey crew member.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of professional civil engineering principles, practices and methods applied to public works construction.

Strong working knowledge of AutoCAD Civil 3D including an understanding of features and concepts with the ability to create grading plans, conduct earthwork computations, develop alignments & profiles, cross sections, pipe networks, and generate plan sheets.

Knowledge of construction standards and regulations.

CAD TECHNICIAN I (continued)

Knowledge of maps, deeds, plats and plans.

Ability to prepare accurate plans, specifications, cost estimates and engineering reports.

Ability to maintain a variety of technical records, both hard copy and digital.

Ability to establish and maintain effective working relationships with other employees, engineers, contractors, and the general public.

Understanding of basic survey concepts with prior field survey experience preferred.

Ability to maneuver on foot around construction sites, on uneven terrain, climb stairs and ladders, in all weather conditions.

Ability to manage time and multi-task on multiple priorities.

Ability to work extended hours as needed to meet deadlines.

Attention to detail with ability to recognize engineering plan discrepancies.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.

2+ years of successful design experience within Civil Engineering.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CAD TECHNICIAN II

DEPARTMENT:	Engineering	REPORTS TO:	City Engineer
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	
PAY GRADE:	60	DATE REVISED:	6/1/2024

NATURE OF WORK

This is responsible, technical civil engineering and drafting work performing a variety of engineering tasks. Work is performed under the managerial direction of the Assistant City Engineer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Designs and drafts detailed construction drawings, topographical and existing features drawings, and related maps used in planning and construction of civil engineering projects.

Assists project managers with preparation of civil engineering design plans and surveys.

Generates draft sketches, drawings, and other engineering data received from project managers.

Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, street lighting, traffic signals, sidewalks, curbs, sewers, water mains, storm drains and the like.

Plots maps, plans, profiles and cross-sections, indicating topographical contours and elevations.

Makes redline revisions as requested by project managers to create final engineering plans and/or surveys.

Drafts drawings of structures and installations such as roads, culverts, and public utility infrastructure.

Reviews "as-built" plans submitted after construction is completed.

Maintains a variety of records pertaining to public works installations and projects; prepares reports related to the work.

Answers inquiries and complaints from the public regarding property boundaries, easements, subdivisions, and the like.

Occasionally works outdoors as a construction observer or survey crew member.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Advanced knowledge of professional civil engineering principles, practices and methods applied to public works construction.

Strong working knowledge of AutoCAD Civil 3D including an understanding of features and concepts with the ability to create grading plans, conduct earthwork computations, develop alignments & profiles, cross sections, pipe networks, and generate plan sheets.

Advanced knowledge of construction standards and regulations.

CAD TECHNICIAN II (continued)

Advanced knowledge of maps, deeds, plats and plans.

Ability to prepare accurate plans, specifications, cost estimates and engineering reports.

Ability to maintain a variety of technical records, both hard copy and digital.

Ability to establish and maintain effective working relationships with other employees, engineers, contractors, and the general public.

Understanding of intermediate survey concepts with prior field survey experience preferred.

Ability to maneuver on foot around construction sites, on uneven terrain, climb stairs and ladders, in all weather conditions.

Ability to manage time and multi-task on multiple priorities.

Ability to work extended hours as needed to meet deadlines.

Attention to detail with ability to recognize engineering plan discrepancies.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.

Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

CEMETERY MANAGER (90% Office / 10% Field)

DEPARTMENT:	Cemetery	REPORTS TO:	Public Works Operations Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Cemetery Staff
PAY GRADE:	63	DATE REVISED:	7/10/2025

NATURE OF WORK

The Cemetery Manager oversees City-owned cemetery operations, including staff supervision, schedule management, sales, and coordination of burials and services. Duties include defining cemetery requirements, budget development, data analysis, sales/marketing, grave marking, excavation, columbarium services, and collaboration with funeral homes and vault providers. The role also involves maintaining the cemetery's appearance through landscaping and snow removal. The Manager plans work schedules for staff and seasonal crews, ensures accurate record-keeping while adhering to federal and state regulations, and works under the managerial direction of the Public Works Operations Director.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, schedules, assigns and evaluates the work of Cemetery staff and seasonal employees engaged in maintaining the city-owned cemetery; trains, orients and counsels employees regarding procedures, safety and equipment operation; takes disciplinary actions, as needed. Position also assists in all areas when needed.

Develops and implements personnel development programs to enhance subordinate workforce skills and foster a positive culture.

Prepares work schedules; organizes priorities and makes crew assignments; inspects work of crews while work is in progress and upon completion, and assists with work of crews as needed.

Confers with families and funeral directors, making arrangements for burials; shows and sells burial lots; supervises collection of lot sales and burial fees; escorts funeral processions; provides assistance during burials.

Supervises and prepares grave sites for burial to include, grave digging, vault placement, grass and monument placement.

Supervises the maintenance of cemetery grounds to include repairs to graves that have settled, application of fertilizers and herbicides, installations and repairs to cemetery sprinkler system, and snow control/removal operations.

Maintains records on work activities; inventories and orders materials and supplies; prepares reports on maintenance activities.

Maintains a system of cemetery records and assists families with grave locations.

Analyzes and evaluates Cemetery operations, ledger, and electronic workorder database, and requirements, providing recommendations to the Public Works Operations Director on areas for improvement and organizational efficiencies within Cemetery Operations and budgeting.

Prepares annual budget for division; monitors budget expenditures.

Receives and responds to citizen inquiries and complaints.

Assures proper safety standards and precautions are adhered to for both permanent and seasonal staff.

Develops Master Plans for the use and operation of city-owned cemeteries; develops and implements plans for cemetery operations and expansion.

Operates a variety of equipment including; backhoe, dump truck and tractor; performs maintenance and repairs of equipment when needed. Keeps abreast of newly developed techniques and equipment.

Oversees preventive maintenance on equipment; assures equipment is in proper working order; recommends the purchase of new equipment.

Performs other related duties as assigned.

CEMETERY SUPERINTENDENT (continued)

REQUIREMENTS OF WORK

Thorough knowledge of cemetery operations and maintenance.

Thorough knowledge of standard hand and power tools and equipment used in cemetery maintenance activities.

Thorough knowledge of safety standards and precautions pertaining to the use of tools and equipment and the use of pesticides and herbicides.

Considerable knowledge of data analysis tools and methodologies to include basic knowledge of Lean-Six Sigma best practices.

Considerable knowledge of effective supervisory practices and techniques.

Knowledge of office management and office equipment.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate employees.

Ability to plan, schedule, organize and prioritize a cemetery operations and maintenance program.

Ability to manage budgets, maintain records, and to prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, funeral directors, monument companies, vault companies and the general public.

Ability to perform 24-hour standby for funeral emergencies and to schedule appointments for lot purchases at all times.

Ability to climb equipment, operate the equipment safely and effectively, and hear instructions while equipment is operating.

Ability to respond to emergency situations effectively, efficiently and calmly.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and five years of progressively responsible experience in grounds keeping activities, including three years of supervisory experience; or any equivalent combination of training and experience. Focus will be on supervisory experience leading teams in grounds keeping activities.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable. Must possess of a valid North Dakota commercial driver's license and appropriate endorsements for equipment used on premises.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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CITY ASSESSOR

DEPARTMENT:	Assessor	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Assistant City Assessor, Appraisers, Senior Appraisers, Property Assessment Specialist
PAY GRADE:	79	DATE REVISED:	2/18/2026

NATURE OF WORK

This is advanced professional, leadership, and managerial work involving the inspection and valuation of real property for tax assessment purposes. Work is performed under the executive direction of the City Manager. This position serves as director of the City Assessor's Office and directly or indirectly supervises all employees of the department.

ESSENTIAL FUNCTIONS OF WORK (May not include all the duties performed.)

Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.

Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.

Develops, implements, and administers goals, objectives and procedures for providing effective and efficient services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate. Meets regularly with the City Manager to discuss operations, budget, and immediate and long-term needs of the department.

Plans, organizes, prioritizes, and directs the activities of the department; ensures the total operational effectiveness of the department.

Administers and oversees the preparation of the department's budgets; prepares and presents the annual departmental budget; approves requisitions and purchases. Oversees maintenance of the department's equipment, grounds, and facilities. Determines and prioritizes short-term and long-term equipment needs; prioritizes and justifies budget requests to the City Manager; and monitors and ensures compliance with budget.

Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments.

Inspects properties taking note of type of construction, interior systems and other details; takes measurements of buildings or additions to determine the total amount of square footage; prepares field sketches or takes photographs of property as needed; enters information into property records.

Plans, organizes, coordinates, assigns and evaluates the work of property appraisers and support staff; provides counseling and training as needed.

Expedites taxpayer requests for adjustments to their property values.

Maintains records and prepares reports on a variety of subjects.

Establishes and maintains good working relationships with community groups and agencies and the media.

Ensures quality control of assessment data through numerous reporting functions and data analysis tools.

Participates in departmental training and continuing education in effective methods and practices used in property assessment.

Coordinates with the City PIO to handle all press and media inquiries; interprets property assessment ordinances, standards, policies and procedures.

Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects. May serve on select executive committees such as the Safety Council.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Manager of significant activities, and City Council as appropriate.

Participates on various city and community committees, task forces and the like; attends hearings, meetings and seminars as needed.

Prepares a variety of reports related to the work.

Administers and oversees the application of North Dakota Century Code chapter 57 as it relates to internal and external City operations.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of building plans and the collection of cost, income and expense data, and sales data.

Extensive knowledge of modern methods and practices of property and building assessments.

Thorough knowledge of the methods and techniques used in modern construction.

Thorough knowledge of effective managerial and supervisory methods, practices and techniques

Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.

Ability to establish and maintain an effective and fair program of property appraisal for tax purposes.

Ability to read and analyze building and construction plans.

Ability to make accurate arithmetic calculations.

Ability to operate PC software as needed.

Ability to assemble and use sales information and other data to fairly assess the value of property.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to deal tactfully and courteously with the public.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in business administration, finance, banking, economics, or related field supplemented by course work in appraisal methods and five years of experience in property appraisal or related work; or any equivalent combination of training and experience. IAAO national designation, or residential appraisal license or certified general appraisal license preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver license.

Possession of a Class I Assessor certificate issued by the North Dakota State Tax Department, or ability to obtain within 2 years.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CITY ATTORNEY

DEPARTMENT:	Attorney	REPORTS TO:	City Council and City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Assistant City Attorneys (2) Support Staff (2)
PAY GRADE:	86	DATE REVISED:	03/01/2026

NATURE OF WORK

This position involves advanced executive professional, leadership, managerial, administrative, and legal work in addition to completing technical and legal duties of a general or complex nature.

The City Attorney shall be responsible for the faithful performance of duties imposed by North Dakota Century Code and the City of Minot's Code of Ordinances. Work includes applying legal principles and rendering legal support, advice, and guidance to the City Council and all of the City's departments. Work also includes assisting City Council and City Staff in developing and establishing city ordinances, furnishing written opinions, drafting contracts and other legal instruments, coordinating policies, and providing legal support for the overall management philosophy of the City in conjunction with the City Manager and City Council.

The City Attorney reports directly to the Mayor and City Council and is also responsible for planning, organizing, and directing the activities of the City Attorney's Department of the City of Minot.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.

Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.

Develops, implements, and administers goals, objectives and procedures for providing effective and efficient services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate. Meets regularly with the City Manager to discuss operations, budget, and immediate and long-term needs of the City Attorney department.

Plans, organizes, prioritizes, and directs the activities of the City Attorney department; ensures the total operational effectiveness of the department.

Administers and oversees the preparation of the City Attorney department's budgets; prepares and presents the annual departmental budget; approves requisitions and purchases.

Oversees maintenance of the department's equipment and facilities. Determines and prioritizes short-term and long-term equipment needs; prioritizes and justifies budget requests to the City Manager; and monitors and ensures compliance with budget. Ensures all funds the department receives are properly managed and administered.

Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding process improvements and other projects. May serve on select executive committees.

Collaborates with and provides guidance to department heads on city policies and issues, provides

oversight and direction on employee communications.

Assists in preparation and/or review of municipal ordinances, amendments, resolutions, contracts, notices, procedures, rules, and regulations.

Assists Departments with investigations to determine statutory and ordinance compliance.

Confers with and advises agency officials on legal or administrative matters.

Serves as legal advisor to City Council, committees, and city officials; conducts legal research work, drafts documents and opinions, and presents conclusions and recommendations for review.

Advises City officials on issues related to risk management.

Works closely with the City Manager, department directors, and serves as a member of the executive management team.

Attends meetings of the City Council and other boards, committees, and commissions as requested.

Provides for full time prosecution of cases involving violations of municipal ordinances and established a firm, consistent process in the trial function which will be an adjunct to effective law enforcement.

Provides legal advice and services to municipal court, or other City department heads, to Staff committees, to the City Council standing committees, and for collection action against persons damaging City property.

Initiates appropriate legal action to preserve the City's property and interests.

Provides or manages defense for the City in all claims.

Prepares and provides legal opinions as requested.

Coordinates with the City PIO to handle all press and media inquiries.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Council, Mayor, City Council, and City Departments, Committees, and Commissions of significant activities, as appropriate.

Coordinates with the City PIO to handle all press and media inquiries.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

REQUIREMENTS OF WORK

Knowledge of common law and of state and federal statutes.

Knowledge of case law as it relates to municipal administrative and regulatory functions.

Knowledge of the legal methods, ethical practices and procedures necessary for the practice of law in North Dakota.

Knowledge of effective practices and methods of communicating with the public.

Knowledge of criminal law and procedure.

Ability to communicate complex ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, elected and appointed officials, with the media and the general public.

Ability to operate a motor vehicle.
Ability to operate a computer and other office equipment.
Ability to sit for long periods of time.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduate of an accredited law school and qualification to practice before the courts and to participate in all activities requiring membership in the State Bar of North Dakota.

A minimum of five years of legal experience; or any equivalent combination of training and experience.

Broad working knowledge of federal, state, and municipal law, administrative law and procedure, and the legislative process;

Knowledge of the structure and relationships of federal, state, and local government;

Experience drafting local ordinances and procedures;

Knowledge of criminal and traffic law processes and procedures;

Knowledge of legal research sources and application of legal research methods;

Knowledge and understanding of computer programs related to legal research and governmental processes;

NECESSARY SPECIAL REQUIREMENTS

Juris Doctorate degree from an accredited law school;

Admitted to practice law in North Dakota or the ability to seek admission;

Excellent written and verbal communication skills;

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands and arms to type on a computer and carry files, computers, and other materials necessary for meetings and court proceedings. The employee often spends long hours sitting in front of a computer screen indoors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



City Clerk Job Description

DEPARTMENT:	City Manager	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	68	DATE REVISED:	01/05/2026

NATURE OF WORK

This position provides highly complex administrative support to City Council, the City Manager and other departments with regard to council activities. The incumbent directs, supervises, and coordinates the activities and operations of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and codification and maintenance of official City records; coordinates assigned activities with other departments and outside agencies. As the primary executive assistant to the City Manager and Council, the role involves strategic coordination, advisory support on ordinances and records compliance, and ensuring seamless operational efficiency in governance processes. Work is performed under the general direction of the City Manager.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

- Assume management responsibility for all services and activities of the City Clerk's Office, including preparation and recording of the activities and decisions of the City Council and codification and maintenance of official City records. Provide executive-level administrative support to the City Manager, including calendar management, correspondence handling, and preparation of confidential materials.
- Administers various city licensing programs, including tobacco licenses, liquor licenses, gaming permits, special event permits, and other regulatory permits/licenses.
- Plan, direct, coordinate, and review operational workflows within the City Clerk's Office; identify efficiencies and implement improvements in administrative processes.
- Advise City Manager, Council, and departments on ordinance interpretation, records retention policies, and compliance with federal, state, and local regulations.
- Supervise and coordinate the preparation and distribution of agendas and support materials for City Council and other meetings as assigned and/or needed. Ensure materials are strategically aligned with governance priorities and facilitate high-level decision-making.
- Attend meetings of the City Council and related committees and commissions to record minutes; follow up on action items as necessary. Serve as a key resource during meetings, providing real-time guidance on procedural and records-related matters.
- Ensure accurate up-to-date filing of the City ordinances, agreements, resolutions, and minutes of City Council, committees, and commissions; sign and certify official City Documents.
- Ensure City agreements, contracts, and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published. Conduct thorough reviews for compliance and accuracy to mitigate legal risks.
- Oversee and supervise all public records requests; note and submit requests that need to be reviewed by the City Attorney before being fulfilled. Manage complex requests involving sensitive information, ensuring adherence to open records laws and data privacy standards.
- Oversee and manage the City's records management program, including developing procedures for records management, retrieval and disposal; maintain, dispose, and preserve official City documents and records including resolutions, ordinances, deeds, Council minutes, agreements and reports in



City Clerk Job Description

accordance with legal requirements; supervise the storage and protection of the City's permanent records. Lead digital transformation initiatives for records, including the implementation of electronic systems to enhance accessibility and security.

- Serve as the liaison for the City Clerk's office with other departments, outside agencies, and the general public. Facilitate strategic communications and community engagement on records and governance issues.
- Provide responsible staff assistance to the Mayor, City Council, City Manager, City Attorney and Department Heads. Offer executive advisory on administrative best practices and policy implications.
- Oversees municipal elections in coordination with county and state officials, ensuring compliance with election laws and regulations.
- Acts as the primary point of contact between the City and external investigators. Coordinates the gathering and submission of required documents, schedules interviews, and provides all relevant information necessary for investigative processes while maintaining confidentiality and legal compliance.
- Serves as the official custodian of the city seal and provides notarization and certification of city documents as required.
- Performs other related duties as assigned.

REQUIREMENTS OF WORK

- Thorough knowledge of city government operations, organization, and activities of the City Clerk's office.
- Knowledge of federal, state, and local laws, codes, rules, and regulations related to the responsibilities of the City Clerk's Office. Including advanced expertise in ordinance codification, records retention schedules, and compliance auditing.
- Thorough knowledge of standard office procedures, effective practices and processes, office equipment, computers, and applications. Thorough knowledge of Microsoft Office applications. Proficiency in advanced administrative tools, digital records software, and data management systems.
- Knowledge of principles of workflow optimization and independent project management.
- Knowledge on principles and practices of administrative management, including electronic document and records management. Including strategic planning for compliance and efficiency.
- Ability to make independent decisions in accordance with established policies and procedures.
- Ability to plan, direct, and participate in the services and activities of the City Clerk's Office.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability attend evening meetings as required.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to provide executive-level advisory and coordination across stakeholders.

DESIRED MINIMUM TRAINING AND EXPERIENCE

A Bachelor's degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field, and seven years of experience performing responsible and complex administrative duties preferably in a government agency; or any equivalent combination of training and experience.



City Clerk Job Description

NECESSARY SPECIAL REQUIREMENTS

Possession of, or annual progression toward, a Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerks is required within three years.

Possession of a valid North Dakota driver license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

DRAFT

CITY ENGINEER

DEPARTMENT:	Engineering	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Engineering Staff
PAY GRADE:	86	DATE REVISED:	03/01/2026

NATURE OF WORK

This is advanced professional, leadership, and managerial work involving the planning, organizing, implementing and directing programs and activities in the areas of engineering, traffic engineering, capital improvement planning, and floodplain management. Work is performed under the executive direction of the City Manager. Serves as director of the Engineering Department and directly or indirectly supervises all employees of the department.

ESSENTIAL FUNCTIONS OF WORK (May not include all the duties performed.)

Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.

Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.

Develops, implements, and administers goals, objectives and procedures for providing effective and efficient services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate. Meets regularly with the City Manager to discuss operations, budget, and immediate and long-term needs of the department.

Plans, organizes, prioritizes, and directs the activities of the department; ensures the total operational effectiveness of the department.

Administers and oversees the preparation of the department's budgets; prepares and presents the annual departmental budget; approves requisitions and purchases. Oversees maintenance of the department's equipment, grounds, and facilities. Determines and prioritizes short-term and long-term equipment needs; prioritizes and justifies budget requests to the City Manager; and monitors and ensures compliance with budget. Ensures all grants the department receives are properly managed and administered.

Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments; prepares construction plans and specifications for special projects.

Maintains records and prepares reports on a variety of subjects.

Evaluates needs for facilities and services improvements; prepares cost estimates and assesses financing possibilities and available resources in relation to needs; recommends priorities accordingly and develops programs to obtain objectives.

Establishes and maintains good working relationships with community groups and agencies and the media; interprets various codes and ordinances, policies and procedures.

Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects. May serve on select executive committees such as the Safety Council.

Coordinates with the City PIO to handle all press and media inquiries.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Manager of significant activities, and City Council as appropriate.

Participates in various city and community committees, task forces and the like.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of modern principles, methods, practices and materials in planning, designing, operating and maintaining public engineering projects and services.

Extensive knowledge of federal, state and local laws, regulations and standards relating to public engineering and traffic engineering projects.

Extensive knowledge of contract negotiation, writing, and administration.

Thorough knowledge of safety standards and precautions pertaining to construction activities.

Thorough knowledge of effective managerial practices and methods. Considerable knowledge of land use planning principles and zoning.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate employees.

Ability to establish and maintain effective engineering, traffic engineering, GIS, floodplain management and related programs.

Ability to assess overall departmental effectiveness in carrying out its mission. Ability to assess and define training needs of subordinate personnel.

Ability to communicate effectively, both orally and in writing. Ability to maintain records and to prepare reports.

Ability to establish and maintain effective working relationships with other employees, city officials, other public works and community agencies and the general public.

Ability to operate a motor vehicle.

Ability to maneuver on foot around construction sites, on uneven terrain, climb stairs and ladders.

Ability to visually inspect construction for compliance with plans, specifications and other technical documents.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in civil engineering and five years of managerial experience in a field related to public works engineering or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Registration as a professional engineer in the State of North Dakota or ability to obtain the same within one year of employment.

Possession of a valid North Dakota driver license. Must be bondable and insurable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

CITY MANAGER

DEPARTMENT:	Attorney	REPORTS TO:	City Council
FLSA STATUS:	Exempt	DIRECT REPORTS:	Executive Team and City Manager Staff
PAY GRADE:	98	DATE REVISED:	4/1/2022

NATURE OF WORK

This is highly responsible executive level work involving the planning, directing and coordinating the work of city departments, services and functional units on behalf of the City Council. Work is performed under the policy direction and oversight of the City Council. This position provides executive direction to department heads and support staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Work closely with the City Council to articulate and accomplish strategic goals and objectives. Inform and advise the City Council on relevant administrative, financial, legal and organizational parameters that affect the accomplishment of municipal goals and objectives.

Provide administrative and technical support to the City Council, through the following: supervising the preparation of agendas and reports for City Council meetings; analyzing policy issues; formulating plans to improve the effectiveness and efficiency of City operations and services; and offering recommendations to improve City Council functioning and effectiveness.

Assists City Council in developing budget goals; directs the preparation of the annual budget, along with multi-year physical capital and human capital budgets, within the parameters set by the Council; oversees budgetary execution and control and recommends or approves budgetary adjustments in keeping with city policies.

Provide periodic reports on the City's financial status and financial forecasts in coordination with the Finance Director Identify any anticipated problem areas and suggest potential remedial actions.

Provides periodic reports on: current and projected staffing needs; employee satisfaction, engagement and retention; and staff training and development programs in coordination with leadership team members and the Human Resource Director.

Maintain ultimate administrative responsibility for the effective and efficient operation of the City government by monitoring City programs, activities and staff, using sound data-based measurement and quality assurance practices.

Assure compliance with applicable city, state and federal rules, regulations, laws and ordinances.

Appoints department heads and other (designated) high-level personnel, with advice and consent of the City Council. Provide overall direction, coordination and leadership of department head and functional work teams, dividing up responsibilities and prioritizing resources.

Represent the City before local, county, regional, state and federal governmental entities and elected officials.

Assure a high level of customer service to the residents of Minot, with timely and responsive attention to requests, complaints, questions, disputes and concerns.

Foster the development of collaborative relationships with the other governmental entities and key

CITY MANAGER (continued)

community institutions and organizations, both public and private (e.g., Minot State University, Minot Air Force Base, area economic development organizations, regional healthcare systems, etc.)

Performs other related duties as assigned.

REQUIREMENTS OF WORK

The fundamental ability to bring about the provision of governmental services in an effective and efficient manner, with accountability and transparency of process.

Strong commitment to the underlying core values of the City and its statements of mission and goals.

Extensive knowledge of the principles, theories and practices of modern executive and administrative planning, management and control.

Thorough knowledge of federal, state and local laws, regulations and policies applicable to structure, functions, programs and practices in conducting public services through city government.

Thorough knowledge of modern principles, practices, methods and techniques in evaluating program and facility needs of a medium sized city.

The ability to understand, conceptualize, and analyze complex situations, giving adequate weight to competing interests, priorities and values. Excellent problem-solving skills required.

Ability to interact effectively with members of the City Council, City staff, representatives of other governmental organizations and the general public; lead effective teams; successfully manager conflict; and foster healthy and functional organizational dynamics and culture.

Ability to plan, organize, coordinate, prioritize, assign and evaluate the work of department heads and relevant support staff.

Commitment to collegial and collaborative leadership and management approaches.

Ability to communicate complex ideas effectively, both orally and in writing.

Ability to understand socio-economic and cultural aspects of an increasingly diverse urban population, with the goal of effectively satisfying community needs and aspirations.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in business or public administration (a master's degree is desirable) or related field and broad and diversified managerial experience in planning and directing major programs of local public or private organizations; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CITY TREASURER

DEPARTMENT:	Finance	REPORTS TO:	Finance Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Subordinate Staff and Utility Billing Staff
PAY GRADE:	74	DATE REVISED:	03/01/2026

NATURE OF WORK

This is advanced administrative and professional work in directing the activities of the City Treasurer's Office for the City of Minot. Work includes directing staff efforts in the areas of accounting, investing, and documentation activities. Work also includes reviewing changes to laws, regulations, accounting standards and ordinances and determining their impact on the Treasurer's operation. Work involves coordinating special assessment billings, handling Utility Billing escalated issues, and reconciliation of the City's cash and investment accounts. Supervision is exercised over a subordinate staff of clerical employees and assists in the supervision directly or indirectly over all employees of the department. Work is performed under the managerial direction of the Finance Director.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assists in planning, organizing, and directing activities of the department; implements operational policies, goals and objectives.

Manages cash for the City; supervises daily cash transaction at various financial institutions; determines daily, weekly and annual cash needs; reviews cash flow to determine the timing of investments; invest idle cash; develops and maintains communications with various investment institutions doing business with the City; forecasts economic trends to determine best course of action for the City.

Oversees and coordinates the operation of the City's Utility Billing Department; identifies problem accounts and develops strategy for collecting accounts determined to be in arrears; prepares division operating budget. Works closely with

Supervises the receipt of all incoming revenue; provides information concerning special assessments to the Special Assessment Commission; determines options for special assessment and recommends amounts to be levied against each parcel of land; participates in public hearings and provides information and advice.

Prepares estimates of payable and receivable during budget development. Updates and maintains water rate model.

Serves as treasurer to the City of Minot and city pension funds; approves bank transactions, investments, performs account reconciliation and develops financial statements and reports; participates in meetings and provides advice and answers questions concerning fund condition and projections; monitors securities pledged for collateral; submits pledged securities to the City Council periodically for approval. Participates in the development and monitoring of internal controls within the department and City.

Establishes and maintains good working relationships with city departments, financial institutions, and the general public.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of the City's tax structure.

Thorough knowledge of accounting standards, city ordinances, and state statutes which apply to municipal finance.

Thorough knowledge of city government and the interrelationships between departments.

Thorough knowledge of the investment philosophy in effect in the Treasurer's Office.

CITY TREASURER (continued)

Considerable knowledge of modern office practices and employee supervision.

Ability to assist in planning, organizing, prioritizing, coordinating, assigning and evaluating the work of subordinate employees.

Knowledge of effective supervisory methods and practices.

Ability to analyze changes in statutes, ordinances and rules and regulations and to prepare recommendations concerning such changes.

Ability to provide accurate testimony and to make public presentations.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and the public.

Skill in dealing with the public.

Ability to operate a motor vehicle.

Ability to operate a personal computers, calculators and other general office equipment.

Ability to establish and maintain effective working relationships with other employees, government officials, and the general public.

Ability to maintain records and prepare reports.

Ability to compile, verify, and analyze complex financial records and reports.

Considerable knowledge of ERP and/or computer hardware and software including spreadsheet and software applications.

Full understanding of PCI and other credit card compliance requirements, continually make sure the City receives the best credit card rates and fees for over-the counter and online transactions. Responsible for annual PCI training for employees who take credit card payments on behalf of the City.

Continually look for ways to improve and make efficient deposits for the City, utilize financial institutions technology as well as the City's ERP system to streamline allowing quicker reconciliations and electronic deposits or other electronic methods of payments to allow for cash forecasting and increased interest revenue by quickly having the City's deposits at the banks.

Post monthly general ledger journal entries and reconcile all bank accounts including those for operations, bonds, and the pension plan.

Coordinate with external auditors by preparing documentation, responding to inquiries, and making recommendations. Work with actuaries for the City's pension plan for the annual valuations needed for the City's annual report.

Attend City Council meetings during the year, organize annual meetings for special assessments and the City's pension plan.

Attend training classes in person or online throughout the year for Government Finance Officers Association best practices or updates, as well as training on the City's ERP system for upgrades or new processes.

Thorough knowledge of theory, principles, methods, and practices of accounting.

Thorough knowledge of Generally Accepted Accounting Practices and the laws, ordinances, and regulations relating to public sector accounting and financial affairs.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in accounting, business administration, or closely related field supplemented by advanced course work in public finance, plus thorough experience in public sector finance which includes supervision of subordinate employees; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Must be bondable and insurable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CLERK OF MUNICIPAL COURT

DEPARTMENT:	Municipal Court	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Municipal Court Staff
PAY GRADE:	58	DATE REVISED:	5/1/2022

NATURE OF WORK

This is advanced supervisory clerical/administrative support work related to the proper maintenance of court records, court funds, and accountability for said funds. The work is performed under the general supervision of an administrator or department head. The employee is expected to demonstrate independent judgment and knowledge in performance of assigned duties. The employee is responsible for exercising supervision over assigned personnel and assuring that work is completed according to established standards.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Files and maintains all court records.

Acts as liaison between court, police and the general public, as assigned, in matters relative to the direction of the court.

Maintains strict confidentiality of operations and records as directed.

Responsible for the collection of fines; recording payments, and accountability of said funds including the transfer of such funds to the proper city agency.

Transferring and maintenance of court documents. Collects, keeps and maintains assigned statistical factors relative to the court function.

General secretarial work as well as receptionist work conducive to court procedures. Prepares related reports to court and other city administrators as assigned. Prepares related reports for state and federal agencies as required.

Schedules, assigns and evaluates work of subordinate employees; monitors work performance to assure standards and deadlines are met; counsels employees regarding performance problems.

Performs other related duties as assigned.

Computer data entry of records, financial statements, warrants, court documents and dispositions.

REQUIREMENTS OF WORK

Thorough knowledge of office procedures, practices and equipment.

Thorough knowledge of composition skills for letters, memos and reports. Thorough knowledge of communication skills, both verbal and nonverbal.

Considerable knowledge of computer operations and use of software programs.

CLERK OF MUNICIPAL COURT (continued)

Some knowledge of departmental operations and programs.

Knowledge of supervisory methods and practices.

Ability to make and record mathematical computations both accurately and rapidly.

Ability to prepare reports and maintain records.

Ability to assign work, train, and supervise employees.

Ability to operate and maintain various office equipment.

Ability to type at a rate of 30 words per minute.

Ability to make independent decisions in accordance with departmental policies and procedures.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to stand, bend and reach to accept payments from the public from a counter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

Ability to lift and carry file boxes or various weights.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, preferably two years minimum of college courses, and two years of experience in responsible clerical or office work; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CODE ENFORCEMENT SPECIALIST

DEPARTMENT:	Minot Police Department	REPORTS TO:	Division Lieutenant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	52	DATE REVISED:	11-12-25

NATURE OF WORK

Position is responsible for technical work performing a variety of support tasks related to enforcement of city code violations. The work deals directly with the public providing information and assistance in reference to ordinance and city code. Work is performed under the direction of a division lieutenant.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Serves as intake for code complaints.

Investigates code compliance issues.

Enforces City ordinance including but not limited to occupancy, public nuisance, zoning, and land use regulations such as those for home occupation, storage vehicles, commercial stores, residences, and commercial establishments.

Uses legal records, technical documents, and map specifications to illustrate code violations.

Conducts field surveys and investigations to assist in documentation and mapping indicating code enforcement cases, this also includes graphic presentations to illustrate code violations.

Maintains code enforcement files and records in accordance with Minot Police Department records retention guidelines.

Operates personal computer and other office equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

General knowledge of purposes and techniques of code enforcement.

Ability to collect, organize, evaluate, and present pertinent data and information regarding code issues.

Ability to learn and utilize municipal code, geography of the city, and regulations and to apply this knowledge to enforcement responsibilities.

Performs research/collects information for various special reports required by the supervisor.

CODE ENFORCEMENT SPECIALIST (continued)

Conducts clerical research and completes data for administrative and public reports, ensuring accuracy and completeness.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course to work and to work collaboratively with City departments, elected officials, and business partners.

Ability to coordinate, organize, and execute various projects; ability to analyze problems and identify alternative solutions; ability to project consequences of proposed actions and implement recommendations in support of goals.

Ability to stand or sit for extended periods of time.

Ability to operate personal computers and other general office equipment.

Ability to work independently, must be self-motivated and capable of executing daily work activities with little direction

Ability to operate a motor vehicle in the performance of duties.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a high school diploma. Preferred Bachelor's Degree or 4 years experience handling ordinance or public policy administration or related work, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must have a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMMERCIAL PLAN REVIEWER

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	58	DATE REVISED:	10/2024

NATURE OF WORK

To perform a variety of advanced plans examining work; to enforce compliance with building codes, regulations and ordinances; coordinate with public and private entities and to perform a variety of tasks relative to assigned area of responsibility. This work is performed under the supervision of Building Official.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Receives general direction from the Building Official.

Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of the construction codes, ordinances, and regulations.

Confer with, educate, and advise architects, contractors, builders and general public in the field and office; explain and interpret building code requirements and restrictions. Inform contractors of licensing requirements.

Review and evaluate new building codes and ordinances; recommend revisions to existing codes.

Resolve inspection and plan review issues and concerns raised between outside parties and pertinent inspection staff; meet with involved parties to review and confirm issues to resolve concerns.

Maintain a variety of records on plan review activities and operations; prepare analytical and statistical reports.

Participate in public speaking engagements and presentations on building construction issues and information.

Act as official department representative; respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.

Conduct the most complex and involved commercial and residential plan review and inspection work.

Compute and collect fees for various charges and permits; building, sign, mechanical, plumbing, sewer connection and others. Prepare billings to other entities for which services have been provided.

Coordinate and communicate with officials from other governmental agencies and establish close working relationships.

Perform related duties and responsibilities as required.

COMMERCIAL PLAN REVIEWER (continued)

REQUIREMENTS OF WORK

Knowledge of operations, services and activities of a comprehensive building inspection program.

Knowledge of all types of building construction methods, practices, materials, and standards.

Thorough knowledge of current ICC codes.

Thorough knowledge of stages of construction where possible violations and defects may be detected and corrected.

Knowledge of advanced methods and techniques of building inspection and plans examination work.

Knowledge of occupational hazards and standard safety practices.

Knowledge of Federal, State and local laws, codes and ordinances governing general building construction and zoning.

Knowledge of principles of structural design and engineering mathematics.

Knowledge of major types of building construction, materials and methods.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to interpret, explain and enforce applicable building codes.

Ability to prepare clear and concise reports.

Ability to read and interpret complex building plans, specifications and building codes.

Ability to determine if construction systems conform to City Code and zoning requirements.

Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Ability to make mathematical computations rapidly and accurately.

Ability to operate office equipment including computers and supporting accessories for auto CAD drawing review.

Work independently in the absence of supervision.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, engineering or a related field; a Bachelor's degree is highly desirable. Three years of increasingly responsible building construction and/or plan review experience; any combination of experience and training that would provide the required knowledge and ability. A typical way to obtain the required knowledge and abilities would be experience:

COMMERCIAL PLAN REVIEWER (continued)

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain a valid International Code Council Commercial Plan Reviewer B-3 certificate within the first year of employment and a B-2 certification within the second year of employment.

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMMUNICATIONS AND ENGAGEMENT MANAGER

DEPARTMENT:	Public Information	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	73	DATE REVISED:	03/01/2026

NATURE OF WORK

Under minimal direction, this position is responsible for the managing, planning, organizing and directing of the City's public information and communications programs and activities consistent with the values, goals and positive image of the City of Minot.

Responsibilities include: Developing and directing public relations and citizen outreach, media relations and public affairs strategies; overseeing organizational social media presence; managing external messaging; developing communications plans and strategies in alignment with internal short and long- term plans; acting as principal spokesperson for the City of Minot and City Departments in response of media and public inquiries; working closely with department directors and executive staff to ensure messaging is consistent and tailored for target audiences. The Communications and Engagement Manager also oversees, develops, and implements City communication strategies. Supervision is exercised support staff. Work is performed under the general direction of the City Manager.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Researches, develops, writes, and coordinates communication campaigns for the City of Minot.

Manages City Communication Team and plans owned media content and works closely with the City Executive Team to ensure consistency in messaging.

Coordinates public relations activities for the City of Minot including City departments and elected officials; coordinates the gathering of data, research, and composition of informational items and develops informational projects to support the goals and objects of the City.

Prepares, drafts, reviews, and edits news conferences, releases, newsletters, publications, scripts, website and social media content, and public statements utilizing a wide variety of media including news releases, photos, reports, video, and electronic files to assure stakeholders are informed; ensures compliance with legal guidelines.

Provides public information and outreach materials for City departments by writing, editing, and distributing information to ensure departmental communications and information programs are available to all interested stakeholders.

Provides editorial and journalistic assistance and edits publications by writing, reviewing, and coordinating timing and content of department news releases and departmental communication in order to assure clear, concise, and accurate presentation to the public.

Receives phone calls, regular mail, e-mails, and walk-ins from the public as well as internal communications; responds in a timely manner to requests, questions, or complaints; directs questions to appropriate departments.

Informs news media of all meetings and proceedings; directs news media to proper sources of information.

COMMUNICATION AND ENGAGEMENT MANAGER (continued)

Performs video production from conception to completion, including storyboarding, script writing, shooting, editing and delivery via web-based applications (YouTube, Vimeo, etc.).

Provides digital photography for still images which are used extensively on the City of Minot website and in publications and presentations.

Makes presentations, including the creation of PowerPoint slides to address community organizations, business leaders, and other specific audiences as requested by the Mayor, other City officials, or by invitation from an organization.

Administers the production of the live broadcast of the City of Minot Council and Committee meetings over cable access television system.

Website Management and oversight: The City of Minot is contracted with CivicPlus to provide the most up-to-date information to the citizens of Minot and other audiences. The PIO is responsible for maintaining the City website by using the CivicPlus content management system. This does not require knowledge of programming, coding etc., but does require a basic computer knowledge, and strength in creativity.

Monitors public communications via electronic media.

Provides disaster-related public information including assisting in emergency operations center situations by communicating with press and other interested stakeholders to assure information is accurate; schedules and assists in staffing operations of the emergency operations center.

Operates personal computer and other office equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

High-level attention to detail, strong organizational skills and an understanding on the need for timeliness in providing information, are imperative for this position.

Considerable knowledge of City government operations and organization.

Knowledge of principles and practices of public relations, multimedia, multifaceted community-oriented communication strategies and techniques.

Knowledge of computer and internet technology and media principles and practices; understanding of media and community relations.

Ability to communicate clearly and concisely, both orally and in writing; ability to compose mass communication.

Ability to establish and maintain effective working relationships with those contacted in the course to work and to work collaboratively with City departments, elected officials, and business partners.

Ability to coordinate, organize, and execute various projects; ability to analyze problems and identify alternative solutions; ability to project consequences of proposed actions and implement recommendations in support of goals.

Ability to work under pressure and to function effectively in an emergency.

COMMUNICATION AND ENGAGEMENT MANAGER (continued)

Ability to operate personal computers and other general office equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in English composition, communication, marketing, public relations or journalism or related field plus 2 years increasingly responsible experience in communications, public relations, broadcasting, or journalism; or equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must have a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand for extended periods of time; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMMUNICATION SPECIALIST

DEPARTMENT:	Public Information	REPORTS TO:	Communication and Engagement Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	
PAY GRADE:	56	DATE REVISED:	03/01/2026

NATURE OF WORK

The Communication Specialist will primarily specialize in the use of modern technology, with written and visual communication techniques, to convey messages to citizens, local businesses, local, state and federal officials, and many other groups and individuals on an as-needed basis. The work includes developing, implementing, and disseminating communication and other information to increase public awareness on municipal activities and programs using major media and social media. Work is primarily focused on the technical facets of journalistic preparation by performing public relations activities that facilitate communication of the organization's message to internal and external publics. Work is performed under the general direction of the City Public Information Officer and the City Manager.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Researches, writes and produces media for the City of Minot.

Gathers data, research, and composition of informational items and develops informational projects to support the goals and objects of the City.

Assists in implementing internal and external communications strategies to project the values, goals, and positive image of the City of Minot.

Prepares releases, newsletter articles, publications, scripts, website content, and public statements as requested utilizing a wide variety of media including news releases, photos, reports, video, and electronic files to assure stakeholders are informed; ensures compliance with legal guidelines.

Helps to provide public information and outreach materials for City departments by writing, editing, and distributing information to assure departmental communications and information programs are available to all interested stakeholders.

Provides editorial and journalistic assistance by writing, reviewing, and coordinating timing and content of department news releases and departmental communication in order to assure clear, concise, and accurate presentation to the public.

Performs video production from conception to completion, including storyboarding, script writing, shooting, editing and delivery via web-based applications (YouTube, Vimeo, etc.).
Provides digital photography for still images which are used extensively on the City of Minot website and in publications and presentations.

Assists with website management and oversight: The City of Minot is contracted with CivicPlus to provide the most up-to-date information to the citizens of Minot and other audiences. The PIO is responsible for maintaining the City website by using the CivicPlus content management system. This does not require knowledge of programming, coding etc., but does require a basic computer knowledge, and strength in creativity.

Monitors public communications via electronic media.

COMMUNICATION SPECIALIST (Continued)

Operates personal computer and other office equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

High-level attention to detail, strong organizational skills and an understanding on the need for timeliness in providing information, are imperative for this position.

Knowledge of principles and practices of public relations, multi-media, multifaceted community-oriented communication strategies and techniques.

Knowledge of computer and internet technology and television broadcasting principles and practices; understanding of media relations.

Ability to communicate clearly and concisely, both orally and in writing; ability to compose mass communication.

Ability to establish and maintain effective working relationships with those contacted in the course to work and to work collaboratively with City departments, elected officials, and business partners.

Ability to analyze problems and identify alternative solutions; ability to project consequences of proposed actions and implement recommendations in support of goals.

Ability to work under pressure and to function effectively in an emergency.

Ability to stand or sit for extended periods of time.

Ability to operate personal computers and other general office equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in English composition, communication, marketing, public relations or journalism or related field plus 2 years increasingly responsible experience in communications, public relations, broadcasting, or journalism; or equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must have a valid North Dakota driver's license.

Must pass a pre-employment background check.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

DEPARTMENT:	Community and Econ. Develop.	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Planning and Inspections staff
PAY GRADE:	84	DATE REVISED:	2/11/2026

NATURE OF WORK

The Community and Economic Development Director is a responsible professional position which supervises and oversees the activities and operations of the Department including planning and zoning, economic and business development, building plan review and inspection, and code enforcement. The individual in this position will develop and implement departmental policies and procedures; respond to inquiries and requests relating to the City's community and economic development programs; review status of major projects; and provide technical and professional guidance and assistance to other City departments as needed. Work is performed under the general direction of the City Manager.

ESSENTIAL FUNCTIONS OF WORK

Provide administration and oversight in all aspects of the Community and Economic Development Department's essential program and division responsibilities, including but not limited to current and long-range planning, comprehensive planning, zoning and land use policies and planning, maintenance of a high-level outlook of the City's economy, strategic planning for economic diversification, building plan review, building inspections, code compliance, permit processing, affordable housing and community livability and resiliency. Develop, interpret and administer applicable codes and ordinances; ensure compliance with Federal, State, and local laws, ordinances, rules, and regulations; draft code provisions or amendments to correct deficiencies or effect compliance with new laws or regulations; review annexation policy and procedures surrounding the extension of Two-Mile Extra-territorial Area for potential improvements; develop plans or programs to satisfy future needs for Department or City services.

Define development review processes and procedures to promote divisional areas of responsibility. Provide oversight of the Development Review Team (DRT). Determine and implement change improvements to processes and policies as needed in an effort to become more efficient, transparent and customer service oriented.

Administer economic development programs for the City, lead retail recruitment efforts targeting regional and national retailers, study market trends to provide judgment of opportunities and/or threats facing the local economy, advise the City Manager and Council on emerging economic development issues, and develop strategies and plans for economic development activities.

Research and develop incentive programs to recruit new businesses, retain existing ones and assist businesses in local expansion, which help to expand and diversify the city's tax base.

Engage and coordinate with area economic development agencies including but not limited to MACEDC, Visit Minot, and other economic organizations/associations.

Develop, monitor and manage annual budget to assure the department operates within budget appropriations; prepare annual and long range budget projections; evaluate and administer comprehensive fee schedule for department activities.

Develop organization-wide and department-wide goals and objectives and organizational performance standards.

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR (Cont.)

Supervise all departmental staff, either directly or indirectly through senior staff. Perform personnel duties such as selection, motivation, development, training, evaluation, discipline and discharge of employees; establishes employee performance standards; counsel employees as appropriate, and promote and implement manager and supervisor development activities.

Contribute to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of change.

Advise various councils, boards, commissions and elected officials in department -related issues. Serve as City's liaison with other City Departments as needed, the Development Community, Home Builders Association, Minot Area Chamber Economic Development Corporation, and other stakeholders.

Serve as a member of the City's Senior Management Team to address overall policy issues under guidelines established by the City Council and the City Manager.

Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations.

Represent the department to various committees, commissions, community groups, City Council and the public. Respond to complaints, concerns and issues. Coordinate and support a wide variety of advisory commissions and groups. Represent department on City-wide task teams. Represent the City on regional and state-wide committees and in legislative matters.

Attends a number of meetings, including evening meetings as necessary.

Other duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of principles of community development, economic development, community revitalization, and urban planning.

Thorough knowledge of federal, state and local government policies and procedures associated with community and economic development.

Thorough knowledge of planning and zoning terminology, practices, and concepts.

Knowledge of building codes and construction terminology. General understanding of building construction practices.

Considerable knowledge of principles and practices of supervision, training and personnel management.

Considerable knowledge of the methods and techniques of research and analysis.

Knowledge of the principles of budgeting and financing.

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR (Cont.)

Knowledge of real estate terminology, laws, practices and regulations.

Knowledge of specialization such as housing, zoning, historic preservation and economic development.

Knowledge of computer applications including Microsoft Office, Internet applications, database management or GIS.

Effective and persuasive leadership comfortable with all levels of staff, public and others.

Proven management skills and ability to manage day-to-day operations.

Strong written and oral communication skills to include presenting information to government entities and various committees.

Strong interpersonal and public relations skills. Knowledge of citizen involvement techniques and processes.

Strong organizational, problem-solving and negotiation skills.

Ability to exercise sound and independent judgment within general policy guidelines.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of Bachelor's degree (a Master's degree is desirable) in Urban or Regional Planning, Building or Construction Management, Community or Economic Development, Public or Business Administration or a related field of study and a minimum of eight years of progressively responsible community development or planning experience; four years of experience must be in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license within one month of appointment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMMUNITY SERVICE OFFICER

DEPARTMENT:	Police	REPORTS TO:	Police Patrol Supervisor
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	48	DATE REVISED:	6/1/2024

NATURE OF WORK

Under the general supervision of a Police Sergeant, is responsible for enforcing motor vehicle parking regulations, animal control laws, assisting with non-reportable vehicle crashes, and respond to calls for service involving assistance not requiring a police officer. Performs other work as requested or assigned.

The Community Service Officer position is a non-sworn position designed to assist the Patrol Division by performing tasks that will allow the Police Officers the opportunity to better provide police services for the City of Minot.

ESSENTIAL FUNCTIONS OF WORK

Responds to citizen complaints and completes appropriate reports for incidents that do not require a sworn police officer.

Responds to traffic hazards, and other miscellaneous safety hazards (reports of kids on ice, traffic signal inoperable, water main break, etc.)

Responds to reports of found property and secures property as necessary.

Conducts motorist's assists, assisting patrol officers with towing of vehicles, and will assist with traffic control (traffic crash scenes, funeral escorts, special events, etc.) or upon request.

Enforce city parking ordinances through proactive patrol or in response to complaints.

Write parking citations for parking violations and arranges towing of vehicles when appropriate.

Handle animal complaints for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals. Issues citations as necessary.

Patrol within the city to identify and capture animals running at large or being a nuisance.

Prepares reports for prosecutions and gives evidence and provides testimony in court as necessary.

REQUIREMENTS OF WORK

Knowledge of city ordinances and state law pertaining to areas of responsibility described in Essential Work Functions.

Knowledge of safety standards and equipment pertaining to traffic control, parking enforcement, capturing animals, and dealing with members of the public.

Knowledge of city streets and locations within the city limits.

Knowledge of computer system operations and the ability to type.

Ability to learn other technology as required for job duties.

Ability to lift, up to 50 pounds.

Ability to operate a motor vehicle.

Ability to learn effective police radio operation and communication skills.

Possess effective oral and written communication skills.

COMMUNITY SERVICE OFFICER (continued)

DESIRED MINMUM TRAINING AND EXPERIENCE

Possession of a high school diploma or GED equivalent.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license, and ability to pass the required background check.

PHYSICAL REQUIREMENTS

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to handle or feel; and reach with hands or arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

COMPTROLLER

DEPARTMENT:	Finance	REPORTS TO:	Finance Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Subordinate Staff
PAY GRADE:	78	DATE REVISED:	4/1/2022

NATURE OF WORK

This is advanced administrative and professional accounting work in planning, organizing and implementing the accounting functions of the City of Minot. The work includes developing and implementing accounting and financial controls, maintaining and reconciling accounts and journal entries, preparing estimates of receivable and payable during budget development, preparing and reviewing financial and cash reports and statements, and maintaining computerized accounting systems. Work is performed under the managerial direction of the Finance Director. Supervision is exercised over clerical accounting staff and assists in the supervision directly or indirectly over all employees of the department.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assists in planning, organizing, and directing activities of the department; implements operational policies, goals and objectives.

Prepares annual comprehensive financial report; assembles a variety of financial data; prepares statements, schedules and other items required by external auditors; prepares statements for the annual report.

Develops and implements accounting and financial procedures; develops and implements accounting system modifications and changes.

Maintains and reconciles accounts and financial records; develops, monitors, reviews, verifies, posts to the journal, reconciles, adjusts, approves and presents for audit the department or office accounts including receivable, payable, reimbursements, rents, revenues, billings, collections, cash receipts and accounts, bank statements, vendor statements, payroll, disbursements, inventory, overhead, capital depreciation, debt schedules, purchase orders, encumbrances, charts of account, and the like.

Prepares estimates of receivable and payable during budget development; accumulates and analyzes technical and financial data necessary to complete various financial projects and rate studies.

Prepares and reviews financial and cash reports and statements; gathers data, prepares and analyzes spreadsheet and cash flow studies, prepares and reviews department/office and vendor financial reports and statements on a periodic and annual basis.

Establishes and maintains good working relationships with city departments, financial institutions and the general public.

Plans, organizes, assigns and evaluates the work of a clerical support staff. Performs

other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of the theory, principles, methods, and practices of accounting.

Thorough knowledge of financial analysis and reporting.

Thorough knowledge of Generally Accepted Accounting Practices and the laws, ordinances, and regulations relating to public sector accounting and financial affairs.

Considerable knowledge of mainframe and/or personal computer hardware and software including spreadsheet and database applications.

COMPTROLLER (continued)

Knowledge of effective supervisory methods and practices.

Ability to assist in planning, organizing, prioritizing, coordinating, assigning and evaluating the work of subordinate employees.

Ability to compile, verify, and analyze complex financial records and reports.

Ability to develop procedures to meet accounting needs.

Ability to communicate effectively both orally and in writing.

Ability to maintain records and prepare reports.

Ability to establish and maintain effective working relationships with other employees, government officials, and the general public.

Ability to read accounting ledgers and records.

Ability to operate personal computers, calculators, and other general office equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in accounting or business administration and four years of professional accounting experience; or any equivalent combination of training and experience. Advanced degree and/or certification (CPA, CPFO) is preferred.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CONTRACT COMPLIANCE OFFICER AND COORDINATOR

DEPARTMENT:	Finance	REPORTS TO:	Comptroller
FLSA STATUS:	Exempt	DIRECT REPORTS:	NA
PAY GRADE:	62	DATE REVISED:	11/18/2024

NATURE OF WORK

In the role of Contract Compliance Officer/Coordinator, the employee will coordinate, monitor and review activities of outside agencies and vendors, to ensure compliance with federal regulatory requirements for contracts funded by federal, state and local dollars. Compliance review will also include contracts funded by Community Development Block Grant monies where the employee will work in conjunction with the Internal Auditor and the Finance Department. Work is performed under the direction of the Comptroller.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Coordinates activities for preparing contracts, reviewing contract provisions and monitoring contract compliance.

Determines the necessity for amendments or extension of existing contracts. Reviews charges assessed by contractors and vendors in the performance of services.

Prepares and coordinates the procurement of bids, proposals and evaluates responses.

Develops the Procurement Acquisition Lead Time (PALT) flowchart (stages and milestones) for prospective acquisitions. Coordinates with functional departments to ensure compliance with the PALT (which is subject to change based upon the acquisition complexity, projected award amount, New Contract vs. Exercise of Option, and PALT Stage).

Evaluate existing acquisitions/procurements for performance, efficiency, value, and continuing need. Reviews and evaluates contract performance requirements for completeness, accuracy, efficiency, value, and continuing need.

Prepares appropriate metrics and reports for management review and oversight.

Provides technical assistance to evaluate, clarify and standardize contract terminology and procedures.

Consults with management regarding contracts, departmental issues, problems and related matters. May assist management with contract negotiations, terminations and re-negotiations.

Provides oversight to ensure contract fulfillment obligations.

Performs other duties of a comparable level/type as required.

Trains department Contracting Representatives to review requisition package for adequacy, consistency, and compliance with City of Minot procurement policy and associated standardized administrative and procedural requirements.

CONTRACT COMPLIANCE OFFICER AND COORDINATOR (continued)

REQUIREMENTS OF WORK

Demonstrated knowledge of compliance related to government programs, best practices, and regulatory requirements and issues.

Demonstrated ability to think strategically and to proactively manage implementation of specific initiatives.

Ability to ensure contract administration procedures and techniques are adhered to,

Ability to independently research, understand and apply regulatory requirements.

Ability to adapt in a dynamic and high-growth environment.

Ability to draft regulatory policies and procedures.

Familiarity with contract negotiation procedures and techniques.

Familiarity of basic accounting principles and practices.

Detail-oriented, organized and able to manage multiple priorities effectively in a fast-paced work environment.

Strong analytical and problem-solving skills.

Strong verbal communication skills.

Able to write clearly for the general workforce, governmental agencies and outside vendors.

Works well both independently and in a dynamic team environment.

Works with other departments to promote collaborative relationships.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Business Administration, Management, Accounting or a related field is desired along with a minimum five years of experience in a highly regulatory environment or setting.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license within one month of appointment.

PHYSICAL REQUIREMENTS

Work is performed primarily in an indoor environment; Frequently requires sitting for long periods, up to 8 hours and ability to lift up to 20 lbs.; occasionally requires standing and walking for long periods, up to 4 hours; Constantly requires clarity of speech and hearing that permits the employee to communicate effectively; Constantly requires clear vision to read printed materials and computer screen to accomplish work; Constantly requires repetitive movement of the wrists, hands, and/or fingers.

DEPUTY FIRE CHIEF

DEPARTMENT:	Fire	REPORTS TO:	Fire Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	Fire Control Staff
PAY GRADE:	80	DATE REVISED:	2/17/2026

NATURE OF WORK

A Deputy Fire Chief supervises and directs the activities of the divisions in the Fire Department. The Deputy Fire Chief participates in planning, developing policy, and resolving departmental problems and issues within the department as a whole and their area of assignment; are responsible for fiscal management; and represent the Fire Chief and the department in various situations. Serves as a liaison between the City and Ward County Emergency Management office. Works under general guidance and direction of Fire Chief. Exercises supervision over fire suppression personnel directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed)

- Establishes and maintains effective working relationships with staff, city officials, labor union, other fire departments, outside agencies and the general public.
- Explains and interprets rules, policies, regulations, practices, and actions of assigned division for the general public and city employees.
- Prepares and reviews the following: division budget recommendations, administrative studies of management issues, strategic and operational plans, program proposals, policies and procedures, statistical and other reports on department programs and activities and recommendations regarding performance ratings and disciplinary actions.
- Attends various meetings and represents the Minot Fire Department.
- Observes, inspects and monitors compliance with departmental standard operating procedures. Responds to large-scale and high-profile emergency scenes.
- Oversees grant requests and procurement, controls expenditures and assists in preparing the budget for the department.
- Assist local government in building a readiness capability to manage emergency operations in time of crisis.
- Assist local officials during times of disasters.
- Make arrangements for maximum use of all resources (public and private) available to local government.
- Arrange and coordinate practice exercises. Performs other related work as assigned.

REQUIREMENTS OF WORK

- Extensive knowledge in safety standards in use of applicable equipment and all response and suppression activities.
- Extensive knowledge of effective management practices and principles.
- Considerable knowledge of the specialized disciplines within the scope of practice of the fire department.
- Thorough knowledge of firefighting, EMS, special operation techniques and practices
- Thorough knowledge of applicable city administrative policies, regulations, and ordinances Ability to comprehend and implement federal, state and local regulations.
- Ability to communicate effectively, both orally and in writing.
- Ability to communicate over the radio and telephone and express ideas clearly.
- Ability to prepare reports, budget needs and regulate spending.

- Ability to deal courteously and authoritatively with the public. Ability to gather and enter data into the computer.
- Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Job requires five years of management experience at the captain level or higher with a bachelor's degree from an accredited college or university in fire science, business administration, public administration, or a related field or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as deemed acceptable by the hiring authority. Candidates who do not possess a bachelor's degree will be required to submit an education plan which describes how they will achieve the education requirements. The educational plan should include approximately 6 credits per semester. The plan will need to be completed within 10 years.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

DEPUTY POLICE CHIEF

DEPARTMENT:	Police	REPORTS TO:	Police Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	Police Staff
PAY GRADE:	82	DATE REVISED:	6/20/2025

NATURE OF WORK

The Deputy Chief of Police serves as the second in command senior leader within the Minot Police Department, assisting the Chief of Police in directing, managing, and overseeing all aspects of police operations. This position plays a critical role in shaping law enforcement strategies, fostering community trust, and ensuring the department's mission aligns with legal, ethical, and organizational standards.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, and directs the activities of the police department, in coordination with, and under the direction of, the Chief of Police.

Oversee the daily law enforcement operations ensuring the effective deployment of personnel and resources.

Create and implement department policies to improve public safety, officer wellness, and crime prevention efforts.

Leads strategic initiatives related to community policing, emergency preparedness, and organizational development.

Supervision of Minot Police Departments Senior Commanders and other command staff, providing mentorship and professional development opportunities.

Plans, prioritizes, assigns and evaluates the work of Minot Police Department Senior commanders and other employees in the department.

Serves as a liaison between the police department and city officials, community organizations, and other stakeholders.

Analyze crime trends and operational data to improve department efficiency and effectiveness.

Manage budgetary planning processes, resource allocation, and departmental expenditures in collaboration with the Chief of Police.

Ensure compliance with local, state, and federal regulations related to law enforcement practices.

Represent the department at public forums, advisory boards, and legislative discussions.

Represent the department in discipline panels, provide guidance and recommendations on all discipline-related matters.

Performs other related duties as assigned.

POLICE CHIEF (CONTINUED)

REQUIREMENTS OF WORK

Thorough knowledge of state, federal, and local laws.

Thorough knowledge of law enforcement practices methods, procedures, and standards.

Minimum 10 Years of progressive experience in law enforcement, including command leadership roles.

Expertise in crisis management, investigative strategies, and law enforcement technology.

Strong leadership skills with a proven ability to inspire and manage a high-performing team.

Possess exceptional communication abilities, adept at engaging with diverse communities and cultivating positive relationships.

Commitment to ethical policing and continuous professional development. This includes both personal and team member professional development.

Must be able to fulfill the duties of a professional police officer.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Criminal Justice, Public Administration, or a related field (Master's degree preferred). FBI National Academy, Northwestern School of Police Staff & Command, or equivalent executive law enforcement training.

Specialized training in emergency management, community policing, and policy development. Must have completed Incident Command Training ICS 100, 200, 300 and 400, or be able to complete within 1 year of appointment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Possession of or ability to obtain a valid North Dakota Peace Officer's license. Must be bondable and insurable. Must pass department medical exam.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER CLAUSE:

This job description is not intended, and should not be construed, to be a complete list of all responsibilities, duties, skills, efforts, or

working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and determining job performance.

DIGITAL FORENSIC ANALYST

DEPARTMENT:	Police	REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	57	DATE REVISED:	06/12/2025

NATURE OF WORK

The Digital Forensic Analyst is a civilian position that is responsible for the collection, processing, analysis, organization, and security of digital media evidence for the Minot Police Department. Additional duties include assisting sworn personnel in all matters associated with conducting investigations with digital evidence and in the provisions and maintenance of technology and equipment associated with the collection and storage of digital evidence.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assist with the procurement and implementation of new equipment and/or software applications related to the collection, storage, organization, security, and dissemination of digital media. This may include: Forensic systems and software, analysis systems and software, in-car video recorders, interview room audio/visual recording systems, body worn cameras, digital audio recorders, or other devices.

Be available to answer calls and respond to crime scenes and/or other locations where evidentiary digital media may be present to assist with the collection of data and/or transportation of devices containing such. Any response will follow department policy and there will not be an "on-call" schedule assigned.

Properly maintaining evidence consistent with department procedures and policy.

Examine and evaluate evidence, utilizing techniques and procedures to develop usable images that both answer the question being asked of the data and preserve the integrity of the original. Assist with the analysis and clarification of all types of digital evidence for use by Minot Police Department personnel, other law enforcement agencies, and prosecutors, for official business.

Assist sworn personnel by providing technical information and in drafting documents, such as but not limited to, search warrants, affidavits, and preservation letters.

Testify as an expert witness in criminal or civil court or other public hearings to the forensic work performed, protocols followed for collection, and to verify the integrity of evidentiary data collected.

Assist with training of Minot Police Department personnel in the use of new hardware and/or software applications related to digital media.

Perform documentation and administrative tasks, as directed, promptly.

Required to attend continued education courses in emerging technologies that can benefit the Minot Police Department through digital media studies, conferences, and classes. Continued Education may present overnight travel and in-person courses, as well as online or web-based learning formats.

REQUIREMENTS OF WORK

Knowledge of: Various digital media technologies, including audio and visual, and any software used to record events, convert file formats, clarify images or audio, and publish data to physical media. Preferred candidate would have a knowledge of public safety organizational procedures, an understanding of Microsoft server software and Active Directory, and a general knowledge of hardware and software used in audiovisual presentation needs.

DIGITAL FORENSIC ANALYST (continued)

Skilled in: Communicating effectively both verbally and in writing; organizing and maintaining records, providing effective customer service, and managing conflict; working without direct supervision and adapting to changing priorities. Accurately determining technology requirements, identifying, and applying appropriate digital media technology and/or equipment to address needs. Resolving technology-related issues in stressful situations; operating a variety of standard office and specialized forensic equipment and software.

Basic knowledge of office procedures, practices, and equipment.

Considerable knowledge of computer operations and use of software programs.

Basic knowledge of departmental operations.

Ability to make independent decisions in accordance with departmental policies and procedures.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to stand, bend, and reach to handle evidence in storage areas, including the ability to lift up to 50 pounds. Ability to lift and carry file boxes or various weights. Ability to file and retrieve materials and supplies in and from file and storage cabinets.

Knowledge of proper methods and techniques of evidence handling and retention.

Knowledge of pertinent Federal, State, and local codes, laws, and regulations.

Ability to communicate clearly and concisely, both orally and in writing,

Ability to maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

Ability to perform a variety of functions in the investigation, analysis, procurement, confidentiality, and retention of property and evidence; maintain security and chain of custody of evidence; maintain and update accurate records and reports;

Ability to perform in the following working conditions: Office and limited field environment; travel from site to site; exposure to computers; dust, noise, grease, body fluids, dangerous drugs, bio-hazardous materials and inclement weather conditions; frequent exposure to situations or materials likely to induce stress, such as visually explicit photographs, weaponry, crime scene evidence, etc.

The position requires the candidate to maintain physical conditioning necessary for walking, standing, or sitting for prolonged periods; frequent heavy to moderate lifting; and operating motor vehicles.

DESIRED MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, preferably two (2) years minimum of college courses, and two (2) years of experience in computer forensics, computer science, computer information systems, digital forensics, information technology or related field; or any equivalent combination of training and experience.

DIGITAL FORENSIC ANALYST (continued)

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Possession of, or ability to obtain, an appropriate, valid National Crime Information Center certificate.

Ability to obtain CJIS (Criminal Justice Information System) certification.

Pass an extensive background investigation.

Pass initial and periodic drug testing.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to communicate effectively through speech and hearing. The employee frequently is required to stand, walk, and use hands and arms to manipulate potential evidence. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ECONOMIC DEVELOPMENT ADMINISTRATOR

DEPARTMENT:	Community and Econ. Develop.	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	NA
PAY GRADE:	76	DATE REVISED:	4/1/2022

NATURE OF WORK

This position, located within the City Manager's Office, is responsible for the coordination of the City of Minot's economic development activities. The position is responsible for economic development related functions in which the City has a role including economic development strategic planning, liaison with economic and business development oriented organizations serving and located in the City of Minot, implementing economic development initiatives of which the City is the lead or a partner, coordinating responses to expressions of interest for economic and business development in Minot, and assuring the City remains current with best practices in economic development. The position places considerable emphasis on creativity, initiative, relationship building, communication, expertise in economic development best practices, and consensus building. While the position is expected to be a self-starter it reports to the City Manager and coordinates with the Community and Economic Development Director.

ESSENTIAL FUNCTIONS OF WORK

The following duties are expected for this position. These duties are not be construed as exclusive or all-inclusive. Other duties may be required and assigned by either the City Manager or the Community and Economic Development Director:

Oversee all economic development activities in which the City has involvement.

Research and analyze county, state and federal legislation, rules, regulations, programs, grants, business incentives, and guidelines regarding economic development matters. Prepares recommendations, goals, and policies for consideration by the City Manager and City Council.

Tracks activity related to City investments and economic development activities associated with the MAGIC fund and provides annual recommendations to the Finance Director and City Manager on such funding for annual budget consideration.

Provides guidance and coordination of economic development tools available to the City of Minot through the North Dakota Century Code, including Business Improvement Districts, Tax Increment Financing (TIF) and TIF Districts, and Development Authorities.

Promotes and encourages commercial, retail, and industrial development, including new business development, existing business support, expansion, retention, and attraction, in coordination with non-profit partners whose distinct roles are related to economic development and business growth in the City of Minot.

Leads City role in comprehensive citywide growth strategies and downtown growth strategies, in partnership with non-profit organizations involved in such activities, with such role including monitoring conditions in the city, region, and state which may affect such strategies, and providing recommended changes or adjustments to strategies as appropriate.

ECONOMIC DEVELOPMENT ADMINSTRATOR (continued)

Serve as economic development advocate within the City government, serving as a liaison with other City functions and departments to offer suggestions, recommendations, and new initiatives to maintain the City's ability to be responsive to economic development needs.

Serves as subject matter expert for the City in negotiating incentives, terms, conditions, etc. for economic and business development agreements involving the City, all of which are subject to review by the City Attorney and approval by the City Manager and City Council.

Identifies opportunities for public/private partnerships, marketing, outreach and city support connected to economic development and business growth.

Researches and tracks economic development data, trends and approaches; conducts technical analyses and develops technical reports and recommendations.

Supports public relations and communication through the Communication and Engagement Manager by recommending and preparing drafts of public presentations, information for news media, marketing tools, and messaging to county, state, and federal representatives and agencies to support city's economic and business development goals.

ECONOMIC DEVELOPMENT ADMINISTRATOR (continued)

Represents the City at City Council and other public meetings, provides testimony to legislature, and attends and presents at community meetings, functions and activities involving economic and business development matters.

REQUIREMENTS OF WORK

Ability to analyze/categorize data to understand changing conditions and ability to present recommended modifications to existing economic development policies, strategies and/or methods to meet unusual and/or changing unusual conditions in the City and/or related to a specific area or project.

Ability to advise and interpret for City leadership and economic development partners the application of policies, procedures, standards, and strategies to specific situations and/or potential development opportunities.

Ability to understand and utilize a variety of advisory information such as financial statements, workforce trends, applicable state and federal departments/agencies rules and regulations, census data, and accounting methods.

Ability to exercise judgment, decisiveness and creativity required in a dynamic environment involving direction, control and planning of economic development activities, plans and programs in which the city has a role.

Ability to provide as needed and/or requested technical assistance involving economic development principles, programs, strategies, and operational needs to non-profit partners providing economic and/or business development related services.

ECONOMIC DEVELOPMENT ADMINSTRATOR (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of Bachelor degree(a Master's degree is desirable) in business, economics, public administration, real estate, finance or related field and a minimum of 6 years of progressively responsible experience in economic and business development program management and formulation; or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Demonstrated familiarity through education and work experience with key economic development tools including Tax Increment Financing, Business Improvement District, Redevelopment Authorities, and with key economic development activities including implementing development and redevelopment plans, utilizing 501(c)(3) non-profit partners, marketing.

Familiarity with federal grant programs which can be used for economic development activities and projects including EDA, HUD, USDA, DOT, and EPA.

Certified Economic Developer (CEcD) designation desirable and will result in a salary above minimum for position.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license within one month of appointment

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ENGINEERING TECHNICIAN I

DEPARTMENT:	Engineering	REPORTS TO:	Asst City Engineer
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	56	DATE REVISED:	4/1/2021

NATURE OF WORK

This is entry level technical support work performing a variety of engineering support tasks. Work is performed under the continuing supervision of an engineer. The employee may be expected to give guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

In a developing or learning capacity:

Operates surveying equipment; including GPS, total station, and survey level; conducts field surveys and records measurements and other data for design of construction projects; locates center lines and property lines, setting grade stakes and other markers and reference points for contractors and other city departments in the construction of public improvement projects; conducts field surveys and records measurements and other data for "as-built" plans when construction is completed.

Assists in inspections of methods and materials used by contractors to construct public improvements; ensures conformity with plans and specifications and intended results for constructing a variety of public works improvement projects.

Maintains a variety of records pertaining to utility and other public works installations and projects.

Drafts plans for various engineering improvements and installations in AutoCAD Civil 3D or similar software; prepares construction drawings based on engineer's notes, survey notes, field and records research, and engineering calculations; updates utility maps, street number systems maps, plats, subdivisions, and other engineering records based on "as built", survey notes and other information.

Researches records to determine property ownership and obtain other relevant information; conducts research of engineering plans showing underground utilities and other city facilities and provides information to contractors, consultants, property owners, other city departments and others.

Provides maps, plans and other information to other city departments, the public, contractors, developers, real estate agencies and the like.

Meets with contractors, property owners and others to resolve complaints and problems.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of basic engineering principles, practices and methods.

ENGINEERING TECHNICIAN I (continued)

Some knowledge of drafting and/or surveying, including use of instruments and equipment.

Some knowledge of construction standards and inspection methods and techniques.

Some knowledge of technical specifications and their application in construction projects.

Some knowledge of geometry and basic mathematical calculations used in engineering drawing and drafting.

Some knowledge of maps, deeds, plats and plans.

Some knowledge of using spreadsheets and formulas for performing calculations.

Ability to operate surveying and related equipment in an efficient and effective manner.

Ability to operate surveying and related equipment in the field and occasionally on uneven terrain.

Ability to operate a computer and computer aided drafting processes in AutoCAD Civil 3D or similar software.

Ability to maintain a variety of technical records and adapt records systems for computerization.

Ability to read and create engineering drawings and plans.

Ability to update maps and other records.

Ability to establish and maintain effective working relationships with other employees, contractors and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from civil engineering technical program or related two year college degree, and one year experience in surveying, drafting, construction inspection or related work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl.

ENGINEERING TECHNICIAN II

DEPARTMENT:	Engineering	REPORTS TO:	Asst City Engineer
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	60	DATE REVISED:	4/1/2021

NATURE OF WORK

This is responsible technical support work performing a variety of engineering support tasks. Work is performed under the continuing supervision of an engineer. The employee may serve as a lead technician over a crew and may be expected to give guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates surveying equipment; including GPS, total station, and survey level; conducts field surveys and records measurements and other data; for design of construction projects; locates center lines and property lines, setting grade stakes and other markers and reference points for contractors and other city departments in the construction of public improvement projects; conducts field surveys and records measurements and other data for "as-built" plans when construction is completed.

Inspects methods and materials used by contractors to construct public improvements; ensures conformity with plans and specifications and intended results for constructing a variety of public works improvement projects.

Maintains a variety of records pertaining to utility and other public works installations and projects.

Inputs project records into NDDOT records management software and performs NDDOT field inspection requirements for federal aid projects.

Drafts plans for various engineering improvements and installations in AutoCAD Civil 3D or similar software; prepares construction drawings based on engineer's notes, survey notes, field and records research, and engineering calculations; updates utility maps, street number systems maps, plats, subdivisions, and other engineering records based on "as built", survey notes and other information.

Researches records to determine property ownership and obtain other relevant information; conducts research of engineering plans showing underground utilities and other city facilities and provides information to contractors, consultants, property owners, other city departments and others.

Provides maps, plans and other information to other city departments, the public, contractors, developers, real estate agencies and the like.

Meets with contractors, property owners and others to resolve complaints and problems.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of basic engineering principles, practices and methods.

Knowledge of drafting and/or surveying, including use of instruments and equipment.

ENGINEERING TECHNICIAN II (continued)

Knowledge of construction standards and inspection methods and techniques.

Knowledge of technical specifications and their application in construction projects.

Knowledge of geometry and basic mathematical calculations used in engineering drawing and drafting.

Knowledge of maps, deeds, plats and plans.

Knowledge of using spreadsheets and formulas for performing calculations.

Ability to operate surveying and related equipment in an efficient and effective manner.

Ability to operate surveying and related equipment in the field and occasionally on uneven terrain.

Ability to operate a computer and computer aided drafting processes in AutoCAD Civil 3D or similar software.

Ability to maintain a variety of technical records and adapt records systems for computerization.

Ability to read and create engineering drawings and plans.

Ability to update maps and other records.

Ability to establish and maintain effective working relationships with other employees, contractors and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from civil engineering technical program or related two year college degree; two years experience as an Engineering Technician I; or any equivalent combination of training and experience.

Required NDDOT certifications include Asphalt Pavement Inspection, Aggregate Testing, Asphalt Mix Testing, ACI Concrete Field Testing, and Soils Field Testing.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl.

EQUIPMENT OPERATOR, LEAD

DEPARTMENT:	Cemetery	REPORTS TO:	Cemetery Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Cemetery Equipment Operator Staff
PAY GRADE:	56	DATE REVISED:	12/26/2024

NATURE OF WORK

This position involves skilled work in the operation of medium to heavy motorized equipment. The role includes guiding and training less experienced employees, supervising cemetery operations in the absence of the cemetery supervisor and overseeing maintenance and administrative functions related to the care of the City-owned cemetery. This encompasses managing equipment operators, seasonal staff, and assists with office duties performed by cemetery supervisor in the absence of the cemetery supervisor.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of light, medium and heavy sized motorized equipment including backhoe, garbage trucks, dozers, sewer jet truck, large tractors, mowing machines, asphalt pavers, sewer vac-all, road graders, large dozers, scrapers, sweepers, and the like.

Supervises the use of hand and power tools for tasks like clearing debris, digging holes, repairing and adjusting equipment, preparing surfaces, painting, assembling and replacing signs and removing snow and ice.

Ensures safety protocols are followed while guiding the team in effective tool usage.

Oversees cemetery grounds maintenance, repairs graves that have settled, applies fertilizers and herbicides, installs and repairs sprinkler system, clears snow.

Attends and conducts safety meetings; follows safe procedures in carrying out the work.

Hauls sand, gravel, rock and other materials to and from sites, hauls equipment, tools and supplies.

Services and performs minor repairs on equipment.

Provides guidance, direction and training to less experience employees.

Assists cemetery supervisor with conferring with families and funeral directors, making arrangements for burials; showing and selling burial lots; supervising collection of lot sales and burial fees; escorting funeral processions; providing assistance during burials.

Supervises a work crew in the absence of the cemetery supervisor, acts as a lead worker at the request of the cemetery supervisor.

Supervises and prepares grave sites for burial to include, grave digging, vault placement, grass and monument placement.

Maintains records on work activities; inventories and orders materials and supplies; prepares reports on maintenance activities.

Assists with maintaining a system of cemetery records and aids families with grave locations.

Assists in preparation of annual budget for division; monitors budget expenditures.

Must be on call periodically.

Ability to perform 24-hour standby duties for public works emergencies in the City.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of cemetery operations and maintenance.

EQUIPMENT OPERATOR - MEDIUM, LEAD (continued)

Knowledge of office management and office equipment.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate employees.

Ability to plan, schedule, organize and prioritize a cemetery operations and maintenance program.

Ability to maintain records and to prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and cemetery customers.

Knowledge of light, medium and heavy sized motorized equipment operation and possesses ability to safely operate it.

Considerable knowledge of routine equipment maintenance.

Demonstrated ability to effectively operate track-type tractors, motor graders, excavators, backhoe, street sweeper and tandem axle garbage trucks.

Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, water meters, vehicles, and other hazards while operating the equipment.

Ability to perform heavy manual labor, including bending, stooping, reaching, digging, and lifting heavy objects.

Ability to stand and/or sit for long periods of time. Ability to climb up into and down from equipment. Ability to read and follow written and oral instructions.

Ability to read and follow written and oral instructions.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four-years of experience in the operation of light and medium motorized equipment as an Equipment Operator-Light / Medium; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsements for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud

EQUIPMENT OPERATOR, LEAD

DEPARTMENT:	Various	REPORTS TO:	Foreman/Superintendent
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	
PAY GRADE:	56	DATE REVISED:	06/23/2025

NATURE OF WORK

This is semi-skilled, skilled and lead work in the operation of a variety of medium sized and heavy motorized equipment. Work is performed under the general supervision of a foreman or other supervisor. The employee provides guidance and assistance to less experienced employees. Supervises all equipment operations in absence of supervisor or superintendent.

Responsible for the supervision and training of less experience operators on an assigned shift.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of medium sized and heavy motorized equipment including backhoe, dozers, sewer jet truck, large tractors, specialized mowing machines, asphalt pavers, sewer vac-all, road graders, large dozers, scrapers, sweepers, and the like.

Operates a variety of lighter equipment, as needed.

Uses hand and powers tools, such as chain saws, jack hammers, air compressors, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, and remove snow and ice.

Repairs sewer and water lines and manholes, lays asphalt and gravel, sweeps streets, mows grounds, patches potholes, sets up and finishes concrete, and the like; chlorinates water lines; uses equipment to detect gas in sewer lines.

Maintains lawns, sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power mowers and related equipment.

Hauls sand, gravel, rock and other materials to and from sites; hauls equipment, tools and supplies.

Cleans, services and performs minor repairs on equipment.

Performs various laboring and semi-skilled tasks when not operating equipment.

Must be on call periodically.

Ability to perform 24-hour standby duties for public works emergencies in the City.

Attends and conducts safety meetings; follows safe procedures in carrying out the work.

Provides guidance, direction and training to less experience employees.

Communicates effectively with a diverse team, ensuring everyone is on the same page and working together

Supervises a work crew in the absence of a foreman, acts as a lead worker at the request of a foreman.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment operation and ability to safely operate and maintain it.

Demonstrated ability to effectively operate track-type and other types of heavy equipment as well as other motor vehicles. Ability to operate equipment in the dark for special or emergency projects.

Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

Knowledge of all applicable city-operated software and applications; including City Works, ADP and others.

Ability to use hand and power tools in a safe and effective manner.

Ability to perform heavy manual labor, including bending, stooping, reaching digging, and lifting heavy objects.

Ability to maintain equipment, check and change oil, change tires.

Ability to climb and down from heavy equipment.

Ability to stand and sit for long periods of time.

Ability to watch materials coming off the blades of equipment while in operation.

Ability to hear obstacles as they encounter the equipment and immediately halt or redirect the equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, vehicles, and other hazards while operating the equipment.

Ability to load and unload equipment and materials for City services.

Ability to judge distance effectively in operating all equipment.

Ability to read and follow written and/or oral instructions.

Ability to read and understand city maps (water and storm sewer lines).

Ability to work cooperatively with other employees.

Ability to be on call and respond accordingly.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school or equivalent and demonstrated experience in the operation of medium and heavy motorized equipment,

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsement for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

EVIDENCE AND PROPERTY TECHNICIAN

DEPARTMENT:	Police	REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	52	DATE REVISED:	4/1/2020

NATURE OF WORK

This is work related to the management of evidence from criminal investigations including the proper handling, processing, storage, and transporting or shipping of evidence for laboratory analysis. It also includes the management of digital evidence and other police records to include digital audio, photo and video records. Technical tasks required include the ability to organize, accurately document, and use of various computer technologies, data recording systems, audio, video, and photography equipment. This position requires a high level of confidentiality and knowledge of basic legal principles in regards to property and evidence procurement, preservation, retention, handling, storage, release, and/or disposal. The employee will work under the supervision of a Police Sergeant assigned to the Records department of the Administrative Division of the Police Department.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Retrieves, documents and stores evidentiary items from secure storage areas, insuring packaging and accompanying documentation conform to acceptable methods, procedures and department policy. Conducts periodic audits and annual inventories of evidence.

Maintains the department's digital library, including in-car video and body camera recordings, photographs and audio recordings. Provides copies to courts and public as requested.

Maintains a chain of custody, inventory control and safeguards the security of all items of evidence from acceptance through release and/or disposal. Purge items of evidence and property according to judicial, statutory and departmental directives. This may include returning property collected to the lawful owner, sold at public auction or destruction when appropriate.

Provide requested items for court proceedings including minor testing and/or viewing of evidence items, duplicate items as requested. Document evidence transfers and ensure proper shipping/ transporting procedures.

Provide testimony in court regarding evidence process when required.

Builds and maintains positive and productive working relationships with the general public, various law enforcement agencies, courts and other professionals such as the State Crime Lab and outside laboratories.

May respond to crime scenes for documentation and to maintain the chain of custody of evidence.

Assist in establishing department directives in regards to the property and evidence function.

Train departmental employees in evidence collection and submission.

Perform related duties and responsibilities as required.

REQUIREMENTS OF WORK

Thorough knowledge of office procedures, practices and equipment.

EVIDENCE AND PROPERTY TECHNICIAN (continued)

Considerable knowledge of computer operations and use of software programs.

Knowledge of departmental operations.

Ability to make independent decisions in accordance with departmental policies and procedures.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to stand, bend and reach to handle evidence in storage areas including the ability to lift up to 50 pounds. Ability to lift and carry file boxes or various weights. Ability to file and retrieve materials and supplies in and from file and storage cabinets.

Knowledge of proper methods and techniques of evidence handling, retention, release and destruction.

Knowledge of pertinent Federal, State and local codes, laws and regulations.

Ability to communicate clearly and concisely, both orally and in writing,

Ability to maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Ability to perform a variety of functions in the procurement, confidentiality and retention of property and evidence; maintain security and chain of custody of evidence and found property; maintain and update accurate records and reports;

Ability to perform in the following working conditions: Office and limited field environment; travel from site to site; exposure to computers; dust, noise, grease, body fluids, dangerous drugs, bio-hazardous materials and inclement weather conditions; frequent exposure to situations or materials likely to induce stress, such as visually explicit photographs, weaponry, crime scene evidence, etc.

Requirements may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; frequent heavy to moderate lifting and operation of motor vehicles.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, preferably two years minimum of college courses, and two years of experience in responsible clerical or office work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Possession of, or ability to obtain, an appropriate valid National Crime Information Center certificate.

Ability to obtain CJIS (Criminal Justice Information System) certification.

Certification or ability to obtain certification from the International Association of Property and Evidence as a Property and Evidence Specialist.

Pass an extensive background investigation.

EVIDENCE AND PROPERTY TECHNICIAN (continued)

Pass initial and periodic drug testing.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

EXECUTIVE SECRETARY

DEPARTMENT:	City Manager	REPORTS TO:	City Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	55	DATE REVISED:	4/1/2022

NATURE OF WORK

This is highly advanced secretarial work for the City Manager. The incumbent works in a highly complex setting, deals on a continuing basis with sensitive or controversial matters, has continual public contact, and must insure that all activities meet defined objectives. Work requires the exercise of a high degree of initiative, sound judgment and discretion in the performance of the duties.

Work is performed under the general direction of the City Manager. Assignments are in the form of general outline or desired results, with methods and processes expected to be developed and implemented as appropriate. The employee may be required to give direction to interns or part-time employees or to other clerical staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans and organizes office and work flow activities to meet unit objectives in a timely manner; evaluates work procedures and methods to ensure quality, effectiveness and efficiency of operations; anticipates events, trends, consequences and/or problems.

Plans, drafts and collects information for brochures, portfolios, presentations and publications.

Maintains various reference files including permanent document files, assembles and organizes data, and prepares necessary reports.

Drafts correspondence and other materials for the Manager's and the Mayor's approval.

Provides clerical support to other staff, as needed, and to the special committees by preparing agendas and minutes, and mailing information; serves as receptionist for the Manager's Office.

Performs research/collects information for various special reports required by the Manager.

Types statistical reports, general correspondence and other materials on a word processor and personal computer, including formatting, preparing, and editing and verifying information.

Conducts clerical research and completes data for administrative and public reports, ensuring accuracy and completeness.

Type dictation and notes of meetings; keeps official records and reports; makes travel arrangements; arranges meetings; maintains appointment calendar; prepares agendas; schedules and attends meetings.

Screens incoming calls and correspondence and refers to appropriate staff for action; assembles relevant attachments or notes for instruction or disposition.

Develops and administers operating records, and coordinates activities with other sections in the department, or outside agencies or departments, as appropriate.

Responds to difficult issues and citizen interests or complaints, exercising judgment in accordance with applicable regulations or policies.

EXECUTIVE SECRETARY (continued)

Orders and maintains supplies and equipment.

Establishes control procedures for document handling and storage in accordance with applicable laws and regulations.

Ensures appropriate confidentiality of all information, correspondence and reports in the Manager's Office.

Formulates, recommends, and on approval, implements procedural changes in clerical operations in Manager's office and other departments; recognizes and takes reasonable corrective action or minor deviations from normal routine operations.

Reminds Manager of daily activities, agendas, schedules, appointments and related details.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of city government operations and organization.

Thorough knowledge of standard office procedures, effective practices and processes, and office equipment.

Knowledge of various computer applications including Word, PowerPoint, Outlook and Excel.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to prioritize, organize and perform work independently and under pressure.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, city officials, and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in responsible clerical and secretarial work; associate degree in business or secretarial science preferred; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FINANCE DIRECTOR

DEPARTMENT:	Finance	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Finance Staff
PAY GRADE:	90	DATE REVISED:	03/01/2026

NATURE OF WORK

This is advanced executive professional, leadership, and managerial work involving the planning, organizing and directing the activities of the Finance Department of the City of Minot.

Work includes developing, establishing and coordinating the financial policies and philosophy of the City in conjunction with the City Manager and City Council. Work also includes conducting bond sales, sitting on various pension boards, responsibility for the City's internal financial controls, managing the City's financial assets, and developing the annual budget. Directly or indirectly supervises all employees of the department. Work is performed under the executive direction of the City Manager. (Note: In general, the Finance Director is responsible to the City Manager for administrative matters and specifically responsible to the City Council for legal/policy matters as specified in City Code: the Finance Director shall be responsible for the faithful performance of duties imposed by North Dakota Century Code, city ordinances or by statute to the City Council only.)

ESSENTIAL FUNCTIONS OF WORK (May not include all the duties performed.)

Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.

Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.

Develops, implements, and administers goals, objectives and procedures for providing effective and efficient services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate. Meets regularly with the City Manager to discuss operations, budget, and immediate and long-term needs of the department as well as City finances.

Develops, establishes, and monitors the financial rules and procedures of the City in accordance with prescribed law; oversees the collection and disbursement of city funds in accordance with established procedures and the approved city budget; coordinates and conducts the sale of Minot municipal bonds.

Directs and coordinates the planning, organization and maintenance of the City's Fiscal Department, including revenue collection, expenditure, payroll, fund accounting and auditing, investments and other related accounting and finance practices; coordinates and assists the City Manager in the development and execution of the annual budget.

Develops or causes to be developed revenue projections as requested by the City Manager or elected official; provides other financial information as necessary; conducts studies to determine the financial needs of the City; advises City Manager and City Council of the financial condition of the City and recommends specific causes of action. Prepares and submits monthly, quarterly, semiannual and annual financial reports (to City Council, others) as required by ordinance or request by the City Manager, a Council Member, or via public request.

Sits on various pension boards of the City and provides financial advice; performs the duties of the City

Manager during that person's absence if required; attends all official meetings where finance is to be a subject of discussion; presents City's financial philosophy to various civic groups.

Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects. May serve on select executive committees such as the Safety Council.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Manager and City Council of significant activities.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of the principles, practices and methods of public finance.

Thorough knowledge of the laws, ordinances and regulations which govern the financial operations of the City.

Thorough knowledge of generally accepted accounting principles.

Thorough knowledge of Governmental Accounting Standard Board statements.

Considerable knowledge of the principles and practices of modern public administration.

Considerable knowledge of the approved principles and standard practices of centralized budgeting, cash and accrual accounting, treasury management, revenue administration and other related activities.

Considerable knowledge of budget procedures.

Considerable knowledge of Community Development Block Grant funding requirements.

Considerable knowledge of internal controls.

Considerable knowledge of defined benefit and defined contribution pension plans.

Ability to analyze complex fiscal and accounting records and to prepare accurate and complete statements from them.

Ability to organize, coordinate and direct the work of subordinate fiscal staff.

Ability to formulate, implement and administer general financial procedures.

Ability to establish and maintain effective working relationships with elected officials, the public and other employees.

Ability to communicate effectively, both orally and in writing.

Ability to make public presentations and communicate city policy to groups.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in accounting or finance, or closely related field and thorough experience in public finance, accounting and auditing which includes considerable experience in supervising professional and clerical financial personnel, or any equivalent combination of training and experience. Possession of a Certified Public Account License is preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Must be Insurable and Bondable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. ~~The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.~~ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FINANCE MANAGER

DEPARTMENT:	Finance	REPORTS TO:	Comptroller
FLSA STATUS:	Exempt	DIRECT REPORTS:	Yes
PAY GRADE:	72	DATE REVISED:	12/08/2025

NATURE OF WORK

In the role of Finance Manager, the employee will provide financial management services for the City of Minot across a broad array of business functions. Finance Manager performs core accounting and financial reporting, budgeting, cash management, financial analysis, compliance and other special projects as assigned. Work is performed under the direction of the Comptroller. Finance Manager will lead and mentor a team of financial professionals, fostering a collaborative and efficient work environment.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Supervises staff assigned to financial management teams that provide operating and financial services within the Finance Department including, but not limited to the following: accounts receivable, accounts payable, cash receipts, grants management, operating and capital budgeting, fixed and capital assets, financial forecasting, analysis and reporting, and cash management.

Conduct financial analysis and forecasting to support long-term planning and decision-making.

Reviews and maintains records of all grant awards to determine requirements, including schedule of reimbursement requests, progress reporting, and period of performance.

Assist the Finance Director and Comptroller in the development of goals, objectives, policies, procedures and work standards.

Ensure compliance with all financial policies, procedures and regulatory requirements.

Train, motivate and evaluate assigned staff; establish standards of productivity and performance; prepare and present employee performance reviews and action plans, as needed; provide or coordinate staff training; recommend employee recognition; and oversee daily operations.

Assists in the preparation of the City's annual comprehensive financial report and preparing required materials for the external audit.

Coordinates the preparation of the annual budget including planning and overseeing the budget development, reviewing and analyzing short-term and long-term financial forecasting, summarizing budget data for budget decision making, and developing efficient and effective budget documentation practices.

Interpret and apply legal and administrative concepts to various financial functions.

Implement and maintain internal controls to safeguard the City's assets and ensure accurate financial reporting.

Provides system support for financial management software program upgrades, new deployments and custom programming projects.

Performs other related duties as assigned.

FINANCE MANAGER (continued)

REQUIREMENTS OF WORK

Ability to plan, organize, assign, direct, review and evaluate the work of professional, technical and clerical staff.

Knowledge of generally accepted accounting principles (GAAP), governmental accounting standards (GASB) and fund accounting procedures.

Knowledge of internal control principles.

Knowledge of principles, procedures and practices of grant administration, particularly record keeping, reporting and Office of Management and Budget Uniform Guidance.

Knowledge of budget development practices and financial modeling including financing forecasting techniques.

Demonstrated ability to think strategically and to proactively manage implementation of specific initiatives.

Detail-oriented, organized and able to manage multiple priorities effectively in a fast-paced work environment.

Ability to mentor, coach and lead members of the Finance team in providing exceptional financial and business services.

Strong analytical and problem-solving skills.

Works well both independently and in a dynamic team environment.

Works with other departments to promote collaborative relationships.

Ability to communicate clearly and concisely, both orally and in writing.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in accounting or a related field – finance or business administration and five (5) years of professional accounting work experience; or any other equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license within one month of appointment.

Must be bondable and insurable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FINANCIAL CLERK, SENIOR

DEPARTMENT:	Utility Billing	REPORTS TO:	City Treasurer
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	51	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible clerical accounting and other financial transactions work involving the preparation, maintenance and review of financial and/or related records and documents. The work requires understanding of highly complex processes and/or complex policies, rules and regulations.

Work is performed under the general supervision of an accountant or similar position. The employee is expected perform work with minimum supervision, exercising judgment and initiative and referring only highly unusual problems or incidence to the supervisor. The employee is expected to give guidance and assistance to less experienced clerical employees and may serve as a team leader on group assignments.

This position has high interaction with the public and the employee should possess excellent communication skills and a willingness to assist citizens

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Maintains/sets up utility accounts via phone and walk-in ensuring all needed information is received and customers questions are answered; processes accounts to be closed out.

Processes and/or creates workorders; ensure all new meter sets and changes are processed correctly; maintain open workorders and ensure the desired followup occurs.

Answers customers' questions regarding water bills; makes adjustments to bills, according to established policies.

Reviews all cash collections and departmental cash reports for accuracy, reasonableness, and proper distribution to customer accounts; tests individual transactions as needed.

Maintains the process for utility billing; ensures weekly meter reads are obtained and related billing takes place.

Processes delinquent accounts; checks for payments; processes shutoff list; works with delinquent customers on potential payment plans

Prepares utility bills following a strict schedule by location; reviews billing for accuracy, errors, omissions and taking action on the errors; Processes final bills and review for accuracy, Prepare weekly billing for bulk mail with the Post Office; Maintain postage balance with the Post Office

Processes collection letters on final billings and works with collection agency to enforce collection from previous customers.

Take payment for General bills; turn in daily collections and posting report to accountant.

Maintain parking passes for the Parking Ramps; sells passes; activate/inactivate passes; assist customers with parking pass issues;

FINANCIAL CLERK SENIOR (continued)

Prepares a variety of statistical and other financial reports.

Provides assistance to other finance operations as directed.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of bookkeeping practices, techniques and terminology.

Knowledge of basic accounting principles and practices.

Knowledge of standard office procedures, practices and equipment.

Knowledge of utility billing processes and procedures.

Ability to maintain complex financial records and to prepare reports accurately.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to operate a calculator, computer and other office equipment accurately and quickly.

Ability to work tactfully and courteously with the public and with other employees.

Ability to stand, bend, and reach to accept payments from the public from the counter.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years as a Financial Clerk; experience in bookkeeping or field related to financial transactions; college level training in bookkeeping or accounting is desirable; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable. Must possess a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FINANCIAL CLERK

DEPARTMENT:	Utility Billing	REPORTS TO:	Finance Director
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	48	DATE REVISED:	4/1/2022

NATURE OF WORK

This is specialized clerical accounting and financial transactions work involving the preparation, maintenance and review of financial and/or related records and documents. Under general supervision, the employee is expected to complete daily work assignments with minimal direction, referring unusual problems or issues to the supervisor.

This position has high interaction with the public and the employee should possess excellent communication skills and a willingness to assist citizens.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Maintains/set up utility accounts via phone and walk-in ensuring all needed information is received and customers questions are answered; processes accounts to be closed out; updates customer records as needed.

Assists with Utility billing process by uploading/downloading meter reads; creates workorders as needed; processes weekly billing.

Assists with bulk mailing processes.

Receives and processes customer payments; answers customer questions regarding billing and payments; recommends adjustments to billings to the supervisor based on established policy,

Balances cash receipts; receives and disburses money according to established procedures;; records transactions; and reconciles errors in various accounts.

Processes utility service orders.

Assist with parking pass maintenance; sell passes and assist customers with parking pass issues.

Prepares various financial reports.

Processes collection letters on final billings.

Provides training to part-time employees.

REQUIREMENTS OF WORK

Working knowledge of bookkeeping practices and procedures.

Working knowledge of the accounts receivable process

Working knowledge of office procedures, practices and equipment.

Working knowledge of utility billing processes and procedures.

FINANCIAL CLERK (continued)

Ability to maintain complex financial records and to prepare accurate financial reports.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to work tactfully and courteously with the public and with co-workers

Ability to operate a calculator, computer and other office equipment accurately and efficiently.

Ability to stand, bend, and reach.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of experience in bookkeeping or a field related to financial transactions.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable. Must possess a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FINANCIAL SPECIALIST, SENIOR

DEPARTMENT:	Utility Billing	REPORTS TO:	City Treasurer or Comptroller
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	60	DATE REVISED:	4/1/2022

NATURE OF WORK

This is the advance classification in the professional financial specialist series, in which incumbents, under limited direction, have direct responsibility for completeness and accuracy of financial and/or related records and documents, paraprofessional accounting and other financial transactions. The work requires understanding of highly complex processes and/or complex policies, rules and regulations. This position can have high interaction with the public and the employees should possess excellent communication skills. Perform professional work including communicating information and requirements to other departments, developing and maintaining internal record keeping, giving guidance and assistance to less experienced clerical employees, may serve as a team leader on group assignments, and control procedures with minimal supervision from the Comptroller or City Treasurer.

EXAMPLE OF WORK (May not include all of the duties performed.)

Processes accounts payable or accounts receivable invoices and receipts and collection letters on final billings.

Answer customers' questions regarding water bills' and adjust bills, according to established policies.

Prepares utility bills; prints and sorts bills; checks bill that appear to be irregular.

Prepares a variety of statistical and other financial reports.

Reviews all cash collections and departmental cash reports for accuracy, reasonableness, and proper distribution to revenue accounts. Tests individual transactions as needed.

Prepare financial statements; balance and prepare bank deposits.

Provides computer input for cash, receivable and payable functions.

Reviews computer edits for material discrepancies and approves for final entry into the City's records.

Identifies properties involved in new special assessment districts; processes, records, files and collects special assessments; maintains and updates computerized records.

Reconciles city checking and savings accounts monthly.

Makes journal entries, prepares disbursement vouchers, maintains petty cash accounts, record accounts payable and receivable.

Reviews purchase orders, claims and warrants; issues credits resulting from errors or changes in policies; enters checks in journal and records deposits.

Sorts, checks, verifies and enters items into records; dates, computes, files and indexes various departmental items.

Contacts individuals who have submitted insufficient fund checks; attempts to secure proper payment and forwards

FINANCIAL SPECIALIST, SENIOR (continued)

appropriate information to enforcement authorities.

Provides information to financial institutions, vendors and the general public, as needed.

Prepares a variety of statistical and other financial reports.

Coordinates the purchase of necessary forms for use in finance, data processing, and utility billing section.

Provide assistance to other finance and utility billing operations as directed.

Performs other related duties as assigned.

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle

REQUIREMENTS OF WORK

Considerable knowledge of bookkeeping practices, techniques and terminology.

Considerable knowledge of basic accounting principles and practices.

Considerable knowledge of standard office procedures, practices and equipment.

Ability to maintain complex financial records and to prepare financial reports accurately.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to operate a calculator, computer and other office equipment accurately and quickly.

Ability to work tactfully and courteously with the public and with other employees.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in bookkeeping or field related to financial transactions; college level training in bookkeeping or accounting is desirable; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable. Must possess a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

FINANCIAL SPECIALIST

DEPARTMENT:	Utility Billing	REPORTS TO:	City Treasurer or Comptroller
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	58	DATE REVISED:	4/1/2022

NATURE OF WORK

This is highly responsible clerical and paraprofessional accounting and other financial transactions work involving the preparation, maintenance and review of financial and/or related records and documents. The work requires understanding of highly complex processes and/or complex policies, rules and regulations.

Work is performed under the general supervision of the Comptroller. The employee is expected to perform work with minimum supervision, exercising judgment and initiative and referring only highly unusual problems or incidence to the supervisor. The employee is expected to give guidance and assistance to less experienced clerical employees and may serve as a team leader on group assignments.

EXAMPLE OF WORK (May not include all of the duties performed.)

Processes accounts payable or accounts receivable invoices and receipts.

Reviews all cash collections and departmental cash reports for accuracy, reasonableness, and proper distribution to revenue accounts. Tests individual transactions as needed.

Prepare financial statements; balance and prepare bank deposits.

Provides computer input for cash, receivable and payable functions.

Reviews computer edits for material discrepancies and approves for final entry into the City's records.

Identifies properties involved in new special assessment districts; processes, records, files and collects special assessments; maintains and updates computerized records.

Reconciles city checking and savings accounts monthly.

Makes journal entries, prepares disbursement vouchers, maintains petty cash accounts, records accounts payable and receivable.

Reviews purchase orders, claims and warrants; issues credits resulting from errors or changes in policies; enters checks in journal and records deposits.

Sorts, checks, verifies and enters items into records; dates, computes, files and indexes various departmental items.

Contacts individuals who have submitted insufficient fund checks; attempts to secure proper payment and forwards appropriate information to enforcement authorities.

Provides information to financial institutions, vendors and the general public, as needed.

Prepares a variety of statistical and other financial reports.

Coordinates the purchase of necessary forms for use in finance, data processing, and utility billing section.

Performs other related duties as assigned.

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle.

FINANCIAL SPECIALIST (continued)

REQUIREMENTS OF WORK

Considerable knowledge of bookkeeping practices, techniques and terminology.

Considerable knowledge of basic accounting principles and practices.

Considerable knowledge of standard office procedures, practices and equipment.

Ability to maintain complex financial records and to prepare financial reports accurately.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to operate a calculator, computer and other office equipment accurately and quickly.

Ability to work tactfully and courteously with the public and with other employees.

Ability to stand, bend, and reach to accept payments from the public from the counter.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and three years of experience in bookkeeping or field related to financial transactions; college level training in bookkeeping or accounting is desirable; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable. Must possess a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FIRE BATTALION CHIEF

Department	Fire	Reports to:	Deputy Fire Chief
FLSA Status	Exempt		
Paygrade:	76	Date Revised	2/13/2026

NATURE OF WORK

This is supervisory and administrative fire staff work coordinating administrative functions, duty assignments, fire suppression and emergency medical activities. Work involves direct command of emergency scenes, supervising daily work of the battalion. Work performed under the general direction of the Deputy Fire Chief. Supervision is exercised over fire captains and firefighters.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Oversees, plans, and directs appropriate manpower allocation for all companies; directs daily work assignments of battalion;

Supervises the mitigation of emergencies involving fire, hazardous materials and technical rescue; establishes and implements the Incident Command System and an Incident Action Plan; ensures the safety of responders and the public.

Prepare media releases related to the mitigation of emergency situations.

Completes, reviews and approves required reports detailing emergency and non-emergency incidents.

Conducts critiques of emergency response with battalion.

Schedules, prepares, and conducts in-service training. Writes reports and maintains fire, emergency response, training, and personnel records related to the work.

Participates in community mitigation planning. Provides public information related to all areas of department operations.

Performs other related work as assigned.

REQUIREMENTS OF WORK

The work consists of varied supervisory, management, and technical duties. The necessity of supervising and participating in work performed in life-threatening situations contributes to the complexity of the work.

Thorough knowledge of modern firefighting techniques, methods, and practices.

Thorough knowledge of fire service policies, procedures, rules and regulations.

Thorough knowledge of the geography of the City, including street and hydrant locations and structural characteristics of response area.

Thorough knowledge of city administrative policies, regulations, and ordinances.

Thorough knowledge of fire suppression and first responder methods, practices and techniques

Considerable knowledge of fire and emergency response equipment operation and maintenance.

FIRE BATTALION CHIEF (continued)

Considerable knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities.

Considerable knowledge of effective supervisory principles and practices.

Considerable knowledge of the principles and practices of personnel training and development.

Ability to plan, organize, and direct administrative and firefighting functions.

Ability to supervise and review the work of subordinates.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously and authoritatively with the public.

Ability to meet physical requirements as established.

Ability to drive and operate all emergency and motor vehicles.

Ability to gather and enter data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

Thorough knowledge in ICS and operating as IC at emergency scenes.

Thorough knowledge of current reporting system.

Ability to prepare and release press releases.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Job requires three-years of experience as a Fire Captain with a bachelor's degree from an accredited college or university in fire science, business administration, public administration, or a related field or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as deemed acceptable by the hiring authority. Candidates who do not possess a bachelor's degree will be required to submit an education plan which describes how they will achieve the education requirements. The educational plan should include approximately 6 credits per semester. The plan will need to be completed within 10 years.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIRE CAPTAIN

DEPARTMENT:	Fire	REPORTS TO:	Fire Battalion Chief
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Firefighters
PAY GRADE:	69	DATE REVISED:	2/10/2026

NATURE OF WORK

This is supervisory and technical fire suppression and emergency response work coordinating the activities of the fire station on an assigned shift. Work involves conducting assigned tasks including fire suppression, ventilation of buildings, rescue work, forcible entry, salvage and overhaul, vehicle extrication. Work is performed under the general direction of a battalion chief. Supervision is exercised over senior firefighters and firefighters.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Responds to fire alarms; evaluates fire scene and makes decisions as to methods of resolving fire and emergency rescue situations; plans, directs, and coordinates all activities at fire and rescue scenes, hazardous materials incidents, emergency medical scenes; directs the laying of hose lines; directs water streams and water pressure; directs placement of ladders and salvage covers, ventilation of buildings, and rescue.

Plans and schedules work assignments of company personnel; counsels subordinate; evaluates performance.

Directs and assists the work of subordinates at station; inspects apparatus, equipment, and station to ensure proper working order; directs and assists with maintenance and cleaning of fire vehicles and equipment and station.

Conducts building surveys and pre-plans in fire district; prepares reports on buildings surveyed.

Conducts critiques of emergency response with fire company;

Prepares and conducts all levels of training for the company; conducts CPR, first aid and fire safety to public and city employees.

Continues to train in EMS skills and with fire tools and equipment to develop and maintain proficiency; receives training regarding new developments in EMS, equipment and techniques; maintains adequate physical condition.

Writes reports and maintains fire, emergency response, training, and personnel records related to the work.

May be assigned Battalion Chief duties if the Battalion Chief is absent.

Performs all duties of a senior firefighter, as required.

Performs other related work as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of modern firefighting techniques, methods, and practices.

Thorough knowledge of fire service policies, procedures, rules and regulations.

Thorough knowledge of the geography of the City, including street and hydrant locations and structural characteristics of response area.

Considerable knowledge of city administrative policies, regulations, and ordinances.

Considerable knowledge of fire suppression and first responder methods, practices and techniques.

Considerable knowledge of fire and emergency response equipment operation and maintenance.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities.

Considerable knowledge of effective supervisory principles and practices.

Ability to operate various fire apparatus to use fire and emergency medical equipment.

Ability to lift ladders, carry hoses, work in cramped spaces and situations requiring agility, strength and stamina.

Ability to communicate effectively, both orally and in writing.

Ability to meet physical requirements as established.

Ability to deal courteously and authoritatively with the public.

Ability to drive and operate all emergency and motor vehicles.

Ability to advance charge hand lines horizontally and vertically, and effectively operate the nozzle.

Ability to deploy and climb ground ladders.

Ability to operate portable fire extinguisher.

Ability to perform salvage and overhaul operations.

Ability to enter data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a two-year degree in Fire Science or Fire Administration or related field. Four years of experience as a fire fighter and two years with the rank of senior firefighter with the Minot Fire Department. Successful completion of training prescribed by the Minot Fire Department; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must be a national registered E.M.T. if hired after 9/1/1981 and must maintain this certification while a **member of Minot Fire Department.**

Must maintain ARFF certification while a member of this department

Possession of a valid North Dakota driver license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIRE CHIEF

DEPARTMENT:	Fire and Dispatch	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Deputy Fire Chief, PSTC Systems and Data Coordinator, PSTC Personnel Manager
PAY GRADE:	90	DATE REVISED:	02/17/2026

NATURE OF WORK

The Fire Chief provides administrative direction and executive leadership for all functions, operations, and personnel of the Fire Department and Minot Central Dispatch (Public Safety Answering Point – PSAP). Responsibilities include reviewing overall departmental operations to ensure efficiency and effectiveness; providing direction on major projects or problem areas; planning for future service demands; developing and implementing policies and procedures; and providing strategic policy guidance.

The position is responsible, through study and consultation with City officials, for developing recommendations to ensure the protection of life and property and the effective delivery of emergency communications services within the City.

Work is performed under the executive direction of the City Manager. The position serves as Director of the Fire Department and Minot Central Dispatch and directly and indirectly supervises all positions within both divisions.

The Chief ensures integrated emergency response systems that support responder safety, operational readiness, community risk reduction, and high-performance 911 call handling and dispatch services.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

EXECUTIVE LEADERSHIP AND ADMINISTRATION

- Plans, organizes, prioritizes, and directs the operations and activities of the Fire Department and Public Safety Telecommunications Center.
- Ensures total operational effectiveness of fire suppression, EMS, special operations, community risk reduction, and emergency communications services.
- Ensures proper maintenance of fire stations, training center, dispatch center, radio infrastructure, CAD systems, and all vehicles and equipment.
- Delegates responsibility to subordinates; meets regularly with chief officers, dispatch leadership, and administrative staff.
- Makes final decisions on hiring and promotional issues; evaluates the work of subordinates; identifies training needs; provides counseling as needed; handles employee grievances and problems.
- Establishes and implements operational policies, goals, and objectives for both divisions.
- Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.
- Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.
- Develops, implements, and administers goals, objectives and procedures for providing effective and efficient services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate.

- Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges, and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects. May serve on select executive committees such as the Safety Council.
- Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.
- Meets regularly with the City Manager to discuss operations, budgets, and immediate and long-term needs.
- Inform the City Manager of significant activities, and City Council as appropriate.

FIRE DEPARTMENT OVERSIGHT

- Directs fire suppression, emergency medical services, special operations, community risk reduction, training, and emergency management coordination.
- Conducts service delivery studies and implements operational improvements.
- Works with community risk reduction personnel regarding code enforcement issues, public education initiatives, and problem areas within the City.
- Keeps informed of fire investigations.
- Responds to major fire scenes and may assume command.

PUBLIC SAFETY TELECOMMUNICATIONS OVERSIGHT

- Provides executive oversight of Minot Central Dispatch and all 911 call-taking and emergency dispatch operations.
- Ensures compliance with applicable federal, state, and local laws, regulations, CJIS standards, and recognized industry standards (APCO, NENA, NG911 requirements).
- Establishes performance metrics for call-answer times, dispatch processing intervals, quality assurance, and system reliability.
- Oversee recruitment, retention, training, certification, and professional development of telecommunicators.
- Ensures proper maintenance and modernization of CAD systems, radio systems, recording equipment, mapping/GIS integration, and telecommunications infrastructure.
- Ensures coordination with police, fire, EMS, and regional partners to ensure seamless emergency communications.
- Develops continuity of operations plans for communications systems.
- Implements strategic and long-term planning for technology upgrades.

BUDGET AND STRATEGIC PLANNING

- Prepares and presents annual departmental budgets for both Fire and Telecommunications divisions.
- Justifies budget requests and prioritizes departmental needs.
- Monitors and ensures compliance with approved budgets.
- Determines long-range and short-term vehicle, equipment, facility, and technology needs.
- Conducts program evaluation, productivity improvement initiatives, and cost-benefit analysis.

COMMUNITY AND INTERGOVERNMENTAL RELATIONS

- Establishes and maintains effective working relationships with community groups, stakeholders, public safety agencies, and the media.
- Addresses community groups and handles citizen complaints.
- Participate in various city and community committees and task forces.
- Maintains records and prepares reports on a variety of subjects.

REQUIREMENTS OF WORK

- Extensive knowledge of modern planning, management, budgeting, and organizational techniques.
- Extensive knowledge of fire suppression, emergency medical practices, and special operations.
- Extensive knowledge of emergency communications systems, 911 operations, CAD systems, and public safety radio systems.
- Extensive knowledge of fire and emergency response equipment operation and maintenance.
- Extensive knowledge of safety standards pertaining to emergency response operations.
- Extensive knowledge of fire codes and regulations.
- Knowledge of public safety telecommunications standards, regulations, and best practices.
- Extensive knowledge of City administrative policies, regulations, and ordinances.
- Ability to organize, coordinate, and evaluate subordinate personnel.
- Ability to assess overall departmental effectiveness across both operational and communications functions.
- Ability to establish and maintain effective fire suppression, EMS, special operations, emergency communications, community risk reduction, and emergency management.
- Ability to assess and define training needs.
- Ability to analyze operational performance metrics and implement system improvements.
- Ability to communicate effectively via radio, telephone, and in person during emergency situations.
- Ability to communicate effectively both orally and in writing.
- Ability to deal courteously and authoritatively with the public.
- Ability to gather, analyze, and enter data into computer systems.
- Ability to respond to emergencies on a 24-hour on-call basis.
- Ability to establish and maintain effective working relationships with employees, labor union, city officials, public safety agencies, and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in Fire Administration, Public Administration, Emergency Management, or a related field and fifteen (15) years of firefighting experience including five (5) years of progressively responsible fire management experience; or any equivalent combination of training and experience.

Preferred:

- Master's degree or Executive Fire Officer Program through the National Fire Academy.
- Experience working with or overseeing public safety telecommunications operations.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid North Dakota driver's license.
- Must be bondable and insurable.
- Must be capable of maintaining CJIS compliance.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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FIRE INSPECTOR I

DEPARTMENT:	Fire	REPORTS TO:	Deputy Fire Chief
FLSA STATUS:	Non-Exempt		
PAY GRADE:	62	DATE REVISED:	2/19/2025

NATURE OF WORK:

This is a responsible technical fire prevention position involving inspection of city buildings for compliance with the adopted fire code. Work is performed under the general direction of the Fire Marshal and the Fire Chief.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts fire inspections of all new and existing city building; ensures compliance with all fire and building codes; advises building owners of code violations; issues violation notices; conducts re-inspections; cooperates with other city and state agencies, inspectors, health officials; witnesses tests of fire protection systems and structures.

Conducts effective fire prevention educational programs for the general public; and community groups.

Issues permits as outlined in International Fire Code.

Determines origin and cause of fires in the absence of the Fire Marshal, assists in the investigation and prosecution of arson cases.

Meets regularly with the Fire Marshal to discuss bureau activities, budget, immediate and long-term needs of the Fire Prevention Bureau.

Implements Fire Prevention Bureau policies, goals and objectives.

Witnesses the installation and/or testing of life safety equipment and systems to ensure proper function. Informs the appropriate personnel of deficiencies as necessary and follows up on the corrections that are made.

Prepares daily and monthly reports, maintains bureau records.

Attends various city and community functions in the absence of the Fire Marshal.

Performs other duties as assigned.

REQUIREMENTS OF WORK

Knowledge of fire and building codes and regulations.

Knowledge of fire code enforcement methods and practices.

Knowledge of city streets and locations within the 2-mile jurisdictional limit.

Knowledge of construction techniques, methods and materials.

Ability to communicate effectively, both orally and in written form.

FIRE INSPECTOR I (continued)

Ability to assist in reviewing plans for compliance with fire and building codes, communicates and coordinates needed revisions with building inspectors and architects.

Ability to assist in establishing and maintaining effective fire prevention programs.

Ability to enter data into an appropriate database utilizing the computer.

Ability to establish and maintain an effective working relationship with other employees, other public safety agencies, and the general public.

Ability to deal courteously and at times authoritatively with the public.

Ability to walk, climb, stand and maneuver on uneven terrain for inspection purposes.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Candidate must have one of the following:

Four years of progressive fire prevention experience as a full-time fire position in a career department or organization;

Trade School Certificate, AA, AAS, AS, BS degree; with a major in Fire Science or Fire Technology;

United State Department of Labor Fire Inspector certification or equivalent;

North Dakota Firefighter's Association Firefighter I certification and 6 years of volunteer fire prevention experience supported by the following documentation – 70% attendance at department meetings, training and fire prevention activities.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Fire Inspector I Certification through the International Code Council within one year of hiring date and to retain such certification while in this position.

IAAI Fire Investigation Technician within 3 years.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIRE INSPECTOR II

DEPARTMENT:	Fire	REPORTS TO:	Deputy Fire Chief
FLSA STATUS:	Non-Exempt		
PAY GRADE:	64	DATE REVISED:	2/19/2025

NATURE OF WORK:

This position is a technical fire prevention position involving inspection of city buildings with specialized work in higher hazard occupancies, processes and hazardous materials. Individuals possess a high knowledge level of the adopted code as well as will conduct interpretation of the code. Work is performed under the general direction of the Fire Marshal and the Fire Chief.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

A Fire Inspector II independently performs fire inspections of occupancies, of which a majority are considered high-hazard occupancies including institutional facilities such as hospitals, jails, and care facilities; large public assemblies with occupant loads of 300 or more; high-rises, semi-conductor facilities, chemical processing plants, and explosive processing facilities; aircraft repair facilities, facilities with special processes such as spraying or dipping processes; and high piled storage.

Performs technical inspections of buildings, facilities, event grounds, and processes to determine conformance with City codes and regulation.

Delivers safety programs on topics such as fire safety, housekeeping, sprinkler systems, and smoke detectors; researches, analyzes, and reports on topics related to prevention programs; understanding City goals and policies.

Assigned to conduct cause and origin investigations and respond to fire scenes as requested both during their regular workweek and on a standby/call-out basis, with the cause and origin responses taking priority over their inspection duties.

Position requires an application of greater specialized knowledge of the fire code as it pertains to high-hazard occupancies, special processes and hazardous materials.

Interprets and explains fire codes and regulations.

Performs plan review when assigned from the Fire Marshal on different types of occupancies.

Prepares written documents, such as fire inspection, and incident reports, summaries for hazard materials operators, business correspondence and drafts of Fire Prevention policies and procedures.

Implements Fire Prevention Bureau policies, goals and objectives.

Issues permits as outlined in International Fire Code.

Meets regularly with the Fire Marshal to discuss bureau activities, budget, immediate and long-term needs of the Fire Prevention Bureau.

Witnesses the installation and/or testing of life safety equipment and systems to ensure proper function. Informs the appropriate personnel of deficiencies as necessary and follows up on the corrections that are made.

Attends various city and community functions in the absence of the Fire Marshal.

Performs other duties as assigned.

REQUIREMENTS OF WORK

Knowledge of fire and building codes and regulations.

Knowledge of fire code enforcement methods and practices.

Knowledge of city streets and locations within the 2-mile jurisdictional limit.

Knowledge of construction techniques, methods and materials.

Ability to communicate effectively, both orally and in written form.

Ability to assist in reviewing plans for compliance with fire and building codes, communicates and coordinates needed revisions with building inspectors and architects.

Ability to assist in establishing and maintaining effective fire prevention programs.

Ability to enter data into an appropriate database utilizing the computer.

Ability to establish and maintain an effective working relationship with other employees, other public safety agencies, and the general public.

Ability to deal courteously and at times authoritatively with the public.

Ability to walk, climb, stand and maneuver on uneven terrain for inspection purposes.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Four years of experience as a Fire Inspector I and successful completion of training prescribed by the Minot Fire Department, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Fire Inspector II Certification through the International Code Council within one year of hiring date and to retain such certification while in this position.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIRE MARSHAL

DEPARTMENT:	Fire	REPORTS TO:	Fire Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	Fire Control Staff
PAY GRADE:	66	DATE REVISED:	11/14/2025

NATURE OF WORK

This position is responsible for fire prevention work performed under the general direction of the Fire Chief. The employee is expected to exercise considerable independent judgment and discretion in the performance of job duties.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assures enforcement of all fire and building codes; conducts inspections of public and private city buildings and factories. Assists administration staff with code compliance through guidance and interpretations.

Conducts fire prevention education programs for general public; attends city safety meetings; coordinates fire brigades and prevention practices; coordinates and evaluates fire drills in schools, public buildings, hospitals.

Reviews building plans for compliance with fire and building codes; communicates and coordinates with building inspectors, architects, developers, federal and state agencies; issues permits outlined in the International Fire Code. Reviews applications for special use permits for compliance with zoning regulations.

Witnesses the installation and/or testing of life safety equipment and systems to ensure proper function. Informs the appropriate personnel of deficiencies as necessary and follows up on the corrections that are made.

Reviews and evaluates material data safety sheets (MSDS) determining potential hazards recommending and assisting in the development of remediation and mitigation plans.

Determines origin and cause of all fires; assists in the investigation and prosecution of arson cases;

Implements bureau policies, goals and objectives; meets regularly with fire chief to discuss bureau activities, budget, immediate and long-term needs of the bureau.

Prepares the Fire Code for adoption, makes amendments addressing local concerns and maintaining compliance with other adopted city and state codes. Evaluates requests for a modification of the fire code through the use of alternative materials and methods.

Prepares and presents the annual bureau budget and justifies budget requests. Prepares, submits, and maintains grants and assures compliance.

Attends various city and community committees and task forces.

Prepares reports and recommendations addressing fire safety concerns within the city government and outside organizations. Prepares monthly fire reports, documents fire losses, maintains bureau records.

Performs other related work as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of fire and building codes and regulations and standards.

Extensive knowledge of fire code enforcement methods and practices.

FIRE MARSHAL (continued)

Ability to establish and maintain effective fire prevention programs.

Ability to assess overall bureau effectiveness in carrying out its mission.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and to prepare reports.

Ability to deal courteously and authoritatively with the public.

Ability to establish and maintain effective working relationships with other employees, city officials, other public safety and community agencies and the general public.

Ability to deploy and climb ground ladders.

Ability to operate portable fire extinguisher.

Ability to perform salvage and overhaul operations.

Ability to gather enter data into the computer.

Ability to respond or have a designated representative respond to emergencies on standby basis 24-hours a day.

Ability to walk, climb, and maneuver on uneven terrain for inspection/investigation purposes.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Four years of experience as a Fire Inspector II and successful completion of training prescribed by the Minot Fire Department, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Requires certification as Fire Marshal through International Fire Code Council.

Certification as an International Association of Arson Investigator (IAAI) Certified Fire Investigator (CFI) within 3 years of appointment.

Possession of a valid North Dakota driver's license within 90 days of appointment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl.

The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIREFIGHTER, SENIOR

DEPARTMENT:	Fire	REPORTS TO:	Fire Battalion Chief
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Firefighters
PAY GRADE:	60	DATE REVISED:	2/10/2026

NATURE OF WORK

This is responsible fire suppression and emergency response work involving responding to citizen calls for emergency assistance due to fires and other crisis situations; drives and operates a fire suppression or emergency response vehicle. Work is performed under the continuing supervision of a higher-ranking officer. The employee may give guidance and assistance to less experienced fire fighters.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Drives and operates a ladder truck, pumper or emergency response vehicle; tests, performs preventive maintenance and makes minor repairs on vehicle and equipment.

Responds to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical and rescue incidents.

Carries, raises and climbs ladders, lays out and connects hoses; directs fire suppressants to extinguish fires.

Extricates victims from hazardous and life-threatening situations; provides emergency medical treatment as needed.

Cleans and maintains apparatus, tools, equipment, and the station.

Continues to train with fire tools and equipment to develop and maintain proficiency; receives training regarding new developments in hazards, equipment and techniques; maintains adequate physical condition.

Maintains records related to the work.

Operates a variety of fire suppression and emergency medical equipment.

Inspects businesses for hazards and fire code violations; takes appropriate actions.

May be assigned Captain duties at times when Captain is absent.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of fire suppression and first responder methods, practices and techniques.

Considerable knowledge of fire and emergency response equipment operation and maintenance.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities.

Considerable knowledge of city streets and locations.

FIREFIGHTER, SENIOR (continued)

Knowledge of first aid and rescue procedures.

Ability to operate various fire apparatus to use fire and emergency medical equipment.

Ability to drive and operate all emergency and motor vehicles.

Ability to lift ladders, carry hoses, work in cramped spaces and situations requiring agility, strength and stamina.

Ability to operate hand tools used during suppression activities such as power saws, axes, ventilator fans, forcible entry tools and others.

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.

Ability to deal courteously and authoritatively with the public.

Ability to communicate over the radio and telephone and express ideas clearly during suppression activities.

Ability to communicate effectively, both orally and in writing.

Ability to advance charge hand lines horizontally and vertically, and effectively operate the nozzle.

Ability to deploy and climb ground ladders.

Ability to operate portable fire extinguisher.

Ability to perform salvage and overhaul operations.

Ability to enter data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

Ability to function as a Hazardous Materials Technician.

Ability to function as a part of the Minot Fire Department Dive Team as a diver and/or rope handler.

Ability to perform high and low angle technical rescue.

Ability to function as a member of a Regional Response Chemical Biological Radiation Nuclear Explosive Team.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four years of experience as a fire fighter and successful completion of training prescribed by the Minot Fire Department; or any equivalent combination of training and experience.

FIREFIGHTER, SENIOR (continued)

NECESSARY SPECIAL REQUIREMENTS

Must be a National Registered E.M.T. if hired after 9/1/81 and must maintain this certification while a member of this department.

Must maintain ARFF certification while a member of this department.

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FIREFIGHTER

DEPARTMENT:	Fire	REPORTS TO:	Fire Battalion Chief
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Firefighters
PAY GRADE:	58	DATE REVISED:	2/1/2026

NATURE OF WORK

This is skilled fire suppression and emergency response work involving responding to citizen calls for emergency assistance due to fires and other crisis situations; operates fire suppression equipment. Work is performed under the supervision of higher-ranking officer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Responds to emergency situations involving the destruction of property and potential loss of life such as fires, auto accidents, hazardous materials incidents, emergency medical and rescue incidents, natural disasters.

Carries, raises and climbs ladders, lays out and connects hoses.

Operates hose lines to extinguish fire.

Removes victims from hazardous and life-threatening situations; performs emergency medical treatment.

Cleans and maintains apparatus, tools, equipment, and the station.

Continues to train with fire tools and equipment to develop and maintain proficiency.

Maintains adequate physical condition.

Maintains records related to the work.

Conducts tours of station.

Is involved in conducting and designing pre-plans where necessary.

Performs duties required for firefighting and rescue involving aircraft.

Performs Basic Life Support Operations during a medical emergency.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of fire suppression practices and techniques.

Considerable knowledge of fire response equipment operation and maintenance.

REQUIREMENTS cont.

Knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities.

Knowledge of city streets and locations.

Knowledge of providing Basic Life Support to patients.

Ability to operate airport fire apparatus and equipment.

Ability to drive and operate all support vehicles.

Ability to meet physical requirements as established.

Ability to operate hand tools used during suppression activities such as power saw, axes, power fans, forcible entry tools, and others.

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.

Ability to lift ladders, carry hoses, work in situations requiring agility, strength and stamina for prolonged period under adverse conditions.

Ability to advance charge hand lines horizontally and vertically, and effectively operate the nozzle. Ability to deploy and climb ground ladders.

Ability to operate portable fire extinguisher.

Ability to perform salvage and overhaul operations.

Ability to communicate clearly over the radio during suppression activities.

Ability to answer phone calls from the public while in the station.

Ability to deal courteously and authoritatively with the public.

Ability to communicate effectively, both orally and in writing.

Ability to enter accurate data into the computer.

Ability to establish and maintain effective working relationships with other employees, other public safety agencies and the general public.

NECESSARY REQUIREMENTS

Completion of high school and successful completion of training prescribed by the Minot Fire Department; or any equivalent combination of training and experience.

Must obtain certification as a Nationally Registered Emergency Medical Technician (EMT) within the probationary period.

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

DRAFT

FLEET MANAGEMENT SERVICES SUPERINTENDENT

DEPARTMENT:	Public Works Operations	REPORTS TO:	Public Works Operations Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Shop Maintenance Staff
PAY GRADE:	74	DATE REVISED:	2/5/2026

NATURE OF WORK

This is highly skilled, supervisory, technical and administrative work responsible for leading and overseeing the activities and operations relating to fleet management services and initiatives. Incumbent is expected to communicate and collaborate with City stakeholders and customers to strategically evaluate and plan for equipment needs and facilitate the acquisition, repair, and replacement of vehicles, equipment, and parts to support the City's Fleet operations. Exercises considerable independent judgment in directing a system of planned vehicle, transit and equipment acquisition and maintenance. Supervision is exercised over subordinate supervisors and other support employees. Work is performed under the managerial direction of the Public Works Operations Director.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, supervises, trains, motivates, reviews, and evaluates the performance of subordinates in the repair services and maintenance of a wide variety of municipal fleet vehicles and other specialized equipment. Works with employees to correct deficiencies; initiates disciplinary and termination procedures in conjunction with management.

Develops and recommends policies and procedures for the efficient management of the government fleet vehicles and equipment and software systems. Establishes and oversees data tracking practices including: fleet mileage, repair requests, fuel management, vehicle replacement rates, inventory, operations and maintenance rates. Determines, schedules, and coordinates purchase and retirement of fleet vehicles and equipment.

Manage the City's fleet vehicle pool; allocate vehicles and equipment between MOUs to ensure utilization; maintain records relating to operating costs and depreciation costs; and determine the rental rate schedule for the use of fleet vehicles and equipment.

Oversees the operation and function of the Fleet asset and work order database including accuracy of data, preventive maintenance schedules, inspections, and automated reports. Prepares operational and statistical reports to reflect productivity of Fleet operations. Monitors and identifies technological trends and forecast needs to ensure Fleet maintenance operations has up-to-date technology, training, equipment, and service methods to serve the City's Fleet needs in a cost-effective, efficient manner. Ensures the Fleet equipment and the vehicle maintenance shop are compliant with all local, State and Federal regulations.

Oversees, directs and participates in the development and administration of the assigned Fleet annual budget; participates in the forecast of funds needed for adequate staffing, equipment, materials and supplies for replacement; performs cost-analysis, authorizes and monitors expenditures, and implements adjustments.

Coordinates departmental activities and priorities with other City departments and external agencies; attends meetings to receive and convey information. Meets with other Department and Division Heads to determine the scope of their vehicle fleet needs including size, type and requirements. Works with City leadership and the Finance department to develop and maintain financial forecasts for the replacement of vehicles, equipment, and facilities.

FLEET MANAGEMENT SERVICES SUPERINTENDENT (continued)

Prepares necessary vehicle specifications and contract documents for vehicle replacement; prepares bid specifications; attends pre-bid conferences and negotiates technical requirement and coordinates the disposal of surplus Fleet equipment. Oversees, prepares, and monitors fleet licensing and insurance requirements.

Reports all accidents/incidents to Public Works Operations Director. Reviews maintenance complaints, employee grievances, disciplinary actions, vehicle accidents involving negligence; develops and implements corrective recommendations.

REQUIREMENTS OF WORK

Ability to exercise strong management skills including planning and organizing, problem analysis and decision-making, management control, time management, leadership, interpersonal sensitivity and relationship building to provide for enhanced levels of excellence.

Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to evaluate the City's vehicle and equipment needs, analyze options for equipment procurement, and develop vehicle specifications.

Knowledge of and ability to use Windows-based business software and related fleet applications.

Ability to communicate effectively, both orally and in writing, and prepare clear and concise administrative and financial reports.

Knowledge of budget preparation and control.

Ability to oversee and participate in the management of a comprehensive fleet maintenance and repair program.

Ability to organize and supervise the work of a varied staff of skilled, semi-skilled and unskilled tradesmen and office employees

Willingness and ability to accept "on-call" status and respond to off-hours situations and perform evening and weekend assignments.

PREFERRED MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited college or university in business, public administration, automotive technology or related field of study is preferred, with a minimum of two (2) years of supervisory experience, or any such combination of education, experience, and training as may be acceptable to the hiring authority.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

GIS COORDINATOR

DEPARTMENT:	Engineering	REPORTS TO:	City Engineer
FLSA STATUS:	Exempt	DIRECT REPORTS:	
PAY GRADE:	65	DATE REVISED:	4/1/2022

NATURE OF WORK

This is paraprofessional position that is responsible for the operation, development, continued expansion, and maintenance of the Geographic Information System (GIS) that is currently located and operated within the Engineering Department. Work is performed under the managerial direction of the City Engineer and/or the Assistant City Engineer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Provides management and coordination of all GIS resources and activities and requires a thorough understanding of GIS as it relates to municipal government applications.

Assists and directs other departmental employees in the utilization of the current GIS system, while implementing and planning various specialized applications for the Department and other departments that will increase and enhance productivity.

Manages, directs, and supervises the work of GIS technicians and staff.

Plans and manages geographic attribute files, records, project files, and digital maps. Coordinates and performs all internal network database connections. Applies and maintains standards for data exchange by naming conventions and file characteristics for all types of GIS usage. Determines the need for and creates new attribute fields, distributes revised database structure to all users, and documents all revisions and additions.

Generates custom maps and applications upon request; sets and applies cartographic principals to meet current and future standards for mapping design.

Performs and monitors GIS data layer mapping production and manages the existing connectivity between the data layer database, along with other relational databases.

Administers all GIS software/hardware products and license management agreements, including recommendation for acquisition of GIS software and hardware.

Develops standards and procedures for the GIS system and for various map productions, including documentation of all such standards and procedures.

Interprets and analyzes plat maps, survey information, GPS collected data, aerial photos, and digital imagery, along with recommending entry procedures for all geographic databases.

Performs other duties of a comparable level by assisting with the overall function of the Engineering Department.

REQUIREMENTS OF WORK

Knowledge of public records, applied mathematics, property descriptions, and principals and practices of land surveying.

GIS COORDINATOR (continued)

Knowledge of mapping and cartographic principals and ability to survey and perform cartography functions.

Knowledge of computer programming principals.

Considerable knowledge of GIS hardware including PC's, digitizers, large-format plotters, scanners, and GPS systems.

Knowledge of computer operating systems.

Ability of coordinate development and maintain a GIS database and visualize and plan for modifications and improvements to the system.

Ability to exercise independent judgment and work effectively with a variety of people at different levels of an organization.

Ability to analyze and resolve problems.

Ability to write programs in database management and interactive graphic areas.

Ability to communicate effectively, both orally and in writing.

Ability to train other employees in specialized GIS functions and systems.

Ability to maintain hardware and software systems.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Considerable experience in geography, planning, engineering, computer science, or related field, with a minimum of three years of GIS mapping experience. Experience in computer hardware and software configurations, computer networking, and relational databases. Experience with ESRI software including ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise and Microsoft Office, to include Excel, Access, knowledge of SQL databases, or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

GIS TECHNICIAN I

DEPARTMENT:	Engineering	REPORTS TO:	City Engineer
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	
PAY GRADE:	56	DATE REVISED:	4/1/2022

NATURE OF WORK

This is entry level technical support work performing a variety of GIS support tasks. Work is performed under the continuing supervision of the GIS Coordinator. The employee may be expected to give guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

In a developing or learning capacity:

Create and modify GIS datasets and map layers; and work with geodatabases.

Assists in developing and implementing GIS applications for database maintenance and map output.

Uses GIS applications to query, analyze, display and interpret department GIS databases.

Performs quality control of GIS attribute and spatial data.

Converts paper and CAD data into a GIS format. Locates and compiles graphic data and attributes from plans, profiles, field data collection, and other sources.

Accurately collects and records asset data, including asset type, condition, location, age, photos, and other pertinent information.

Maintains maps in ArcGIS

Utilize ArcGIS Collector, ArcGIS Solutions, and other products

Generates, collects, and processes data on location-based assets utilizing legal documents, desktop and mobile applications, aerial photography, GIS software and equipment.

Assists with developing and maintaining GIS based asset management systems

Keep up-to-date with GIS equipment, software, and training to improve efficiency and accuracy

REQUIREMENTS OF WORK

Considerable knowledge of: geographic information systems (or GIS) themes, geo-data bases, and shape files.

Knowledge of principles and practices of data collection and report preparation.

Ability to operate modern office equipment; operate electronic surveying equipment, GIS software, Global Positioning System (GPS) equipment, plotters, and map reproduction equipment.

Ability to collect, compile, and analyze information and data.

Experience digitizing maps for effective presentation of map format and elements, scale, color, shading, symbols, and other elements such as images, graphs, tables, and overlays.

GIS TECHNICIAN I (continued)

Ability to maintain a variety of technical records and adapt records systems for computerization.

Ability to perform technical work involving the use of independent judgment and personal initiative.

Ability to plan and organize work to meet schedules and time lines.

Ability to exercise good judgment, flexibility, creative, and sensitivity in response to changing situations and needs.

Ability to communicate effectively with a wide variety of individuals, perform accurate and timely data entry, read and comprehend technical information, provide effective customer service, and establish and maintain effective and cooperative working relationships with City employees, other agencies, and the public.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Geographic Information Systems Technician Program Certificate or equivalent and one year experience in engineering, GIS applications or civil asset management or related work; or any equivalent combination of training and experience at a minimum.

Associate degree (A.S/A.A.S.) or equivalent from two-year College or technical school in Geographic Information System Technician, Engineering Technology, or other related field, and one year experience in engineering, GIS applications or civil asset management or related work; or any equivalent combination of training and experience preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.



Grant Manager Job Description

DEPARTMENT:	Finance	REPORTS TO:	Finance Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	70	DATE REVISED:	10/06/2025

NATURE OF WORK

This position administers the City of Minot's Community Development Block Grant (CDBG) and other federal grant programs, including all of their associated projects, plans, and activities. This full-time position performs a variety of complex, high-level program/project management, federal grant compliance and reporting, data analysis, and oversight tasks. Work is performed at the direction of the Finance Director and provides oversight and compliance guidance to City departments and staff involved with the grant funds, and manages any program consultants.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed)

- Oversees and administers the City's Community Development Block Grant (CDBG) program, including development of the annual plan and year-end reports, implementation of the citizen participation plan, managing and providing technical support to subgrantees, and working with City administration to select projects to be funded.
- Researches and assists with the identification of grant funding opportunities. Writes, reviews, and edits grant applications, ensuring compliance with federal, state, and local laws and regulations.
- Develops project scopes, schedules, budgets, work breakdown structures, and resourcing plans, identifying critical paths and milestone objectives.
- Manages and tracks program progress against scope, schedule, and budget to ensure goals, objectives, and deliverables are met.
- Analyzes financial, demographic, and performance data related to grants and prepares dashboards, reports, and visualizations to support strategic decision-making.
- Identifies process improvement opportunities within grant administration and develops recommendations to increase efficiency and effectiveness.
- Oversees the work of consultants, contractors, and technical staff.
- Works collaboratively with program partners and stakeholders to ensure program objectives, performance measures, goals, and timelines are achieved and that regulatory requirements are met.
- Assists in establishing, implementing, and monitoring organizational policies and provides guidance on said policies and procedures.
- Prepares or monitors preparation of detailed HUD reporting documents (Consolidated Plan, Action Plan, CAPER, ERR) in conjunction with the CDBG program.
- Keeps informed on current grant programs, activities, and administration by attending workshops and educational programs.

REQUIREMENTS OF WORK

- Demonstrated knowledge of rules and regulations governing various grant funding sources with the ability to interpret and convey applicable requirements such as environmental, procurement, Section 3, Uniform Relocation Assistance, and Fair Housing.
- Knowledge of various grant programs (federal, state, and private/local), including financial and programmatic reporting.
- Knowledge of principles and practices of project management, problem-solving, conflict negotiation, and continuous improvement.
- Experience in data analysis and ability to translate findings into actionable recommendations and process improvements.
- Exceptional knowledge in managing complex programs/projects, including scheduling, implementation, performance measurement, and KPI development.
- Familiarity with data management tools, financial systems, and grant management software.



Grant Manager Job Description

DESIRED MINIMUM TRAINING AND EXPERIENCE

- B.A. or B.S. in a business, finance, public administration, or technical discipline.
- Ten (10) years of experience successfully managing complex programs and/or projects.
- Experience in data analysis, business process improvement, and federal grant administration required.
- CDBG Action Plan administration or related federal experience highly desired.

NECESSARY SPECIAL REQUIREMENTS

- Outstanding organization and prioritization capabilities.
- Outstanding written, analytical, and oral communication skills.
- Ability to develop data-driven reports and recommendations for City leadership.

INTERPERSONAL SKILLS

- Team player and collaborative problem solver.
- Motivated self-starter with high integrity.
- Strong communicator who can translate data insights into policy and operational recommendations.
- Shows respect to fellow employees, partners, and the public.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Work is performed primarily in an indoor environment.
- Frequently requires sitting for long periods (up to 8 hours) and the ability to lift up to 20 lbs.; occasionally requires standing and walking for extended periods (up to 4 hours).
- Constantly requires clarity of speech and hearing to communicate effectively.
- Constantly requires clear vision to read printed materials and computer screens.
- Constantly requires repetitive movement of wrists, hands, and/or fingers.

HUMAN RESOURCE DIRECTOR

DEPARTMENT:	Human Resource	REPORTS TO:	City Manager or Assistant City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Human Resource Staff
PAY GRADE:	79	DATE REVISED:	03/01/2026

NATURE OF WORK

This is advanced professional, leadership, and managerial work involving the planning, organizing, implementing and directing programs and activities in the areas of Human Resources for the City of Minot employees. This position coordinates implementation of services, policies and programs through staff, and assists and advises departments on Human Resource issues. Directly supervises all employees of the department. Work is performed under the executive direction of the City Manager or the Assistant City Manager. (Note: Per City Code: Should the direction from City Council differ from that of the City Manager, the HR Director must follow the direction of the City Council.)

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.

Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.

Develops, implements, and administers goals, objectives and procedures for providing effective and efficient services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate.

Coordinates all activities related to the human resource function; conducts annual pay and benefit surveys and prepares annual pay and classification plan; makes recommendations on wages and benefits; oversees Civil Service procedures and practices for recruitment, testing and selection; prepares personnel rules and regulations; acts as Clerk to the Civil Service Commission; implements Civil Service Commission decisions.

Collaborates with and provides guidance to department heads on human resource policies and issues; provides oversight and direction on employee communications.

Oversees the City's participation in the N.D. Workforce Safety and Insurance program, facilitation of required city-wide employee training, and management of the controlled substance testing program.

Oversees all payroll, compensation and benefit activities for active employees, elected City officials and City pensioners.

Administrator for participation in benefit plans such as health, dental, vision, life, PTO leave, FMLA and retirement; oversees all personnel records.

Coordinates Federal filing regulations with regard to the Affordable Healthcare Act and Title VI. Acts as the City's ADA Coordinator and EEO officer.

Administers and oversees the preparation of the department's budgets; prepares and presents the annual departmental budget; approves requisitions and purchases. Oversees maintenance of the department's equipment. Determines and prioritizes short-term and long-term needs; prioritizes and justifies budget

requests to the City Manager; and monitors and ensures compliance with budget.

Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects. May serve on select executive committees such as the Safety Council.

Coordinates with the City PIO to handle all press and media inquiries.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Manager of significant activities, and the Civil Service Commission and City Council as appropriate.

Participates in various city and community committees, task forces and the like.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Broad knowledge and experience in employment law, compensation, organizational planning and development, employee relations, and training and development.

Knowledge of federal, state and local laws, regulations and policies applicable to structure, functions, programs and practices in conducting public services through city government.

Knowledge of effective management practices and principles, including records management.

HUMAN RESOURCE DIRECTOR (CONTINUED)

Knowledge of effective practices and methods of communicating with the public.

Ability to plan, organize, supervise and evaluate effective and comprehensive programs in human resource management.

Ability to adapt to the needs of the organization and employees.

Ability to recognize and resolve personnel issues.

Ability to organize, coordinate, and prioritize a variety of special activities and projects.

Ability to communicate complex ideas effectively, both orally and in writing.

Ability to conduct research and prepare reports on a variety of subjects.

Ability to establish and maintain effective working relationships with employees, elected and appointed officials, with the media and the general public.

Proficient with Microsoft Office Suite or related software.

Proficiency with or ability to quickly learn the organization's HRIS and talent management system.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree from an accredited college or university with major course work in Human Resource Management, Public or Business Administration, or a closely related field; Master's degree preferred. At least five years of increasingly responsible experience in human resource management; or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Possession of a valid North Dakota's driver license. Possession of a Professional in Human Resources (PHR) certification from the Society for Human Resource Management; Possession of Senior Professional in Human Resources (SPHR) Preferred.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



HR Program Manager Job Description

DEPARTMENT:	Human Resources	REPORTS TO:	HR Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	69	DATE REVISED:	07/18/2025

Purpose of Position:

The HR Program Manager provides strategic oversight and leadership for City-wide Human Resources programs, specifically emphasizing Human Resources Risk Management, Workforce Development, and Occupational Health and Wellness. This position is critical in aligning strategic HR initiatives with organizational objectives, ensuring regulatory compliance, minimizing risk exposure, enhancing workforce capabilities, and promoting a culture of health and well-being across the City.

Essential Duties and Responsibilities:

Human Resources Risk Management:

- Develop, implement, and oversee comprehensive HR risk management programs that proactively identify, assess, and mitigate risks.
- Collaborate with departments to conduct risk assessments, establish controls, and continuously monitor effectiveness.
- Lead compliance efforts, including regulatory reporting, policy review, and audits related to workforce safety, HR legal requirements, and best practices.

Workforce Development:

- Design, manage, and evaluate strategic workforce development initiatives including succession planning, leadership training, career development pathways, and organizational effectiveness.
- Develop and coordinate training programs, workshops, and resources to foster leadership skills, professional growth, and employee retention.
- Partner closely with department leaders to anticipate future workforce needs and address capability gaps.

Occupational Health and Wellness:

- Oversee the strategic design and management of occupational health, safety, and employee wellness initiatives, fostering a proactive culture of safety, prevention, and employee well-being.
- Coordinate the development, implementation, and evaluation of wellness programs, health screenings, and health education campaigns aimed at improving overall employee wellness and productivity.
- Manage vendor relationships related to occupational health services, ensuring contractual obligations and performance standards are met.

HR Program Manager Job Description

- Serve as the Workforce Safety & Insurance (WSI) Claims Coordinator, managing workers' compensation claims processes, filings, and reporting.
- Coordinate and participate in city safety committees and accident review boards to enhance organizational safety culture and compliance.
- Act as the City's representative for external safety and human resource association

Strategic Collaboration and Analytics:

- Act as a strategic partner to City leadership and cross-functional teams, aligning HR program initiatives with organizational goals.
- Provide data-driven insights and analytics on workforce development, risk management trends, health outcomes, and compliance performance to inform strategic decisions.
- Prepare and deliver executive-level reports and recommendations based on comprehensive analysis of HR program effectiveness.

Continuous Improvement and Innovation:

- Identify opportunities for program enhancements, leveraging industry best practices and innovative methodologies.
- Monitor emerging trends, regulatory changes, and best practices in HR risk management, workforce development, and occupational wellness, implementing necessary adjustments proactively.
- Champion innovation within HR programs, promoting a culture of continuous improvement and organizational excellence.

Qualifications:

Education and Experience:

- Bachelor's degree in Human Resources, Organizational Development, Public Administration, Risk Management, or a related field preferred.
- Minimum of five (5) years of progressively responsible experience managing strategic HR programs, risk management initiatives, workforce development, and/or occupational wellness programs, preferably within a public-sector or municipal setting.
- Relevant certifications (e.g., SHRM-SCP/SPHR, ARM, PMP) are strongly preferred.
- Any equivalent combination of relevant education and work experience

Knowledge, Skills, and Abilities:

- Expert knowledge of HR risk management principles, workforce development strategies, and occupational health best practices.



HR Program Manager Job Description

- Proven ability to design, implement, and evaluate strategic programs aligned with organizational priorities and regulatory compliance.
 - Strong analytical and critical-thinking skills with experience using data analytics to drive decision-making.
 - Excellent project management, organizational, and time-management skills.
 - Exceptional communication skills, with demonstrated ability to effectively influence, collaborate, and partner across all organizational levels.
-

Physical Requirements:

- Regularly required to speak clearly and hear.
 - Frequently required to stand, walk, and use hands and arms.
 - Occasionally required to sit, stoop, kneel, crouch, and lift/move objects up to 25 pounds.
 - Must possess sufficient vision capabilities for close, distance, and peripheral vision tasks.
-

Working Conditions:

Primarily office-based role requiring the use of standard office equipment, computer systems, and frequent interaction with employees and leadership. Occasional need to lift and transport files or equipment weighing up to 25 pounds.

Disclaimer:

This job description outlines the general nature and level of work performed by the Payroll & HRIS Manager. It is not an exhaustive list of duties and responsibilities, and the City reserves the right to modify duties based on organizational needs.



Payroll/ HRIS Manager Job Description

DEPARTMENT:	Human Resources	REPORTS TO:	HR Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	69	DATE REVISED:	07/18/2025

Purpose of Position:

The Payroll & HRIS Manager provides strategic oversight, management, and operational leadership of the City's payroll processing, timekeeping systems, HR Information Systems (HRIS), and workforce analytics. This role ensures accuracy, compliance, system optimization, and analytical insights to enhance organizational decision-making and support effective workforce management.

Essential Duties and Responsibilities:

Payroll Management:

- Oversee end-to-end payroll processing for City employees, ensuring accuracy, timeliness, and compliance with federal, state, and local regulations.
- Manage payroll audits, reconciliations, and reporting, addressing discrepancies proactively.
- Ensure compliance with tax reporting requirements, payroll deductions, wage garnishments, and benefit contributions.
- Coordinate and verify accuracy of payroll deductions, withholding taxes, and garnishments.
- Oversee audits and compliance checks related to payroll and benefit plans

Timekeeping and Attendance:

- Supervise and optimize the City's timekeeping systems, policies, and processes to ensure accurate tracking and reporting of employee attendance, leave, overtime, and hours worked.
- Provide guidance to departments on complex timekeeping scenarios, FLSA compliance, and labor agreements related to payroll and attendance.

HRIS System Maintenance:

- Serve as primary administrator for the ADP Workforce Now system, overseeing data integrity, system configuration, updates, troubleshooting, and enhancements.
- Develop and maintain user procedures, guidelines, and training materials related to HRIS operations.
- Evaluate system performance, identify opportunities for improvement, and coordinate upgrades or enhancements with IT and vendors.

Workforce Analytics & Reporting:

Payroll/ HRIS Manager Job Description

- Generate comprehensive workforce analytics reports and dashboards that provide actionable insights to leadership on payroll trends, budgeting, and workforce metrics.
- Utilize data analytics to identify workforce trends, inform budget projections, and support strategic HR initiatives.
- Conduct analyses to ensure equitable pay practices and compliance with internal policies and external regulations.

Collaboration & Customer Service:

- Partner closely with HR team members, the Finance Department, and department heads to resolve payroll-related inquiries efficiently and effectively.
- Act as the expert resource on payroll, HRIS, and workforce analytics topics, providing clear communication and proactive solutions to internal stakeholders.
- Calculate and prepare salary projections for the annual city budget.

Continuous Improvement:

- Stay abreast of regulatory changes, industry best practices, and emerging trends in payroll management, HRIS technology, and workforce analytics.
- Recommend, design, and implement process improvements to enhance efficiency, accuracy, and user experience within payroll and HRIS operations.

Qualifications:

Education and Experience:

- Bachelor's degree in Business Administration, Accounting, Human Resources, Information Systems, or related field preferred
- Minimum of five (5) years of progressive experience managing payroll, HRIS systems, and workforce analytics, preferably within a public-sector or municipal environment.
- Experience with ADP Workforce Now strongly preferred.
- Certified Payroll Professional (CPP), SHRM-CP/SCP, or similar certifications preferred.
- Any equivalent combination of relevant education, work experience, and credentialing

Knowledge, Skills, and Abilities:

- Extensive knowledge of payroll processes, regulatory compliance, taxation, FLSA guidelines, and best practices.
- Proficiency in HRIS platforms, particularly ADP Workforce Now, with advanced skills in data analytics and reporting.

Payroll/ HRIS Manager Job Description

- Strong analytical skills, with the ability to interpret complex data sets and translate them into strategic insights and actionable recommendations.
 - Exceptional attention to detail, accuracy, and organizational skills.
 - Strong communication and interpersonal skills to effectively interact with all organizational levels.
-

Physical Requirements:

- Regularly required to speak clearly and hear.
 - Frequently required to stand, walk, and use hands and arms.
 - Occasionally required to sit, stoop, kneel, crouch, and lift/move objects up to 25 pounds.
 - Must possess sufficient vision capabilities for close, distance, and peripheral vision tasks.
-

Working Conditions:

Primarily office-based role requiring the use of standard office equipment, computer systems, and frequent interaction with employees and leadership. Occasional need to lift and transport files or equipment weighing up to 20 pounds.

Disclaimer:

This job description outlines the general nature and level of work performed by the Payroll & HRIS Manager. It is not an exhaustive list of duties and responsibilities, and the City reserves the right to modify duties based on organizational needs.

HUMAN RESOURCE GENERALIST

DEPARTMENT:	Human Resource	REPORTS TO:	Human Resource Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	60	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible work performing a variety of tasks relating to the administration of the City's employee and pension payroll and benefit programs, human resource records and related services. The work is performed under the direction of the Human Resource Director/City Clerk. Assignments are in the form of general outline of desired results, with methods and processes expected to be developed and implemented as appropriate.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Maintains accurate, up-to-date records pertaining to employee wages, deductions and withholdings, health and life insurance, workers' compensation, and unemployment benefits, performance evaluations, and other personnel related matters.

Assists in preparation of annual plan salary and fringe benefit surveys and confirmation of survey results.

Assists in the preparation of the City employee salary projections for the annual city budget.

Processes the City's payroll; inputs hours; assures accuracy of deductions; employee payroll changes, and other information regarding pay.

Tracks and compiles statistics on sick leave and on-the-job injuries; investigates discrepancies; monitors injury reports from all departments.

Provides orientation to new employees; explains personnel rules and regulations, employee benefits, payroll deductions and related information to employees. Schedules health and physical examinations as necessary.

Conducts exit interviews of retiring and resigning employees.

Processes claims, correspondence and applications for employee benefits; coordinates payment of benefits; answers questions regarding medical claims, and unemployment compensation.

Processes workers compensation forms including injury reports and claims; files claims with Workforce Safety & Insurance and responds to questions from WSI and employees regarding claims; provides follow-up with employees when necessary.

Processes numerous pay surveys, including EEO reports; maintains and assists in updating the employee policy manual; maintains a variety files regarding employees; performs clerical support services for the Human Resource Department.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of Human Resource Department operations and organization.

Knowledge of standard office procedures, effective practices and processes and office equipment

HUMAN RESOURCE GENERALIST (continued)

Knowledge of proper standards and techniques for maintaining confidential human resource records and reports.

Knowledge of City's salary and benefit program and annual survey review and adjustment procedures.

Ability to carry out proper procedures in processing benefit services.

Ability to establish and maintain an effective human resource recordkeeping system.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to establish and maintain effective working relationships with fellow employees, city officials, and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a variety of office equipment, including a computer terminal.

Ability to type at a speed necessary for successful job performance. Requires constant use of hands and frequently requires fingering tasks.

Ability to unpack, lift, move and maintain required records and to prepare reports.

Ability to sit for extended periods of time and ability to read and speak clearly.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in human resource management, public or business administration, or related field, and some experience in responsible clerical and secretarial work; technical training in Human Resource Management preferred; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INFORMATION TECHNOLOGY MANAGER OF NETWORKS AND COMMUNICATION

DEPARTMENT:	IT	REPORTS TO:	Finance Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	IT Staff
PAY GRADE:	75	DATE REVISED:	4/1/2022

NATURE OF WORK

This is advanced professional and administrative work in planning, organizing, installing, and supporting overall Information Technology with an emphasis on networking communications efforts for the City of Minot.

Work includes the planning, supervision and evaluation of the hardware and software systems for the City of Minot, and modification and replacement of existing technology services when necessary. Supervision is exercised over subordinate technical staff. Work is performed under the managerial direction of the Finance Director.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Directs the analysis, design, documentation, procurement, and implementation of all networks and technological communication methods; analyzes related projects in terms of technological impact, department needs, cost and compatibility with City standards and guidelines.

Defines, implements and manages local-area-networks (LAN's), wide-area-networks (WAN's), metropolitan area network (MAN), City intranets and all virtual LAN's (VLANs).

Acts as the overall project manager for the network and communication projects; ensures that project goals and objectives are met successfully and completed within the agreed upon time line and budget.

Coordinates with all levels of City staff to gather and to understand user requirements, and to ensure that network and communication technology projects are specified to meet these requirements; conducts project planning activities and develops the appropriate mechanisms to monitor and to track the progress of the projects.

Analyzes problems and identify solutions related to the telecommunications hardware, software and network.

Develops, documents and maintains operating system policies and procedures for the agency or department.

Meets with City staff to identify and resolve ongoing problems or inefficiencies.

Investigates network problems, develops tentative solutions, and coordinates changes to systems with staff or vendors.

Coordinates changes to systems and processes between the City, Ward County, State of North Dakota ITD and outside vendors.

Provides training to assigned staff on network policies, procedures, priorities and methods; responds to inquiries from users regarding network applications and problems.

Establishes and maintains effective work relationships with those contacted in the performance of required duties.

Establishes short-term and long-term goals for the division in conjunction with the Information Technology Manager of Systems and Support.

INFORMATION TECHNOLOGY MANAGER OF NETWORKS AND COMMUNICATION (continued)

Prepares division's operating budget in conjunction with the Information Technology Manager of Systems and Support.

Monitors, evaluates and reviews the job performances of subordinate personnel in conjunction with the Information Technology Manager of Systems and Support.

Selects, trains, supervises and evaluates subordinate personnel in conjunction with the Information Technology Manager of Systems and Support.

Responsible for Information Technology policy creation and revision in conjunction with the Information Technology Manager of Systems and Support.

Monitors and allocates all division expenditures in conjunction with the Information Technology Manager of Systems and Support.

Troubleshoot all technology issues.

Performs other related duties as assigned.

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle to building sites throughout the City.

REQUIREMENTS OF WORK

Thorough knowledge of systems analysis and design.

Thorough knowledge of commonly used Information Technology solutions and their operation and application.

Thorough knowledge of network analysis.

Displays knowledge of project management principles, practices, and techniques.

Knowledge of current technology trends and capabilities as they relate to technical solutions to meet the business needs and goals of the City.

Considerable knowledge of the systems and data requirements of the City of Minot.

Working knowledge of public administration and budget preparation techniques.

Ability to devise new concepts and techniques in systems analysis and design.

Ability to perform 24-hour standby duty for mission critical technology emergencies in the City.

Ability to develop and administer budgets.

Demonstrated ability to communicate effectively.

Ability to maintain effective working relationships.

INFORMATION TECHNOLOGY MANAGER OF NETWORKS AND COMMUNICATION (continued)

Knowledge of proper security and confidentiality procedures.

Knowledge of modern office practices and procedures.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in Information System Management, Computer Science or closely related field plus a minimum of five years' progressively responsible experience in the Information Systems area; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INFORMATION TECHNOLOGY MANAGER OF SYSTEMS AND SUPPORT

DEPARTMENT:	IT	REPORTS TO:	Finance Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	IT Staff
PAY GRADE:	75	DATE REVISED:	4/1/2022

NATURE OF WORK

This is advanced professional and administrative work in planning, organizing, installing, and supporting hardware and software efforts for the City of Minot.

Work includes the planning, supervision and evaluation of the hardware and software systems for the City of Minot, and modification and replacement of existing technology services when necessary. Supervision is exercised over subordinate technical staff. Work is performed under the managerial direction of the Finance Director.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assumes full management responsibility of all city software and hardware systems, including desktop operations, end-user support, IT training and server management.

Consults with management to define the boundaries and priorities of current and future projects.

Determines information technology requirements to meet current and future informational needs.

Determines adequacy of existing hardware infrastructure for software applications.

Confers with administrative and managerial personnel involved with proposed and ongoing projects to facilitate orientation, ensure cooperation, and further define the nature of the project.

Supervises the information technology training of the City's end users.

Ensures effective and efficient information technology service and support for City employees and citizens.

Protects information technology assets by creating and designing disaster recovery and backup plans.

Establishes hardware and software life cycles for replacement/upgrade of City information systems.

Monitors, evaluates and reviews the job performances of subordinate personnel in conjunction with the Information Technology Manager of Networks and Communication.

Establish short-term and long-term goals for the division in conjunction with the Information Technology Manager of Networks and Communication.

Prepares specifications for new equipment purchases, evaluates proposals, and recommends purchases of both hardware and software in conjunction with the Information Technology Manager of Networks and Communication.

Prepares division's operating budget in conjunction with the Information Technology Manager of Networks and Communication.

Monitors and allocates all division expenditures in conjunction with the Information Technology Manager of Networks and Communication.

INFORMATION TECHNOLOGY MANAGER OF SYSTEMS AND SUPPORT (continued)

Selects, trains, supervises and evaluates subordinate personnel in conjunction with the Information Technology Manager of Networks and Communication.

Responsible for information technology policy and procedure creation and revision in conjunction with the Information Technology Manager of Networks and Communication.

Determines the work schedule for information technology staff and assists in prioritizing activities to staff in conjunction with the Information Technology Manager of Networks and Communication.

Performs other related duties as assigned.

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle to building sites throughout the City.

REQUIREMENTS OF WORK

Thorough knowledge of systems analysis and system design.

Thorough knowledge of the capabilities of computer equipment and peripheral accessories.

Considerable knowledge of the systems and data requirements of the City of Minot.

Some knowledge of public administration and budget preparation techniques.

Ability to supervise, organize and delegate work

Ability to devise new concepts and techniques in systems analysis and design.

Ability to plan organize and supervise the work of subordinate information technology employees.

Ability to determine the future information technology needs of the City.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, the public, elected officials and vendors.

Ability to edit, enter, and verify computer data quickly and accurately.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in Information System Management, Computer Science or closely related field plus a minimum of five years' progressively responsible experience in the Information Systems area; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

INFORMATION TECHNOLOGY MANAGER OF SYSTEMS AND SUPPORT (continued)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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INFORMATION TECHNOLOGY SPECIALIST, SENIOR

DEPARTMENT:	IT	REPORTS TO:	Info Technology Managers
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	NA
PAY GRADE:	66	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical data processing work in the design, alteration, testing, implementation, and support of information technology systems and procedures for the City of Minot.

Work involves the study and analysis of current systems, and determination as to the efficiency of these systems. System design and implementation may be required if current systems are deemed inefficient. Work also includes testing prepared software packages for use in various city applications. Work involves close work with end users to determine if the current or proposed system will meet anticipated needs. Employee is cross trained to cover all technical areas. Work is performed under general supervision within existing technical guidelines and is reviewed as necessary by an Information Technology Manager for accuracy, completeness and applicability to needs.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Provides technical support to end users of existing information technology systems, hardware, and programs.

Assists departments in examining information technology needs and operations. Identifies areas where change, use, or increased use of automated systems would provide increased speed, accuracy or efficiency in City operations.

Installs new and existing information technology systems, hardware, and programs.

Collaborates with application vendors and IT support staff to identify and resolve issues related to application data, hardware, operating systems, and software.

Implements, maintains, and makes changes and enhancements to City enterprise software applications and custom-developed applications including but not limited to desktop, web-based, and mobile applications.

Assists with managing application security roles and works with other IT staff to secure and protect City data, servers, and network infrastructure.

Develops databases and custom applications and interfaces.

Creates data imports and exports for department use and provides reports in a workable and usable format.

Provides City-wide user training for new and existing Information Systems.

Assists with training lower-level Information Technology staff.

Performs web and email server administration, including web design.

Performs other related duties as assigned.

INFORMATION TECHNOLOGY SPECIALIST, SENIOR (continued)

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle to building sites throughout the City.

REQUIREMENTS OF WORK

Considerable knowledge of computer capabilities, systems analysis, data processing and programming techniques.

Experience with hardware and software, including implementation, support, and upgrade.

Knowledge of Windows workstation and server operating systems, mobile device, cloud and networked computing environments.

Knowledge of SharePoint, Microsoft IIS, and Office 365.

Experience with AS/400 (IBM I Series), Windows, and Linux servers and/or systems.

Knowledge of data warehouse concepts, database security and maintenance, and data reporting tools such as Microsoft SQL SSRS or similar product.

Knowledge of network and user management software including a solid understanding of Microsoft Active Directory.

Considerable knowledge of systems analysis techniques.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and elected officials.

Ability to work occasional evenings, nights, or weekends in response to system updates, services impacting problems, or security issues.

Ability to edit, enter, and verify computer data quickly and accurately.

Ability to maintain confidentiality and integrity of the IT Department.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in computer science or related field and four years experience with City of Minot Information Technology.

NECESSARY SPECIAL REQUIREMENTS

Possession of a North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INFORMATION TECHNOLOGY SPECIALIST

DEPARTMENT:	IT	REPORTS TO:	Info Technology Managers
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	NA
PAY GRADE:	62	DATE REVISED:	4/1/2018

NATURE OF WORK

This is responsible technical data processing work in the design, alteration, testing and implementation of data processing systems and procedures for the City of Minot.

Work involves the study and analysis of systems requirements, the preparation of diagrams and flow charts and review of proposed system operations with the end user. Work also includes testing prepared software packages for use in various city applications. Work involves close work with consumers to determine if the system design will meet anticipated needs. Work is performed under general supervision within existing technical guidelines and is reviewed by a technical supervisor for accuracy, completeness and applicability to consumer needs.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Analyzes systems requirements; conducts feasibility studies and gathers data on users' needs; evaluates advantages and disadvantages of conversion of various systems to automation; plans and develops programming procedures and instructions for converting data to logical sequence of machine operations; evaluates existing programs; modifies and tests alterations to achieve more efficient data processing.

Analyzes documents; programs workflow, selects appropriate program sequences and language, tests program; develops diagrams and flow charts; translates program details into program language; documents record of program development or modification, including user specification, information used and results obtained; enters data and programming instructions through remote CRT.

Develops test data in conjunction with users and other data processing employees; analyzes test results to detect programming or system flaws and to isolate errors in program logic; corrects errors by altering program steps and sequence.

Responds to user questions and requests for assistance in the implementation and use of new and existing programs in multiple locations; instructs users in efficient data processing functions; develops user instruction guides from software documentation.

Performs other related duties as assigned.

MARGINAL FUNCTION OF WORK

Carries boxes of continuous computer paper from storage shelves to computer printer for loading as needed.

Ability to operate a motor vehicle to building sites throughout the City.

REQUIREMENTS OF WORK

Considerable knowledge of computer capabilities, systems analysis, data processing and programming techniques.

INFORMATION TECHNOLOGY SPECIALIST (continued)

Considerable knowledge of program requirements for the conversion of existing systems from manual, clerical systems to EDP.

Considerable knowledge of systems analysis techniques.

Ability to prepare clear, detailed programs of instruction for efficient machine use.

Ability to see pertinent detail in symbols when reading, interpreting or preparing charts, diagrams or code sheets.

Ability to understand and interpret complex oral and written statements concerning a variety of fiscal and statistical problems.

Ability to interpret diagrammatic work flow to visualize the movement of data through a computer system.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and elected officials.

Skill in the operation of a keyboard and other data entry devices.

Ability to edit, enter, and verify computer data quickly and accurately.

Ability to load continuous paper into computer printer.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in computer science or related field; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INFORMATION TECHNOLOGY TECHNICIAN I

DEPARTMENT:	IT	REPORTS TO:	Info Technology Managers
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	NA
PAY GRADE:	54	DATE REVISED:	4/1/2018

NATURE OF WORK

This is responsible technical data processing work in the maintenance, installation and general support of information technology systems and equipment for the City of Minot.

Work involves the direct or indirect end-user support of all hardware and software systems. Employee is cross trained to cover many technical areas. Work is performed under general supervision within existing technical guidelines and is reviewed as necessary by the Information Technology supervisors for accuracy, completeness and applicability to needs.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Receives trouble calls on company owned hardware and software.

Performs suitable troubleshooting and problem isolation on trouble calls while escalating appropriately to interdepartmental specialists.

Provides exceptional customer service to all employees, citizens, board/council members and all professional contacts.

Monitors and responds quickly and effectively to requests received through any established electronic medium.

Performs all functions required to prepare and install desktop computers and related equipment, including connections to the data network.

Assists in preparation and installation of software and peripheral devices.

Assists in the diagnosis and resolution of software problems.

Performs timely workstation hardware and software upgrades.

Maintains inventory of all equipment, software and software licenses.

Evaluates requests for computer services, develops alternate proposals and recommends new applications.

Compiles support documentation and manuals and updates existing procedural documentation.

Assist with onboarding of new users when appropriate.

Installs data cabling and various technology related hardware.

Performs miscellaneous functions as required, including (but not limited to): calling vendors to report/resolve problems, assisting with demonstrations and site preparations and assisting in changing desktop computer locations.

Performs other related duties as assigned.

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle to building sites throughout the City.

INFORMATION TECHNOLOGY TECHNICIAN I(continued)

REQUIREMENTS OF WORK

Knowledge of principles and practices of personal computers, software, data networking and general troubleshooting. Possession of strong customer service skills.

Experience with hardware and software, including implementation, support, and upgrade.

Knowledge of computer capabilities and components.

Prefer experience with AS/400 and Windows servers.

Ability to perform minor website changes.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and elected officials.

Skill in the operation of a keyboard and other data entry devices.

Ability to edit, enter, and verify computer data quickly and accurately.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of an associate's degree or higher in computer science or related field; **or** any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INFORMATION TECHNOLOGY TECHNICIAN II

DEPARTMENT:	IT	REPORTS TO:	Info Technology Managers
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	NA
PAY GRADE:	58	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical data processing work in the maintenance, installation and general support of information technology systems and equipment for the City of Minot.

The Information Technology Technician II provides technical guidance, direction and training to less experienced employees.

Work involves the direct or indirect end-user support of all hardware and software systems. Employee is cross-trained to cover many technical areas. Work is performed under general supervision within existing technical guidelines and is reviewed as necessary by the Information Technology supervisors for accuracy, completeness and applicability to needs.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Receives trouble calls on company owned hardware and software.

Performs suitable troubleshooting and problem isolation on trouble calls while escalating appropriately to interdepartmental specialists.

Provides exceptional customer service to all employees, citizens, board/council members and all professional contacts.

Monitors and responds quickly and effectively to requests received through any established electronic medium.

Performs all functions required to prepare and install desktop computers and related equipment, including connections to the data network.

Researches and evaluates personal computer hardware and software equipment as necessary for assistance to supervisors for purchase recommendations.

Using independent judgment provides leadership and insight to department personnel.

Provides training and work direction, ensuring the employee knows and follows department and city rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss.

Assists in preparation and installation of software and peripheral devices.

Assists in the diagnosis and resolution of hardware and software problems.

Performs timely workstation hardware and software upgrades.

Maintains and updates inventory of all equipment, software and software licenses.

Deploy and maintain mobile devices and MDM (Mobile Management) software.

INFORMATION TECHNOLOGY TECHNICIAN II (continued)

Compiles support documentation and manuals and updates existing procedural documentation.

Assists with onboarding and off boarding of users when appropriate.

Installs data cabling and various technology related hardware.

Performs miscellaneous functions as required, including (but not limited to): calling vendors to report/resolve problems, assisting with demonstrations and site preparations and assisting in changing desktop computer locations.

Performs other related duties as assigned.

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle to building sites throughout the City.

REQUIREMENTS OF WORK

Knowledge of principles and practices of personal computers, software, data networking and general troubleshooting. Possession of strong customer service skills.

Experience with hardware and software, including implementation, support, and upgrade.

Knowledge of computer capabilities and components.

Prefer experience with Windows PCs and servers.

Ability to perform minor website changes.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and elected officials.

Skill in the operation of a keyboard and other data entry devices.

Ability to edit, enter, and verify computer data quickly and accurately.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of an associate's degree or higher in computer science or related field or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a North Dakota driver's license.

PHYSICAL REQUIREMENTS While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTELLIGENCE ANALYST

DEPARTMENT:	Police	REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	52	DATE REVISED:	4/1/2021

NATURE OF WORK

The Intelligence Analyst will evaluate intelligence reports, applying a broader framework of knowledge and expertise to understand and provide guidance regarding potential and emerging security threats. The Intelligence Analyst will gather and analyze operations data for the department, supporting department leadership in making informed and objective operational and policy decisions. The work is performed under the direct supervision of a sergeant and is an entry level position with the department.

ESSENTIAL FUNCTIONS OF WORK (May not include all the duties performed.)

Collects and reviews intelligence reports from officers.

Collects and evaluates information from a variety of sources.

Verifies the reliability and validity of information.

Identifies persons and events of interest in reports; assesses newly acquired knowledge in connection with the broader context of the area and/or people involved.

Prepares a comprehensive report of all information including maps, charts, and analysis and research used.

Conducts extensive and comprehensive research, initiating and performing both independent and coordinated research.

Reviews and analyzes communication records such as telephone calls or internet activity to understand the activities and scope of assigned target enterprises and members.

Creates charts, trees, and other visual aids to understand and demonstrate relationships, hierarchies, and flow of money in organizations.

Establishes, develops, and maintains intelligence records and files.

Develops, maintains, and uses databases and software applications for research and analysis.

Makes predictions about and recommendations to prevent future criminal activities based on threats and events.

Collaborates with department leaders to understand management vision and objectives and to identify relevant data and metrics to support operations.

Drafts and implements time and cost formulas to plan, control, and review large projects and events.

Based on data analysis, creates, develops, and assists with implementation of agency policies and procedures.

INTELLIGENCE ANALYST (continued)

Prepares and distributes reports that identify, explain, and evaluate problems and available solutions.

Monitors and assists with engaging public with department social media sites.

Performs other related duties as assigned.)

REQUIREMENTS OF WORK

Superior analytical and problem-solving skills.

Thorough understanding of various analysis tools including databases, imagery analysis, and other automated tools.

Excellent organizational skills and attention to details.

Excellent verbal and written communication skills.

Strong research and computer skills.

Ability to present reports with clarity.

Proficient in Microsoft Office Suite or related software.

Ability to maintain high level of confidentiality concerning all data and intelligence findings.

Ability to work varying hours and shifts, overtime, and be available for callback.

Ability to establish and maintain effective working relationships with other employees, public safety agencies, and public.

Ability to type at a rate of 30 words per minute.

Ability to work prolonged periods of sitting at a desk and working on a computer.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree with major coursework in statistical analysis, quantitative and qualitative methods, statistical research, computer science, information systems, mathematics, criminal justice, psychology, or related field preferred; or any equivalent combination of education, training and experience in the preferred areas of study.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Internal Auditor

DEPARTMENT:	Finance	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	64	DATE REVISED:	03/01/2026

A public sector internal auditor evaluates government agency operations, financial systems, and compliance with laws and regulations to ensure efficiency, transparency, and accountability. They conduct risk-based audits, monitor regulations, prepare reports with actionable recommendations for management, and verify the security of public assets. Provides other data analysis and program evaluations to management as requested.

Core Responsibilities

Audit Planning & Execution: Perform financial, operations, and compliance audits in accordance with Government Auditing Standards. Collects and analyzes data through observation, interviews and other appropriate research with best practice reviews and random sampling.

Risk Assessment: Identify, analyze, and evaluate risk management efforts and internal controls to improve efficiency and reduce waste.

Compliance Review: Ensure agency activities align with federal, state, and local laws, regulations, and policies.

Reporting & Communication: Draft detailed audit reports, document findings and concerns, and present recommendations to Senior Internal Auditor for review and discussion.

Special Investigations: Investigate potential fraud, waste, or abuse within programs or by contracts, or contractors. Gather data, evaluate information, and make recommendations to Senior Internal Auditor regarding various operational issues and questions as assigned. Work closely with Senior Internal Auditor and assigned audited entities to obtain accurate and complete information and to foster their understanding and acceptance of audit findings and recommendations.

Follow-Up: Monitor the implementation of recommendations from previous audits.

Administration: Keeps updated on current auditing theory and practice information and Government Auditing Standards. Attend professional training courses and seminars, read and review professional and government publications.

You must be punctual and work the days and hours necessary to perform all assigned responsibilities and tasks and be available to communicate with any other person or organization with whom interaction is required to accomplish work and goals.

Required Skills and Qualifications

Education: Bachelor's degree in accounting, Finance, or related field. Or equivalent years of work experience in related field.

Certifications: CIA (Certified Internal Auditor) or CPA (Certified Public Accountant) or comparable preferred but not required.

Experience: Minimum of two years of progressively responsible professional experience in the review and application of auditing principles, or equivalent level of experience preferred.

Knowledge: Proficiency in generally accepted government auditing standards and IT infrastructure.

Skills: Good oral and written communication skills; good listening and negotiation skills; proficiency in word processing and spreadsheet software application; strong analytical skills, attention to detail, logical and abstract reasoning, objective judgment, protect confidential information, and ability to manage multiple projects.

Primarily office based with occasional travel to other sites. Requires the ability to analyze large sets of data, conduct interviews, and prepare reports to maintain public trust through objective, independent assessments of government operations.

This job description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification requirements of employees assigned to this job.

LANDFILL ATTENDANT

DEPARTMENT:	Landfill	REPORTS TO:	Landfill Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Landfill Foreman
PAY GRADE:	46	DATE REVISED:	2/17/2026

NATURE OF WORK

This is manual and clerical work in the operation of landfill scales, data entry, arithmetical computations, handling of money, and preparation of reports. Work is performed under the general supervision of the Landfill Foreman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates scales to weigh incoming and outgoing vehicles.

Calculates appropriate charges for customers.

Enters all necessary data and maintains accurate records.

Receives and processes customer payments; answers questions regarding payments.

Balances cash receipts; receives and disburses money according to established procedures; records transactions; and reconciles transaction and cash ticket errors.

Prepares various daily reports.

Responds to customer inquiries and provides information related to proper procedures of landfill operations.

Cleans and maintains landfill facilities as assigned.

REQUIREMENTS OF WORK

Ability to operate a calculator, computer and other office equipment accurately and efficiently.

Some knowledge of office practices, methods and procedures.

Ability to perform clerical work of standard difficulty.

Ability to write legibly and follow oral and written instructions.

Ability to maintain landfill records and to prepare accurate reports.

Ability to establish effective working relationships with co-workers and the general public.

Ability to stand for long periods of time, bend, and reach.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of general clerical experience including handling of cash and customer service, efficient working knowledge of Microsoft Excel or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds.

NECESSARY SPECIAL REQUIREMENTS

Landfill Operator Certification after one year of hands-on landfill operation experience

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CITY OF MINOT

JOB DESCRIPTION

Job Title:

Landfill Attendant

Department:

Public Works – Solid Waste / Landfill Operations

Classification:

Manual and Clerical

FLSA Status:

Non-Exempt

Reports To:

Landfill Foreman

NATURE OF WORK

This position performs a combination of manual and clerical duties in support of daily landfill operations for the City of Minot. Responsibilities include operation of landfill scales, data entry, basic arithmetic calculations, cash handling, customer service, and preparation of routine reports. The work requires accuracy, attention to detail, and frequent interaction with the public. Duties are performed under the general supervision of the Landfill Foreman.

ESSENTIAL FUNCTIONS OF WORK

(The essential functions listed are representative and not all-inclusive.)

- Operates landfill scales to accurately weigh all incoming and outgoing vehicles.
- Calculates and applies appropriate disposal charges in accordance with established rates, policies, and procedures.
- Accurately enters transaction, weight, and customer data into computerized and manual recordkeeping systems.
- Maintains complete, accurate, and organized records of landfill activity.

- Receives, processes, and records customer payments; issues receipt and responds to questions regarding charges and payment procedures.
 - Balances daily cash receipts and reconciles transactions in accordance with established procedures; identifies and resolves discrepancies and cash ticket errors.
 - Prepares routine daily reports related to scale operations, revenues, and landfill activity.
 - Responds to customer inquiries and provides information regarding landfill rules, procedures, and proper disposal practices.
 - Performs general cleaning and maintenance of landfill facilities, scale house, and surrounding work areas as assigned.
 - Performs related duties as assigned to support efficient landfill operations.
-

REQUIREMENTS OF WORK

Knowledge of:

- Basic office practices, procedures, and recordkeeping methods.
- Cash handling practices and basic arithmetic principles.
- Customer service principles and public interaction practices.
- Landfill operations, rules, and disposal procedures, or the ability to learn them within a reasonable period of time.
- Applicable safety practices related to landfill operations.

Skill in:

- Operating landfill scales and related equipment accurately.
- Performing data entry with accuracy and attention to detail.
- Handling cash transactions and balancing receipts.
- Operating calculators, computers, and standard office equipment.
- Communicating clearly, courteously, and professionally with the public and coworkers.

Ability to:

- Perform clerical work of standard difficulty with accuracy and efficiency.
 - Maintain accurate records and prepare clear, concise reports.
 - Follow oral and written instructions.
 - Exercise sound judgment and professionalism when dealing with the public.
 - Establish and maintain effective working relationships with coworkers, supervisors, and the general public.
 - Work independently and maintain accuracy in a busy operational environment.
 - Stand for extended periods and perform light manual tasks including bending, reaching, and lifting as required.
-

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or possession of a GED, and one (1) year of general clerical experience involving cash handling and customer service; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

WORKING CONDITIONS

Work is performed primarily at the landfill scale house and surrounding landfill facilities. The position requires frequent interaction with the public and may involve working independently for extended periods of time. Work schedules may include early mornings, evenings, weekends, and holidays based on operational needs. The employee must be able to maintain accuracy and professionalism in a fast-paced and occasionally high-volume environment.

ENVIRONMENTAL EXPOSURE

The employee is regularly exposed to outdoor weather conditions, including heat, cold, wind, rain, and snow. The work environment may involve exposure to dust, dirt, noise, odors, and landfill-related materials. The employee may work near moving vehicles and heavy equipment and must follow all applicable safety rules and procedures.

PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently stands and walks; uses hands to finger, handle, or feel objects; and reaches with hands and arms. The employee occasionally sits; climbs or balances; and stoops, kneels, crouches, or crawls. The employee must frequently lift and/or move objects weighing up to ten (10) pounds.

LANDFILL ATTENDANT / LIGHT EQUIPMENT OPERATOR

DEPARTMENT:	Landfill	REPORTS TO:	Landfill Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	47	DATE REVISED:	03/01/2026

NATURE OF WORK

This is manual and clerical work in the operation of landfill scales, data entry, arithmetical computations, handling of money, and preparation of reports. The employee in this position will also have some part-time duties requiring the operation of motorized equipment for the compost sights. Work is performed under the general supervision of the Landfill Foreman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates scales to weigh incoming and outgoing vehicles.

Calculates appropriate charges for customers.

Enters all necessary data and maintains accurate records.

Receives and processes customer payments; answers questions regarding payments.

Balances cash receipts; receives and disburses money according to established procedures; records transactions; and reconciles transaction and cash ticket errors. Prepares various daily reports.

Responds to customer inquiries and provides information related to proper procedures of landfill operations.

Cleans and maintains landfill facilities as assigned.

Operates a variety of light motorized equipment and vehicles including various trucks, front-end loaders, riding mowers, small tractors and other related vehicles and equipment.

Operates medium-sized equipment including backhoe, small dozer, full-size tractors and other related equipment.

Operates a variety of hand and power tools as part of construction or maintenance work assignments.

Performs ground work and cleans sidewalks and parking areas by using various hand tools and equipment such as power mowers and snow thrower.

Performs minor repairs and preventive maintenance on equipment.

Performs other duties as assigned

REQUIREMENTS OF WORK

Ability to operate a calculator, computer and other office equipment accurately and efficiently.

Ability to perform clerical work of standard difficult, with some knowledge of office practices, methods and procedures.

Ability to write legibly and follow oral and written instructions in a safe and efficient manner.

Ability to maintain landfill records and to prepare accurate reports.

Ability to establish effective working relationships with co-workers and the general public.

LANDFILL ATTENDANT / LIGHT EQUIPMENT OPERATOR (continued)

Working knowledge of light motorized equipment and vehicle.

Working knowledge of safety standards and practices associated with the operation of power tools, motorized equipment and vehicles.

Ability to read and accurately interpret city maps.

Ability to perform routine repairs and maintenance on various tools and equipment.

Ability to perform manual labor, including bending, stooping, reaching and lifting heavy objects.

Ability to use peripheral vision to avoid hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, etc. while operating equipment.

Physical endurance sufficient to perform tasks under extreme weather conditions.

Must be willing to work after hours on other non-emergency related tasks associated with the specific department assigned to.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of general clerical experience including handling of cash and customer service and experience in the operation of maintenance and construction equipment; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license is highly preferred, with appropriate endorsements for equipment used. Applicants without the appropriate current commercial license will be reviewed based on previous work experience and education. Ability to obtain a valid North Dakota commercial driver's license and proper endorsements within six months of employment is required. Must obtain Landfill Operator Certification after one year hands-on landfill operator experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.

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LANDFILL FOREMAN

DEPARTMENT:	Landfill	REPORTS TO:	Sanitation/Landfill Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Landfill Personnel
PAY GRADE:	63	DATE REVISED:	03/01/2026

NATURE OF WORK

This is highly skilled supervisory work over landfill operations, the Household Hazardous Waste collection facility, placement of construction & debris roll-off tanks, and compost site operations. Work is performed under the supervision of the Landfill/Sanitation Superintendent. Supervision is exercised over Landfill Operators, Heavy, Medium, and Light Equipment Operators, and Scale Attendants.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, schedules, assigns work and evaluates the performance of subordinate employees; provides training, monitors training and counsels employees as needed.

Assures that proper safety procedures are followed and that appropriate safety standards are met.

Works with Public Works Office and Finance Office for computer billing and record keeping.

Prepares and maintains records for weekly and monthly reports; prepares reports; prepares time records for payroll purposes.

Handles citizen service complaints either independently or in cooperation with the Superintendent.

Determines supply, materials and equipment needs and develops orders as needed.

Performs daily and monthly site inspections and conducts tests to ensure compliance with Department of Environmental Quality rules and regulations.

Oversees the placement of incoming wastes, including the scheduling of special wastes, to ensure the proper disposal within the appropriate areas.

Monitors all incoming hazardous wastes for disposal at the Household Hazardous Waste Collection site to ensure the appropriate disposal category is utilized.

Maintains preventive maintenance records as well as other documentation.

Operates heavy equipment and performs equipment maintenance as required.

Operate transfer station, and air curtain incinerator

Prep, monitor and work within the landfill budget

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the principals and practices of effective supervision and performance appraisal.

Thorough knowledge of local, state and federal laws and regulations governing the disposal of municipal solid waste, household hazardous waste, yard wastes, separation and recycling of waste, and landfill

operations.

Considerable knowledge of landfill scale operations and staffing

Ability to establish and maintain effective working relationships with other employees, contractors and the general public.

Knowledge of computers and industry specific technology utilized.

LANDFILL FOREMAN (continued)

Ability to keep records and prepare reports.

Ability to read and follow written and/or oral instructions.

Extensive knowledge of landfill operations and the handling and disposal of household hazardous waste materials.

Extensive knowledge of the operation and maintenance of medium-sized and heavy motorized equipment.

Extensive knowledge of employee safety standards and practices.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate employees.

Ability to maintain records and prepare reports.

Ability to operate medium-sized to heavy motorized equipment.

Ability to operate various hand and power tools and equipment.

Ability to perform heavy manual labor, including bending, stooping, reaching and lifting.

Ability to work under inclement weather conditions.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to hear obstacles as they are encountered and to immediately respond by halting or redirecting equipment.

Ability to judge distances accurately.

Ability to stand and/or sit for long periods of time.

Ability to be on-call and to respond as needed.

Ability to perform 24-hour standby duty for public works emergencies in the City.

Ability to read and follow written and/or oral instructions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or vocational school with a minimum of seven years of experience in the operation and maintenance of medium to heavy equipment. Experience should include a minimum of three years within a landfill operation or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

State of North Dakota Landfill Operator certification. Possession of a valid State of North Dakota Class A commercial driver's license with no restrictions and a tanker endorsement.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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**LANDFILL HEAVY EQUIPMENT
OPERATOR**

DEPARTMENT:	Landfill	REPORTS TO:	Landfill Foreman
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	Landfill Foreman
PAY GRADE:	54	DATE REVISED:	03/01/2026

NATURE OF WORK

This is semi-skilled work in the operation of a variety of medium sized and heavy motorized equipment. Performing regular inspections and ensuring compliance with local and federal regulations regarding waste management. Work is performed under the general supervision of a foreman. The employee provides guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of medium sized and heavy motorized equipment including backhoe, roll-off truck, dozers, large tractors, specialized mowing machines, sewer vac-all, road graders, large dozers, scrappers, sweepers, compactors, and like.

Operates a variety of lighter equipment, as needed.

Uses hand and powers tools, such as chain saws, jack hammers, air compressors, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, and remove snow and ice.

Repairs sewer and water lines and manholes, lays asphalt and gravel, mows grounds, patches potholes, sets up and finishes concrete, and the like; uses equipment to detect gas in sewer lines.

Maintains lawns, sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power mowers and related equipment.

Hauls sand, gravel, rock and other materials to and from sites; hauls equipment, tools and supplies. Cleans, services and performs major to minor repairs on equipment.

Operate transfer station and air curtain incinerator.

Performs various laboring and semi-skilled tasks when not operating equipment. Must be on call periodically.

Ability to perform 24 hour standby duties for public works emergencies in

the City. Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment operation and ability to safely operate and maintain it.

Demonstrate ability to effectively operate track-type and other types of heavy equipment as well as other motor vehicles. Ability to operate equipment in the dark for special or emergency projects.

Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

Ability to use hand and power tools in a safe and effective manner.

Ability to perform heavy manual labor, including bending, stooping, reaching digging, and lifting heavy objects.

Ability to maintain equipment, check and change oil, change tires. Ability to climb up and down from heavy equipment safely.

Ability to stand and sit for long periods of time.

Ability to watch materials coming off the blades of equipment while in operation.

Ability to hear obstacles as they encounter the equipment and immediately halt or redirect the equipment. Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, vehicles, and other hazards while operating the equipment.

Ability to load and unload equipment and materials for City services. Ability to judge distance effectively in operating all equipment.

Ability to read and follow written and/or oral instructions.

Ability to read and understand city maps (water and storm sewer lines). Ability to work cooperatively with other employees.

Ability to be on call and respond accordingly.

Ability to read and understand GPS compaction mapping

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and six years of experience in the operation of medium and heavy motorized equipment, two years of which must have been at the Equipment Operator-Medium level; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsement for equipment used. Must obtain Landfill Operator Certification after one year of hands-on landfill operation experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

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**LANDFILL EQUIPMENT
OPERATOR – LIGHT**

DEPARTMENT:	Landfill	REPORTS TO:	Landfill Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Landfill Foreman
PAY GRADE:	47	DATE REVISED:	2/17/2026

NATURE OF WORK

This is work involving the skilled operation of light motorized equipment and manual laboring activities. Performing regular inspections and ensuring compliance with local and federal regulations regarding waste management. Work is performed under the general supervision of Landfill Forman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of light motorized equipment and vehicles including various Roll-off trucks, front-end loaders, riding mowers, small tractors and other related vehicles and equipment.

Operates medium-sized equipment including backhoe, sweepers, small dozer, full-size tractors, compost turners and other related equipment.

Operates a variety of hand and power tools as part of construction or maintenance work assignments.

Performs ground work and cleans sidewalks and parking areas by using various hand tools and equipment such as power mowers and snow thrower.

Performs minor repairs and preventive maintenance on equipment.

Maintain and clean compost sites

Performs other duties as assigned.

REQUIREMENTS OF WORK

Working knowledge of light motorized equipment and vehicle.

Working knowledge of safety standards and practices associated with the operation of power tools, motorized equipment and vehicles.

Ability to understand and follow oral and written instructions in a safe and efficient manner.

Ability to read and accurately interpret city maps

Ability to perform routine repairs and maintenance on various tools and equipment.

Ability to perform heavy manual labor, including bending, stopping, reaching and lifting heavy objects. Ability to use peripheral vision to avoid hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, etc. while operating equipment.

Able to safely and efficiently place roll-off containers in residential areas and tight or congested locations

Operate transfer station and air curtain incinerator.

Physical endurance sufficient to perform tasks under extreme weather conditions.

Must be willing to work after hours on other non-emergency related tasks associated with the specific department assigned to.

EQUIPMENT OPERATOR - LIGHT (continued)

Ability to be on-call and work weekends throughout the compost season.

Able to communicate effectively and professionally with members of the public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and two years of experience in the operation of construction and maintenance equipment, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license is highly preferred, with appropriate endorsements for equipment used. Applicants without the appropriate current commercial license will be reviewed based on previous work experience and education. Ability to obtain a valid North Dakota commercial driver's license and proper endorsements within six months of employment is required. Landfill Operator Certification after one year of hands-on landfill operation experience.

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**LANDFILL MEDIUM EQUIPMENT
OPERATOR**

DEPARTMENT:	Landfill	REPORTS TO:	Landfill Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Landfill Foreman
PAY GRADE:	50	DATE REVISED:	2/17/2026

NATURE OF WORK

This is work in the operation of a variety of medium sized and heavy motorized equipment. Work is performed under the general supervision of a foreman. Performing regular inspections and ensuring compliance with local and federal regulations regarding waste management. The employee provides guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of medium sized and heavy motorized equipment including backhoe, garbage trucks, dozers, large tractors, mowing machines, sewer vac-all, road graders, scrapers, sweepers, compost turners and the like.

Operates a variety of lighter equipment, as needed.

Uses hand and power tools, such as chain saws, jack hammers, air compressors, paint sprayers and sanders, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, paint, assemble and replace signs and remove snow and ice.

Repairs sewer and water lines and manholes, lays asphalt and gravel, sweeps streets, mows grounds, patches potholes, sets up and finishes concrete, and the like; uses equipment to detect gas in sewer lines.

Maintains lawns, sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power mowers and related equipment. transports refuse to landfill and other disposal sites.

Hauls sand, gravel, rock and other materials to and from sites; hauls equipment, tools and supplies. Services and performs minor repairs on equipment.

Must be on call periodically.

Maintain and clean compost sites

Able to safely and efficiently place roll-off containers in residential areas and tight or congested locations

Operate transfer station and air curtain incinerator

Ability to perform 24 hour standby duties for public works emergencies in the City. Performs various laboring and semi-skilled tasks when not operating equipment. Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment and ability to safely operate it.

Considerable knowledge of routine equipment maintenance.

Demonstrated ability to effectively operate track-type tractors, motor graders, excavators, backhoe.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

Ability to use hand and power tools in a safe and effective manner.

Ability to operate gears and mechanical items on various types of medium and heavy equipment. Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, water meters, vehicles, and other hazards while operating the equipment.

Ability to operate equipment in the dark for special or emergency projects.

Ability to operate motor vehicles, medium and heavy trucks and other small and heavy equipment. Ability to load and unload equipment and materials for City services.

Ability to maintain equipment, change tires.

Ability to perform heavy manual labor, including bending, stooping, reaching, digging, and lifting heavy objects.

Ability to stand and/or sit for long periods of time. Ability to climb up and down from equipment. Ability to read and follow written and oral instructions.

Ability to read and understand City maps (water and storm sewer lines). Ability to work cooperatively with other employees.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four years of experience in the operation of light and medium motorized equipment as an Equipment Operator-Light; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsements for equipment used. Landfill Operator Certification after one year of hands-on landfill operation experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud

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LAW ENFORCEMENT OFFICE MANAGER

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	59	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices. Will assist in the training of, and be responsible for acting as back-up to all other Law Enforcement Office Specialist positions. Manages the responsibilities of tasks assigned to the police records section. Supervises personnel assigned to the records section.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Manages the job duties assigned to the records office to ensure all responsibilities are completed in an effective and efficient manner.

Supervises the personnel assigned to the Records Office, approves leave, and evaluates work performance of staff.

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Testifies in court as required.

Processes warrants, permits, and other various records.

Assists in maintaining data sets for the Records Management System.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists with researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate evaluating records (such as protection orders and warrants) and seeking clarification from the issuing entity.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Counsels, advises, assists and explains complex policies, procedures, practices, and local, state and federal regulations to employees, other agencies and the general public.

LAW ENFORCEMENT OFFICE MANAGER (continued)

Maintains confidentiality of information and data.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

Assist with resolving problems and responds to non-routine inquiries relating to law enforcement records and operations.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to assist with personnel training and process development and improvement. Ensures assigned personnel are trained in specific processes, understand department policies and procedures, and provides ongoing training opportunities to promote a learning environment.

Ensures personnel performance meets expectations, counsels as necessary to promote improvement.

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

LAW ENFORCEMENT OFFICE MANAGER (continued)

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. One year of experience as a Law Enforcement Specialist III; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST I

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	48	DATE REVISED:	06/01/2024

NATURE OF WORK

Under close supervision, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Operates standard office equipment, a computer, microfilm, and scanning equipment.

Testifies in court as required.

Processes warrants, permits, and other various records.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Maintains confidentiality of information and data.

Interprets and applies technical and procedural information.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

LAW ENFORCEMENT OFFICE SPECIALIST I (continued)

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to work both independently and within a team environment.

Ability to work with public in stressful situations.

Ability to adapt to changing modern office methods and computer technologies.

Be familiar with computer software to include, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of business communications.

Some knowledge of office practices, methods and procedures.

Ability to perform clerical work of standard difficulty.

Ability to establish and maintain effective working relationships with other city employees and the general public.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

Ability to work at routine assignments for extended periods as needed.

Ability to stand, bend, and reach to accept payments from the public from the counter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of complex clerical experience; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST II

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	51	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Operates standard office equipment, a computer, microfilm, and scanning equipment.

Testifies in court as required.

Processes warrants, permits, and other various records.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Maintains confidentiality of information and data.

Interprets and applies technical and procedural information.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

LAW ENFORCEMENT OFFICE SPECIALIST II (continued)

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. Two years of experience as a Law Enforcement Specialist I; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST III

DEPARTMENT:	Various	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	54	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

Will assist in the training of, and be responsible for acting as back-up to all other Law Enforcement Office Specialist positions.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Testifies in court as required.

Processes warrants, permits, and other various records.

Assists in maintaining data sets for the Records Management System.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists with researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate evaluating records (such as protection orders and warrants) and seeking clarification from the issuing entity.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Counsels, advises, assists and explains complex policies, procedures, practices, and local, state and federal regulations to employees, other agencies and the general public.

Maintains confidentiality of information and data.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

LAW ENFORCEMENT OFFICE SPECIALIST III (continued)

Assist with resolving problems and responds to non-routine inquiries relating to law enforcement records and operations.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to assist with personnel training and process development and improvement.

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime form the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

LAW ENFORCEMENT OFFICE SPECIALIST III (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. One year of experience as a Law Enforcement Specialist II; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PUBLIC SAFETY TELECOMMUNICATOR / DISPATCHER SHIFT SUPERVISOR

DEPARTMENT:	Dispatch	REPORTS TO:	PS Telecommunicator Personnel Manager
FLSA STATUS:	Non- Exempt	DIRECT REPORTS:	Dispatch Staff
PAY GRADE:	62	DATE REVISED:	2/17/2026

NATURE OF WORK

The Public Safety Telecommunicator (PST) / Dispatcher Shift Supervisor is a highly responsible position which reports to the Public Safety Telecommunications Center Personnel Manager. This position is responsible for the day to day (day and night) operations and requires some administrative responsibilities. As the shift supervisor this position is responsible for ensuring the highest quality of service is provided to the citizens and the public safety agencies served by Minot Central Dispatch.

ESSENTIAL FUNCTIONS OF WORK

Includes all the essential functions of work for a PST / Dispatcher.

Works with other shift supervisors, and management to evaluate and ensure adequate staff coverage for all shifts.

Works closely with Public Safety Telecommunications Center Personnel Manager in updating, changing, and writing new additions to the policies, procedures or directives.

Assists Public Safety Telecommunications Center Personnel Manager with performance evaluations of subordinates.

Uses coaching and counseling with staff, reporting results to the Public Safety Telecommunications Center Personnel Manager. Assists with disciplinary actions up to and including written reprimands.

Assists with the training of new hires and helps with continual training courses for all dispatchers.

Acts as a technical advisor for software and hardware used in the daily operations. (Vesta phone system, Motorola radio, Tyler Tech New world CAD, Openfox, etc.

Helps to identify and correct operational deficiencies.

Provides guidance to working dispatchers as needed during day to day operations

Conducts quality assurance operations to ensure dispatchers follow department policy and standards.

Assist in the hiring of new dispatchers

Communicates subordinate issues with Public Safety Telecommunications Center Personnel Manager, while providing clear chain of command expectations for subordinates.

In the absence of Public Safety Telecommunications Center Personnel Manager, they may have to act as an Incident Commander for communications.

Maintains professional demeanor, positive role model who motivates all dispatch staff.

Exemplify good customer service

Completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

Geography • Phone/Computer basics • Stress management • Chain of command • Liability • Terminology • Roles and responsibilities • Agency • Performance standards • Laws, statutes, and codes • Incident management • Governmental standards • Technology • Risk assessment • Social media • Automated data • Video messaging • Incident command

Skills

Keyboarding/Typing • Multitasking • Decision-making • Critical thinking • Verbal and written communications skills • Ability to work on a team • Active listening/hearing • Customer service • Computer • Telephony • Call control • Conflict resolution • Problem solving • Analytical • Troubleshooting • Text messaging • Data analytics • Social media

Abilities

Quick decision-making • Empathy • Respect • Patience • Maturity • Even-tempered • Integrity • Ethical • Life-long learner • Dependable • Flexible • Efficient • Tolerant • Analytical • Detail orientated

DESIRED MINIMUM TRAINING AND EXPERIENCE:

Must be a Senior Public Safety Telecommunicator / Dispatcher, Trainer or have 5 years of 911 dispatch or emergency dispatch experience.

Graduation from high school and some experience in the use of communications equipment, computer systems, and phone systems; or any equivalent combination of training and experience.

Speak and read the English language.

All PST / Dispatcher Shift Supervisors must complete an agency approved 911 Center Supervision course within 6 months of hire.

Must have and maintain NCIC certification

Must have and maintain EMD certification

Must have and maintain CPR certification

Must possess FEMA ICS 100,200,247a,b, or c, 700, and 800 certifications

WORKING CONDITIONS:

Work is typically performed in the climate controlled communications room, with varying levels of light, confined environment;

- May be subjected to excited, abusive, foul-mouthed, incoherent, drunk, impaired or hysterical callers;

- Must be available to work shift work encompassing 24/7 schedules including evenings, nights, weekends and holidays;

- Must remain at the Center for the full scheduled shift. Uninterrupted lunch and breaks are not guaranteed;

- Due to the nature of public safety work, overtime may be required;

- May be called back on short notice and for extended periods and must be available by phone at own expense;

- Extremely busy environment with constant interruptions;

- Occasional travel to conferences or trainings throughout state and/or country.

DRAFT

LEGAL ADMINISTRATIVE ASSISTANT

DEPARTMENT:	Attorney	REPORTS TO:	City Attorney
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	52	DATE REVISED:	03/01/2026

NATURE OF WORK

This position provides ongoing legal administrative support for the Minot City Attorney, Assistant City Attorney and Staff Attorney in a moderately complex setting, dealing with sensitive matters and public contact. The position also works closely with Municipal Court clerks and officials, Police Department and other City personnel and the Public to maintain case files, internal and external calendars, and processing of all information in a timely manner. Work requires the exercise of independent judgment.

Work is performed under the general direction of the legal staff of the office but is specifically responsible to the City Attorney. This position does not provide supervision to other staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Maintains contact with victims regarding all aspects of Marsy's law including victim's rights, appropriate actions, information and follow-up throughout the criminal process.

Create electronic file for each criminal charge. Read and review affidavit, prepare case notes with pertinent information of the case, ensure all proper documentation is in the electronic file for the attorney to appear in court.

Ensuring appropriate confidentiality of all information, correspondence and reports. Review all incoming communication to prioritize workload and route to appropriate attorney or administrative staff. Monitor communication for time sensitive documents and drafting appropriate responses, supplemental discovery paperwork for attorneys to review. Maintain case narratives relating to actions to ensure case continuity.

Maintaining daily contact with Municipal Court and the Minot Police Department regarding trial calendars and contact availability scheduling for police officers to serve subpoenas and for trial availability.

Prepare warrant requests for attorney review, police department follow-up as needed. Forward warrants for court and update victims of warrants status.

Providing BCI with defendant prosecution and disposition information.

Researching information from other agencies such as criminal histories and driving abstracts and preparing legal documents and correspondence. Reviewing necessary audio and video recordings as requested.

Assisting the public as needed both as walk-in and on the telephone.

Assist new employees as needed with access/training to various software and in answering questions on procedure.

Performs other related duties as assigned.

LEGAL ADMINISTRATIVE ASSISTANT (continued)

REQUIREMENTS OF WORK

Excellent grammar, spelling and punctuation skills and a general knowledge of legal terms and definitions.

Substantial knowledge of City and State specific software programs including: Evidence.com, LERMS, Securepa, Odyssey, Next Request, Brazos, CJIS Portal, as well as Word, Excel, Outlook, Adobe and One-Note applications.

Accurate computer keyboarding skills of 50 wpm which includes typing from documents, recordings (dictation), or independently.

Ability to communicate well on telephone and face-to-face with the public in various and sometimes stressful situations.

Ability to establish and maintain effective working relationships with other employees, city officials, other agencies, and the general public.

Ability to follow moderately complex oral and written instructions.

Highly organized with an emphasis on understanding deadlines.

Ability to learn and use specialized language and technical terms and effectively perform new tasks and skills.

Ability to stand and sit for a minimum of two hours at a time.

Ability to bend to file and retrieve materials and supplies in and from file and storage cabinets.

This position normally works seated at a desk in an environmentally controlled office setting using a computer terminal but must also move about the office or building to perform the functions of the position.

This position normally works in City Hall Monday-Friday, 8:00 a.m. to 4:30 p.m. Additional hours may be required for a heavy work load, training or emergencies.

DESIRED MINIMUM TRAINING AND EXPERIENCE

High School diploma or equivalency required with emphasis in business and clerical courses; Associate degree in legal secretarial and one year of legal secretarial experience or three years full-time legal secretarial experience preferred; An equivalent combination of education and experience may substitute for all or part of the preferred requirements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands and arms to type on a computer and carry files, computers, and other materials necessary for meetings and court proceedings. The employee often spends long hours sitting in front of a computer screen indoors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LIGHT MECHANIC (SHOP)

DEPARTMENT:	Public Works Operations	REPORTS TO:	Shop Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	46	DATE REVISED:	2/12/2026

NATURE OF WORK

This is manual and mechanical work servicing automotive vehicles and other equipment and performing minor repairs. Work is performed under the continuing supervision of the Shop Foreman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Services and lubricates automobiles, trucks, and other equipment; changes and repairs tires. Services and lubricates generator sets.

Performs preventive maintenance and vehicle inspections, documents any problems found using asset management software.

Performs transmission and cooling system flushes.

Checks lights and batteries, hoses, radiators, water pumps, valve covers, gaskets, and belts.

Performs routine brake work, exhaust work, and minor mechanical and electrical work, as directed.

Performs light mechanical work as directed.

Maintains adequate supplies and materials used in the servicing of vehicles.

Maintains work area in a clean and orderly condition.

Assists mechanics in their work.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of standard practices, methods, tools, materials and equipment of the automotive and mechanical trades.

Some knowledge of the occupational hazards connected with vehicle maintenance and repair and of relevant safety standards and precautions.

Knowledge of proper service and lubrication requirements of a variety of vehicles and equipment.

Ability to use and maintain bench and hand tools, and test equipment of the automotive and mechanical trades in a safe, efficient manner.

Ability to understand and follow oral and written instructions.

Ability to read and interpret service manuals and lubrication charts.

Ability to work cooperatively with others.

LIGHT MECHANIC (continued)

Ability to visually check safety on equipment.

Ability to lay on creeper and work underneath automotive vehicles.

Ability to use hydraulic jacks both manually and under power.

Ability to drive and operate all equipment owned by the City.

Ability to use wrenches to pull, remove, tighten, and extract automotive parts.

Ability to maneuver around and in engines with hands and body.

Ability to hear noises or sounds of equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and some experience in the servicing of automobiles or other equipment; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MECHANIC, SENIOR

DEPARTMENT:	Public Works Operations	REPORTS TO:	Shop Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	57	DATE REVISED:	2/12/2026

NATURE OF WORK

This is highly skilled and lead work in the maintenance and repair work of vehicles and equipment. Work is performed under the general supervision of the Shop Foreman. The employee may provide guidance, direction, training and assistance to lower-level employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Provides guidance and direction to other vehicle mechanics.

Performs duties of Shop Foreman in his/her absence.

Servicing and repairs gasoline and diesel engines, manual and automatic transmissions, rear ends, drivelines, clutch, brake and electrical systems, air conditioning, wheel alignment and related equipment, fuel and cooling systems.

Performs general overhaul of equipment including disassembly as required, repairing or replacing of damaged or malfunctioning parts or mechanical units, including camshafts, crankshafts, pistons, rings, connecting rods, bearings, valves and lifters.

Records services performed using asset management software.

Utilizes diagnostic equipment and corrective tools including air impact wrenches; ignition scope; brake drum; rotor lathe; drill press, hydraulic press; torch welder;.

Uses diagnostic equipment including handheld scanners and computer based diagnostic software to troubleshoot and repair vehicles and equipment.

Performs preventive maintenance inspections and troubleshooting inspections, evaluates conditions and determines extent of repair work to be performed.

Repairs, replaces and adjusts braking systems, master and wheel cylinders, front-end assemblies, steering systems, suspensions, alignments, and the like.

Performs repairs and service on small engines such as on chain saws and related equipment; may fabricate parts and equipment using welding equipment.

Performs field or shop inspections of heavy and light equipment to determine repair needs and/or estimate cost of repairs, may contact vendor on maintenance needs, makes field repairs when possible.

Assist other mechanics and participates in the proper service and repair of generators

Performs other related duties as assigned.

MECHANIC, SENIOR (continued)

REQUIREMENTS OF WORK

Thorough knowledge of standard practices, methods, tools, materials and equipment of the automotive and mechanical trades.

Thorough knowledge of the occupational hazards connected with vehicle maintenance and repair and of relevant safety standards and precautions.

Ability to troubleshoot and diagnose problems relating to the safe and effective operation of gasoline and diesel vehicles and equipment.

Ability to use and maintain bench and hand tools, machines and test equipment of the automotive and mechanical trades in a safe, efficient manner.

Ability to maintain service records.

Ability to establish and maintain effective relationships with other employees.

Ability to lay on creeper and work underneath automotive vehicles.

Ability to use hydraulic jacks both manually and under power.

Ability to diagnose defects in automotive equipment.

Ability to interpret and work from service manuals, specifications, and diagrams.

Ability to visually detect leaks, hairline cracks, breaks in engine, and automotive parts.

Ability to drive a vehicle to make road calls.

Ability to adapt new parts for use on older equipment when direct replacement parts are not available.

Ability to be on twenty-four hour call for emergency repairs as needed.

Ability to work unsupervised in the field making repairs to equipment not able to be moved into the maintenance shop.

Ability to operate all shop equipment such as forklifts, overhead cranes and hoists, porta-power units, and all other equipment.

Ability to drive and operate all city owned equipment.

Ability to use wrenches to pull, remove, tighten, and extract automotive parts.

Ability to maneuver around and in engine compartments with hands and body.

Ability to use welding equipment to fabricate parts.

Ability to hear noises and sounds of equipment.

MECHANIC, SENIOR (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or vocational school; and five years of progressively responsible experience in the maintenance and repair of gasoline and diesel vehicles and equipment; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper endorsements.

Required to supply and maintain, in good condition, tools needed for the repair of all vehicles and equipment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MECHANIC (SHOP)

DEPARTMENT:	Public Works Operations	REPORTS TO:	Shop Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	54	DATE REVISED:	2/12/2026

NATURE OF WORK

This is journey level maintenance and repair work of vehicles and equipment. Work is performed under the general supervision of a vehicle maintenance supervisor. The employee provides guidance, training and assistance to lower-level employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Services and repairs gasoline and diesel engines, manual and automatic transmissions, rear ends, drive lines, clutch, brake and electrical systems, air conditioning, wheel alignment and related equipment, fuel and cooling systems.

Performs general overhaul of equipment including disassembly as required, repairing or replacing of damaged or malfunctioning parts or mechanical units, including camshafts, crankshafts, pistons, rings, connecting rods, bearings, valves and lifters.

Records services performed using asset management software.

Utilizes corrective tools including but not limited to air impact wrenches; ignition scope; brake drum/rotor lathe; drill press, hydraulic press; torch welder.

Uses diagnostic equipment including handheld scanners and computer based diagnostic software to troubleshoot and repair vehicles and equipment.

Performs preventive maintenance inspections and troubleshooting inspections, evaluates conditions and determines extent of repair work to be performed.

Repairs, replaces and adjusts braking systems, master and wheel cylinders, front-end assemblies, steering systems, suspensions, alignments, and the like.

Performs repairs and service on small engines such as on chain saws and related equipment; may fabricate parts and equipment using welding equipment.

Performs field or shop inspections of heavy and light equipment to determine repair needs and/or estimate cost of repairs, may contact vendor on maintenance needs, makes field repairs when possible.

Performs other related duties as assigned.

MECHANIC (continued)

REQUIREMENTS OF WORK

Considerable knowledge of standard practices, methods, tools, materials and equipment of the automotive and mechanical trades.

Considerable knowledge of the occupational hazards connected with vehicle maintenance and repair and of relevant safety standards and precautions.

Ability to troubleshoot and diagnose problems relating to the safe and effective operation of gasoline and diesel vehicles and equipment.

Ability to use and maintain bench and hand tools, machines and test equipment of the automotive and mechanical trades in a safe, efficient manner.

Ability to maintain service records.

Ability to establish and maintain effective relationships with other employees.

Ability to lay on creeper and work underneath automotive vehicles.

Ability to use hydraulic jacks both manually and under power.

Ability to diagnose defects in automotive equipment.

Ability to interpret and work from service manuals, specifications, and diagrams.

Ability to visually detect leaks, hairline cracks, breaks in engine, and automotive parts.

Ability to be on twenty-four hour call for emergency repairs as needed.

Ability to work unsupervised in the field making repairs to equipment not able to be moved into the maintenance shop.

Ability to operate all shop equipment such as forklifts, overhead cranes and hoists, porta-power units, and all other equipment.

Ability to drive and operate all city owned equipment.

Ability to use wrenches to pull, remove, tighten, and extract automotive parts.

Ability to maneuver around and in engine compartments with hands and body.

Ability to hear noises and sounds of equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and/or vocational school and four years of progressively responsible experience in the maintenance and repair of gasoline and diesel vehicles and equipment; or any equivalent combination of training and experience.

MECHANIC (continued)

NECESSARY SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid North Dakota commercial driver's license and proper endorsements.

Required to supply and maintain, in good condition, tools needed for the repair of all vehicles and equipment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MECHANICAL INSPECTOR I

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	58	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical work involving the inspection of buildings and building construction for conformity to municipal and national mechanical codes and other regulations, and the inspection of residential properties and the enforcement of housing codes. Individual positions specialized in particular areas of mechanical work. Work is performed under the general supervision of the Mechanical Inspector II/Building Official.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts inspections of residential structures to determine compliance with municipal and national mechanical codes and to identify any required corrections in mechanical systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of mechanical systems by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved mechanical plans and building and safety codes; issues a variety of permits.

Checks the methods and quality of HVAC materials used for specific and or complete mechanical systems.

Inspects methods, practices and materials for the installation of mechanical systems including air handlers, compressors, ventilation and exhaust systems with the use of properly sized materials, and adherence to various code requirements.

Inspects methods, practices and materials of installing boilers, furnaces, fire places, wood burning stoves, ventilation and exhaust systems, ranges, broilers, ovens and the like.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

Performs a final inspection of a completed building or dwelling to ascertain the compliance of all HVAC fixtures, components and systems.

Maintains records and prepares reports on inspection activities.

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the principles and practices of the International Mechanical Codes.

Considerable knowledge of the practices and codes pertaining to a special area of inspection such as mechanical systems.

MECHANICAL INSPECTOR I (continued)

Considerable knowledge of the methods, materials and techniques used in the construction of both large and small structures.

Considerable knowledge of the methods and techniques of mechanical inspection.

Knowledge of the various codes to be enforced.

Knowledge of legal procedures involved in enforcing building codes and ordinances.

Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret building construction details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability bend and walk, climb, and maneuver on uneven terrain. Ability climb stairs.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in the construction industry. Possession of a valid North Dakota driver's license. Possession of, or ability to obtain within one year of employment, certification as a residential mechanical inspector from the International Code Council.

NECESSARY SPECIAL REQUIREMENTS (Depending upon the area of specialty, one of the following will be required, in addition to provisions listed in the City of Minot Code of Ordinances related to the position.)

Mechanical:

Possession of, or ability to obtain within six months of employment, a City of Minot journeyman's installers license. Possession of, or ability to obtain within one year of employment, a mechanical inspector certification from the International Code Council.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MECHANICAL INSPECTOR II

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	62	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible for advanced technical work involving the inspection of buildings and building construction for conformity to municipal and national plumbing codes and other regulations, and the inspection of residential, commercial and industrial properties and the enforcement of housing codes. Individual positions specialized in particular commercial HVAC work. Work is performed under the general supervision of the Building Official.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts inspections of residential and commercial structures to determine compliance with municipal and national mechanical codes and to identify any required corrections in residential, commercial and industrial mechanical systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of mechanical systems by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved mechanical plans and safety codes; issues a variety of permits.

Checks the methods and quality of HVAC materials used for specific and or complete mechanical systems.

Inspects methods, practices and materials of installing mechanical systems including air handlers, compressors, ventilation, and exhaust systems. With the use of properly sized materials and adherence to various code requirements.

Inspects methods, practices and materials of installing boilers, furnaces, fire places, wood burning stoves, ventilation and exhaust systems, ranges, broilers, ovens and the like.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

Performs a final inspection of a completed building or dwelling to ascertain the compliance of all HVAC fixtures, components and systems. .

Maintains records and prepares reports on inspection activities.

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

Instructs Mechanical Inspector I in various inspection requirements.

MECHANICAL INSPECTOR II (continued)

REQUIREMENTS OF WORK

Considerable knowledge of the principles and practices of International Mechanical Codes.

Advanced knowledge of the practices and codes pertaining to a special area of HVAC systems.

Considerable knowledge of the methods, materials and techniques used in the construction of both large and small structures.

Advanced knowledge of the methods and techniques of commercial and residential mechanical inspections.

Advanced knowledge of the various codes to be enforced.

Knowledge of legal procedures involved in enforcing electrical codes and ordinances.

Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret building construction, HVAC details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability bend and walk, climb, and maneuver on uneven terrain. Ability climb stairs.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in the construction industry as a Master Mechanical. Possession of a valid North Dakota driver's license. Possession of, or ability to obtain within one year of employment, certification as a commercial mechanical inspector from the International Code Council.

NECESSARY SPECIAL REQUIREMENTS (Depending upon the area of specialty, one of the following will be required, in addition to provisions listed in the City of Minot Code of Ordinances related to the position.)

Mechanical:

Possession of, or ability to obtain within six months of employment, a City of Minot Master installers license. Possession of, or ability to obtain within one year of employment, a commercial mechanical inspector certification from the International Code Council.

MECHANICAL INSPECTOR II (continued)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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BUILDING INSPECTOR III (SPECIALTY REQUIREMENTS BELOW)

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	65	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical work involving the review of construction documents and inspection of buildings and building construction for conformity to municipal and national building codes and other regulations, and the review of construction documents, inspection of residential properties and the enforcement of housing codes. Individual positions maybe specialized in particular areas of building inspection such as plumbing, electrical, and mechanical. Work is performed under the general supervision of the Building Official. This is the third level of a three level series. It is differentiated from the first and second level, Building Inspector I and Building Inspector II, by the addition of plans examination, the high level of complexity of inspection activities and review, and the degree of discretion exercised in performing required activities is higher. A Building Inspector III will be called upon to perform the duties of a Building Inspector I and Building Inspector II, so a familiarity with such duties is required.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts thorough plan review for specific projects for code compliance, prior to permit issuance. This function will be conducted in a timely matter.

Conducts inspections of residential and commercial structures to determine compliance with municipal and national codes and to identify any required corrections in structural, electrical, mechanical, plumbing, fire resistive, and environmental systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of structures by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved building plans building and safety codes; issues a variety of permits.

Checks the methods and quality of building materials used for wood framing, plastering, pouring of concrete, masonry, reinforcing steel, steel erection and the like.

Inspects site preparation of slab construction for accessory buildings, including the type and placement of reinforcements, thickness of materials, placement of expansion joints, and placement of moisture barriers; inspects framing in progress and upon completion for adherence to proper nailing techniques, use of proper sized materials, and adherence to various code requirements.

Inspects methods, practices and materials of installing stairways, handrails, bracing and fire escapes; inspects boilers, furnaces, fire places, wood burning stoves, ventilation and exhaust systems, ranges, broilers, ovens and the like.

Inspects plumbing fixtures, connections and water and sewer lines; inspects electrical fixtures, wiring, circuitry, and connections.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

BUILDING INSPECTOR III (SPECIALTY REQUIREMENTS BELOW) (continued)

Performs a final inspection of a completed building or dwelling, including driveways, landscaping, and exterior materials such as siding and painting.

Maintains records and prepares reports on inspection activities.

Performs administrative duties related to job functions.

- Records/logs all inspections conducted and any subsequent corrections noted;
- Compiles data and prepares required documents and records and state and federal reports regarding inspection activities, individual compliance issues, etc;
- Participates in code committee work.

Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

- Knows and follows department and city rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
- Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
- When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

Contacts owners, contractors, and design professionals to discuss deficiencies and to provide information, direction and assistance regarding appropriate corrective actions to ensure compliance. Generates correction letters and/or notices and orders as required.

Plan and carry out own on-site inspections to ensure construction materials and techniques comply with building code requirements; issue Stop Work Orders as required.

Compute and collect fees for various charges and permits; building, sign, mechanical, plumbing, sewer connection and others.

Performs Housing Code Compliance inspections prepares any necessary reports.

Performs any required follow up activities required to accomplish compliance.

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of the principles and practices of building construction.

Extensive knowledge of the practices and codes pertaining to a special area of inspection such as mechanical, electrical and plumbing.

Extensive knowledge of the methods, materials and techniques used in the construction of both large and small structures.

Extensive knowledge of the methods and techniques of building inspection.

Considerable knowledge of the various codes to be enforced.

BUILDING INSPECTOR III (SPECIALTY REQUIREMENTS BELOW) (continued)

Knowledge of legal procedures involved in enforcing building codes and ordinances.

Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret complex building construction details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

Ability to utilize computers and computer programs.

Ability to review trade specific construction documents for code compliance, fully and accurately.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in the construction industry. Possession of a valid North Dakota driver's license. Possession of Building Inspector certification (B5, M5, E5, P5) from the International Code Council, Possession of certification as a Building Plans Examiner (B3, M3, E3, P3) from the International Code Council.

NECESSARY SPECIAL REQUIREMENTS (Depending upon the area of specialty, one of the following will be required, in addition to provisions listed in the City of Minot Code of Ordinances related to the position.)

Building:

Possession of the Building Inspector certification from the International Code Council (B5). Possession of Building Plans Examiner (B3) from the International Code Council. Exemplary job performance as determined by Building Official.

Electrical:

Possession of a North Dakota State Electrical master's license. Possession of an Electrical Inspector (E5) and Electrical Plans Examiner (E3) certifications from the International Code Council. Exemplary job performance as determined by Building Official.

Mechanical:

Possession of a City of Minot Master Mechanical and Fuel Gas license. Possession of a Mechanical Inspectors (M5) and Mechanical Plans Examiner (M3) certifications from the International Code Council. Exemplary job performance as determined by Building Official.

BUILDING INSPECTOR III (SPECIALTY REQUIRMENTS BELOW) (continued)

Plumbing:

Possession of a North Dakota State Plumber's journeyman license. Possession of a Plumbing Inspector (P5) and a Plumbing Plans Examiner (P3) certification from the International Code Council, or International Association of Plumbing and Mechanical Officials (IAPMO) equivalent. Exemplary job performance as determined by Building Official.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must have the physical ability to climb up to rooftops and crawl in tight spaces to perform a complete inspection

MEDIUM EQUIPMENT OPERATOR

DEPARTMENT:	Public Works Operations	REPORTS TO:	Cemetery Manager or Equipment Operator Lead
FLSA STATUS:	Non-Exempt	DIRECT REPORTS	N/A
PAY GRADE:	50	DATE REVISED:	2/5/2026

NATURE OF WORK

This is work in the operation of a variety of medium sized and heavy motorized equipment. Work is performed under the supervision of a supervisor. The employee provides guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of light, medium sized and heavy motorized equipment including backhoe, dozers, large tractors, mowing machines, and the like.

Uses hand and powers tools, such as chain saws, jack hammers, air compressors, paint sprayers and sanders, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, paint, assemble and replace signs and remove snow and ice.

Mows grounds, patches potholes, sets up and finishes concrete, and the like.

Oversees cemetery grounds maintenance, repairs graves that have settled, applies fertilizers and herbicides, installs and repairs sprinkler system, clears snow.

Attends and conducts safety meetings; follows safe procedures in carrying out the work.

Hauls sand, gravel, rock and other materials to and from sites, hauls equipment, tools and supplies.

Services and performs minor repairs on equipment.

Provides guidance, direction and training to less experienced employees.

Assists cemetery supervisor with conferring with families and funeral directors, making arrangements for burials; showing and selling burial lots; supervising collection of lot sales and burial fees; escorting funeral processions; providing assistance during burials.

Prepares grave sites for burial to include grave digging, vault placement, grass, stone, and monument placement.

Maintains records on work activities; inventories and orders materials and supplies; prepares reports on maintenance activities.

Collects refuse from sidewalk receptacles, transports refuse to landfill and other disposal sites.

Must be on call periodically.

Performs various laboring and semi-skilled tasks when not operating equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment operation and ability to safely operate it.

Considerable knowledge of routine equipment maintenance.

Demonstrated ability to effectively operate track-type tractors, motor graders, excavators, backhoe, street sweeper and tandem axle garbage trucks.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

EQUIPMENT OPERATOR - MEDIUM (continued)

Ability to use hand and power tools in a safe and effective manner.

Ability to operate gears and mechanical items on various types of light, medium and heavy equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, water meters, vehicles, and other hazards while operating the equipment.

Ability to operate equipment in the dark for special or emergency projects.

Ability to operate motor vehicles, light, medium and heavy trucks and other small and heavy equipment.

Ability to load and unload equipment and materials for City services.

Ability to maintain equipment, change tires.

Ability to perform heavy manual labor, including bending, stooping, reaching, digging, and lifting heavy objects.

Ability to stand and/or sit for long periods of time.

Ability to climb up into and down from equipment.

Ability to read and follow written and oral instructions.

Ability to read and understand City maps (water and storm sewer lines).

Ability to work cooperatively with other employees.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four years of experience in the operation of light and medium motorized equipment as an Equipment Operator-Light; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsements for equipment used is preferred but not required.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.

MOBILITY MANAGER

DEPARTMENT:	Transit	REPORTS TO:	Bus Service-Shop Maint. Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	60	DATE REVISED:	03/01/2026

NATURE OF WORK

Under general supervision provided by the Transit Superintendent, the Mobility Manager is responsible for planning and implementing department projects and programs by collecting data, completing research, and providing project administration. The Mobility Manager performs complex analytical work by identifying, collecting, and interpreting data used to prepare plans, reports, maps, tables, and charts. The Mobility Manager manages the Paratransit Operations and the Civil Rights Programs required by the Federal Transit Administration and assists in Marketing and Community Engagement functions as it pertains to public transit. In addition, this position will provide mobility training for the general public.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Promote the development and maintenance of a network of transportation services and alternatives beyond requirements of the ADA for persons with disabilities.

Communicates with program providers who work with individuals with disabilities to identify needs and gaps in transportation services - determines ways to creatively address those needs.

Develops plans to address transportation issues of individuals with disabilities and coordinates efforts between transportation providers.

Engages human service agencies to improve transportation options for area residents with disabilities.

Promotes transportation options to individuals with disabilities and program providers.

Responds to elevated concerns of paratransit providers and riders with disabilities on all public transit services. These responsibilities include calling an individual, writing letters, reviewing recordings, and meeting in person to resolve issues.

Partners with inter-government agencies to survey transit riders. Responsible for identifying, collecting and interpreting complex data and information used to prepare plans and reports.

Develops complex plans; creates and writes staff reports on public transportation projects, studies and proposals.

Prepares or instructs others to prepare maps, photos, tables and charts reflecting conditions and trends for reports and presentations.

Performs advanced analysis of internally or externally initiated ideas, proposals and applications to identify compliance with current ordinances, policies and practices.

Communicates effectively, professionally and courteously and maintains working relationships with others in carrying out job functions.

Develop and maintain a public website for Minot City Transit, including maintaining customer relations, social media promotion and identifying methods to stay fresh and relevant with an online presence.

Provide transportation resources and training to direct community service providers in an effort to educate our target audience through community channels.

Provide instruction on how to use the fixed route bus system to our customers.

Plan "train the trainer" sessions to teach community service providers on the fixed route system so they can instruct their clients.

Teach community service providers how to develop transportation plans for their clients.

MOBILITY MANAGER (continued)

Identify and manage all advertising opportunities to enhance the growth of Minot City Transit. This includes any paid and owned (website and social) media.

Identify and develop a plan to bring additional revenue into the organization working with local or state vendors, including bus wraps, benches, bus stop shelters and any and all sources available. Position will require solicitation, sales and service for advertising

Regularly interacts with the public on elevated issues pertaining to department policies, procedures and protocols; refers to others as appropriate and follows up to ensure inquiries are resolved satisfactorily;

Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

Effectively oversees and manages the Paratransit Program and operations.

Evaluates and manages paratransit eligibility applications

Develops policies, procedures, and Standard Operating Procedures (SOPs) that ensure maximum compliance with all applicable ADA regulations.

Provides supervision, technical guidance, and training for applicable City/Contractor staff regarding Paratransit and ADA.

Develop and submit local, state, and/or FTA grants as needed under the direction of the Transit Superintendent.

Performs other duties and activities as assigned

REQUIREMENTS OF WORK

Knowledge of regulations related to ADA Paratransit Services and ensures full compliance with ADA regulations with respect to operations, rider certifications, dispatch/reservationists functions, and revenue service.

Knowledge of human services programs and systems.

Knowledge of Americans with Disabilities Act (ADA).

Knowledge of federal, state and local regulations pertinent to public transportation

Knowledge of basic bookkeeping;

Knowledge of paratransit scheduling software with ability to develop and generate reports;

Knowledge of marketing concepts

Skill in organization and statistics;

Skill in developing and interpreting data;

Skill in interpreting federal and state regulations;

Skill in performing mathematical computations such as algebraic functions;

Skill in development of marketing campaigns

Skill in handling multiple tasks simultaneously

Skill in using patience and understanding while dealing with special needs customers

Skills in writing press releases, business correspondence and advertising scripts

Skills in the use of photo editing and other design software

Skill in communication and interpersonal skills as applies to interaction with coworkers, supervisors, the general public, etc., sufficient to exchange or convey information, resolve disputes and receive work direction.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Associates degree (bachelor's degree preferred) in marketing, communications, administration, or related field. Website development/maintenance and graphic design skill set important, as well as knowledge of data analytics (predictive and/or prescriptive). Will consider equivalent combination of education and experience sufficient to successfully perform the essential duties this position requires as described above

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper transit endorsements.

PHYSICAL REQUIREMENTS

Most work is performed in a normal office environment; on occasion, work is performed in the field. The noise level in the work environment is usually quiet in the office and moderate in the field. Daily work often involves moving between buildings and rooms. Activities the incumbent must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.

Occasional driving is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to detail and deadlines. This job is rated for Sedentary Work, meaning that walking and standing are required only occasionally and the job involves sitting most of the time. The incumbent must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

OFFICE AND ADMINISTRATIVE SPECIALIST, SENIOR

DEPARTMENT:	Various	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	56	DATE REVISED:	03/01/2026

NATURE OF WORK

This is advanced administrative work for a department head. Incumbents work in a setting of great complexity, deal on a continuing basis with sensitive or controversial matters, have continual public contact, and must insure that all activities under their control meet defined objectives. Work requires the exercise of initiative, sound judgment and discretion in the performance of their duties.

Work is performed under the general direction of a department head. Assignments are in the form of general outline or desired results, with methods and processes expected to be developed and implemented as appropriate. The employee may be required to give guidance and assistance to other employees, as assigned.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans and organizes workflow activities to meet unit objectives in a timely manner; evaluates work procedures and methods to ensure quality, effectiveness and efficiency of operations; anticipates events, trends, consequences and/or problems.

Operates standard office equipment, department-required maintenance management system software, and a multi-line telephone system; troubleshoots office equipment problems and initiate maintenance calls to IT and/or vendors.

Plans, drafts and collects information for brochures, portfolios, presentations and publications; processes daily receipts, as needed.

Maintains various reference files, assembles and organizes data, and prepares necessary reports.

Drafts correspondence for supervisor's approval.

Performs research/collects information for various special reports required by the supervisor.

Completes statistical reports, general correspondence and other materials on a personal computer, including formatting, preparing, and editing and verifying information.

Conducts clerical research and completes data for administrative and public reports, ensuring accuracy and completeness.

Keeps official records and reports; prepares correspondence for supervisor's signature; makes travel arrangements; arranges meetings; maintains appointment calendar; prepares agendas; schedules and attends meetings.

Screens incoming calls and correspondence and refers to appropriate staff for action; assembles relevant attachments or notes for instruction or disposition.

Develops and administers operating records, and coordinates activities with other sections in the department, or outside agencies or departments, as appropriate.

OFFICE AND ADMINISTRATIVE SPECIALIST, SENIOR (continued)

Responds to difficult issues and citizen interests or complaints, exercising judgment in accordance with applicable regulations or policies.

Orders and maintains supplies and equipment.

Establishes control procedures for both electronic and physical document handling and storage in accordance with applicable laws and regulations.

Ensures appropriate confidentiality of all information, correspondence and reports.

Formulates, recommends, and on approval, implements procedural changes in clerical operations; recognizes and takes reasonable corrective action or minor deviations from normal routine operations.

Processes accounts receivable, accounts payable, and other financial data; assigns appropriate charge codes to invoices; assists with the collection of delinquent accounts.

Provides assistance to professional staff such as processing payroll and like duties, as needed.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of departmental operations and organization.

Thorough knowledge of standard office procedures, effective practices and processes.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to prioritize, organize and perform work independently and under pressure.

Ability to operate a variety of office equipment, including personal computers.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, city officials, and the general public.

Ability to stand, bend, and reach to accept payments from the public from the counter.

Ability to file and retrieve materials and supplies in and from file and storage.

OFFICE AND ADMINISTRATIVE SPECIALIST, SENIOR (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years experience as an Office and Administrative Specialist; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

OFFICE AND ADMINISTRATIVE SPECIALIST

DEPARTMENT:	Various	REPORTS TO:	Technical or Administrative Superior
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	As Assigned
PAY GRADE:	53	DATE REVISED:	01/01/2025

NATURE OF WORK

This is standard administrative work for a department head or assistant. Incumbents work in a moderately complex setting, deal with sensitive matters, and have public contact. Work requires the exercise of some independent judgment.

Work is performed under the general direction of a technical or administrative superior. The incumbent will plan and carry out assigned duties and will resolve problems according to established guidelines and procedures. The employee may serve as a lead worker over other employees, as assigned.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Types reports, letters and other materials from copy, rough draft, or other sources on a personal computer. Take and transcribe confidential and other dictation; prepare purchase orders; assist in preparation of budget estimates.

Evaluates work procedures and methods to ensure quality, effectiveness and efficiency of operations. Maintains office files, assembles and organizes data, and prepares necessary reports.

Keeps official records and reports; makes travel arrangements; arranges meetings; maintains appointment calendar; prepares agendas; screens incoming calls and correspondence and refers to appropriate staff for action; serves as receptionist for agency.

Performs clerical work such as the posting of detailed records and basic accounting transactions; assists public in filling out forms; makes change and receives payments; checks and maintains lists, and proofreads typed materials to verify correct spelling, syntax, punctuation, and format.

Responds to citizen interests or complaints, in accordance with applicable regulations or policies.

Orders and maintains supplies and equipment. Coordinates and posts with HR for personnel files.

Ensures appropriate confidentiality of all information, correspondence and reports.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of standard office procedures, effective practices and processes.

Ability to follow moderately complex oral and written instructions.

Ability to make arithmetic computations and tabulations rapidly and accurately.

Ability to learn and use specialized language and technical terms.

Ability to maintain records and prepare simple reports from record information. Ability to take minutes for internal meetings when necessary.

Ability to operate standard office equipment, including personal computers.

Ability to communicate effectively, both orally and in writing.

OFFICE AND ADMINISTRATIVE SPECIALIST (continued)

Ability to establish and maintain effective working relationships with other employees, city officials, and the general public.

Ability to stand, bend, and reach to accept payments from the public from the counter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of experience in responsible clerical and secretarial work; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PARTS SPECIALIST/BUS DRIVER (SHOP & TRANSPORTATION)

DEPARTMENT:	Public Works Operations	REPORTS TO:	Shop Foreman, Transportation Foreman, or Transportation Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	50	DATE REVISED:	2/12/2026

NATURE OF WORK

This is responsible work in storeroom purchasing, inventory, accounting, and related clerical duties to maintain a department storeroom. This position also requires operating passenger buses of various sizes to provide safe and efficient transportation services to citizens. Work is performed under the continuing supervision of the bus and shop superintendent.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Receives requests for parts, supplies, materials, tools and equipment from operations personnel.

Price materials and labor on repair orders; determines prices for supplies and materials using catalogues and vendor contacts.

Writes requisitions for supplies using purchase orders or special authorizations; reviews catalogues, contacts vendors; submits invoices to proper person for approval.

Maintains perpetual inventory account using computerized recordkeeping; completes periodic reports for the department director.

Receives and verifies shipments; checks requisitions and invoices against goods and materials received, contacts vendors to resolve discrepancies; places items in storage.

Issue parts and supplies as requested; picks up supplies, parts and materials, as needed.

Performs basic custodial and maintenance duties in the storeroom.

Maintains a variety of records related to the work.

Performs all duties associated with the Bus Driver position when needed operating a passenger bus on an assigned route transporting citizens to designated locations in accordance with schedules and timelines.

Conducts self in an appropriate manner as a representative of the City of Minot, working effectively in a diverse work environment, using prudent judgment at all times, performing duties in a safe manner, and assuring professional quality of services to all customers.

Performs other related duties as assigned.

MARGINAL FUNCTIONS OF WORK

Operates a motor vehicle to transport supplies and equipment to departments/works in emergencies.

REQUIREMENTS OF WORK

Knowledge of reading, legible writing, and basic mathematical calculations.

PARTS SPECIALIST/BUS DRIVER (SHOP & TRANSPORTATION) (continued)

Knowledge of the parts, materials, and supplies normally used in equipment maintenance.

Knowledge of storeroom methods and procedures.

Some knowledge of the City's purchasing policies and procedures.

Skill in operating a computer terminal or a personal computer and its related software.

Skill in operating a calculator and solving basic math problems.

Ability to work independently.

Ability to maintain effective working relationships with superiors, fellow employees, vendors, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to follow oral and written instructions.

Ability to maintain required records and to prepare reports.

Ability to unpack, lift, and move stock.

Knowledge of bus operation and equipment.

Knowledge of safety standards and precautions pertaining to proper bus operation and to passenger ridership.

Knowledge of basic First Aid procedures.

Ability to operate a passenger bus safely and effectively.

Ability to recognize malfunctions in equipment and take appropriate action.

Ability to read and interpret maps.

Ability to read, write, and speak English.

Ability to hear for communication purposes.

Ability to respond to medical emergencies and injuries to passengers in a manner consistent with the policies and procedures of the transit department.

Ability to assist and guide wheelchair riders onto the wheelchair lift and safely secure using proper tie downs.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of experience in inventory control, preferably in a warehouse or storeroom; or any equivalent combination of training and experience. In addition, it is desired that the applicant have some experience in bus or similar vehicle operation; or any equivalent combination of training and experience.

PARTS SPECIALIST/BUS DRIVER (SHOP & TRANSPORTATION) (continued)

NECESSARY SPECIAL REQUIREMENTS

Possession of or ability to possess a North Dakota class “B” commercial driver's license with passenger and air brake endorsements. The North Dakota CDL license is desired but not required to apply for this position.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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PARTS SPECIALIST (SHOP)

DEPARTMENT:	Public Works Operations	REPORTS TO:	Shop Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	48	DATE REVISED:	2/12/2026

NATURE OF WORK

This is responsible work in storeroom purchasing, inventory, accounting, and related clerical duties to maintain a vehicle maintenance department storeroom. Work is performed under the general supervision of the Shop Foreman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Receives requests for parts, supplies, materials, tools and equipment from operations personnel.

Price materials and labor on repair orders; determines prices for supplies and materials using catalogues, appropriate websites, and vendor contacts.

Writes requisitions for supplies using purchase orders or special authorizations; reviews catalogues, contacts vendors; submits invoices to proper person for approval.

Maintains perpetual inventory account using computerized recordkeeping; completes periodic reports for the department director.

Receives and verifies shipments; checks requisitions and invoices against goods and materials received, contacts vendors to resolve discrepancies; places items in storage.

Issue parts and supplies as requested; picks up supplies, parts and materials, as needed.

Prepares and corrects inventory for audits.

Approves purchase orders for parts replacements.

Performs basic custodial and maintenance duties in the storeroom.

Maintains a variety of records related to the work using asset management software.

Performs other related duties as assigned.

MARGINAL FUNCTIONS OF WORK

Operates a motor vehicle to transport supplies and equipment to departments/works in emergencies.

REQUIREMENTS OF WORK

Knowledge of reading, legible writing, and basic mathematical calculations.

Knowledge of the parts, materials, and supplies normally used in vehicle and equipment maintenance.

PARTS SPECIALIST (continued)

Knowledge of storeroom methods and procedures.

Knowledge of the City's purchasing policies and procedures.

Skill in operating a computer terminal or a personal computer and its related software.

Skill in operating a calculator and solving basic math problems.

Ability to work independently.

Ability to maintain effective working relationships with superiors, fellow employees, vendors, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to follow oral and written instructions.

Ability to maintain required records and to prepare reports.

Ability to communicate orally or on telephone.

Ability to unpack, lift, and move stock.

Ability to enter information into the computer.

Ability to make repairs to manual tools.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and at least two years of experience in inventory control, preferably in a warehouse or storeroom; or any equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PLANNER I (ASSISTANT PLANNER)

DEPARTMENT:	Community Development	REPORTS TO:	Principal Planner
FLSASTATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	60	DATE REVISED:	03/01/2026

NATURE OF WORK

This is an entry-level professional position in the Community Development Department, Planning Division, performing a variety of current planning-related tasks in the realm of permitting and processing of land use applications. Some work may include comprehensive planning. Work is performed under the continuing supervision of the Principal Planner. The employee may be expected to give guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

The following essential functions are performed in a developing or learning capacity:

Acts as the public-facing point of contact for the Planning Division. Provides information and assistance regarding planning and zoning process. Collects and analyzes data, and answers questions regarding the planning and zoning process.

Researches records to determine property ownership and obtain other relevant information; provides information to contractors, consultants, property owners, other city departments and others.

Maintains indexes, files and spreadsheets for the Planning Division. Provides administrative support to the Planning Department. Maintains a variety of records pertaining to planning projects.

Reviews and approves temporary and permanent sign permits and checks for compliance. Maintains spreadsheets and logs. Reviews and approves landscaping plans and checks for compliance.

May assist in investigations of zoning violations and with generating related property owner notices of violation(s).

Follow-up and maintain records of complaints. Meets with contractors, property owners and others to resolve complaints and problems.

Reviews site plans as part of building permit and site plan review process for compliance with the City of Minot Land Development Ordinance.

Provides maps, plans and other information to other city departments, the public, contractors, developers, and real estate agencies.

Carries out responsibilities in accordance with the organization's policies and applicable local, state, and federal laws.

Undertakes special projects as assigned.

Performs other related duties as assigned.

PLANNER I (ASSISTANT PLANNER) (Continued)

REQUIREMENTS OF WORK

Knowledge of the principles and practices of sustainable development, urban design, community planning, and community and economic development.

Knowledge of computers, job-related software programs such as ESRI ArcGIS, and standard office equipment.

Skill in preparing clear and precise reports.

Ability to read maps, deeds, plats, and plans.

Ability to establish and maintain effective working relationships with other employees, contractors and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation with a required bachelor's degree in urban or regional planning, geography, criminal justice, public policy and administration, or related field. At least one year of experience working in community and regional planning is preferred.

PHYSICAL REQUIREMENTS

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

PLANNER II (ASSOCIATE PLANNER)

DEPARTMENT:	Community Development	REPORTS TO:	Principal Planner
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	64	DATE REVISED:	03/01/2026

NATURE OF WORK

This is an entry-level to mid-level professional position in the Community Development Department, Planning Division, performing a variety of current planning-related tasks in the realm of permitting and processing of land use applications. Some work may include comprehensive planning. Work is performed under the continuing supervision of the Principal Planner. The employee may be expected to give guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

The following essential functions are performed in a skilled and knowledgeable capacity:

Acts as the public-facing point of contact for the Planning Division. Provides information and assistance regarding planning and zoning process. Collects and analyzes data, and answers questions regarding the planning and zoning process.

Researches records to determine property ownership and obtain other relevant information; provides information to contractors, consultants, property owners, other city departments and others.

Maintains indexes, files and spreadsheets for the Planning Division. Provides administrative support to the Planning Department. Maintains a variety of records pertaining to planning projects.

Reviews and approves temporary and permanent sign permits and checks for compliance. Maintains spreadsheets and logs. Reviews and approves landscaping plans and checks for compliance.

May assist in investigations of zoning violations and with generating related property owner notices of violation(s).

Follow-up and maintain records of complaints. Meets with contractors, property owners and others to resolve complaints and problems.

Reviews site plans as part of building permit and site plan review process for compliance with the City of Minot Land Development Ordinance.

Provides maps, plans and other information to other city departments, the public, contractors, developers, and real estate agencies.

Carries out responsibilities in accordance with the organization's policies and applicable local, state, and federal laws.

Provides research and assistance to outside consultants with in-field analysis, data collection and similar assigned tasks in support of periodic updates to the Comprehensive Development Plan.

PLANNER II {ASSOCIATE PLANNER} (Continued)

Research land uses, identify negative externalities, and generate standards of development to mitigate negative externalities;

Present research surrounding text amendments of the City of Minot Land Development Ordinance, including alternatives, to the Zoning Ordinance Steering Committee.

Provides recommendations for land development applications through written and oral reports to the Planning Commission.

Undertakes special projects as assigned.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Maintains a moderate-to-high level of skill and ability in the following areas:

Knowledge of the principles and practices of sustainable development, urban design, community planning, and community and economic development.

Knowledge of computers, job-related software programs such as ESRI ArcGIS, and standard office equipment.

Skill in preparing clear and precise reports.

Skill in public speaking.

Skill in providing written and oral recommendations to appointed commission/committees.

Independently perform research, analysis and report writing.

Ability to read maps, deeds, plats, and plans.

Ability to establish and maintain effective working relationships with other employees, contractors and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation with a required bachelor's degree in urban or regional planning, geography, criminal justice, public policy and administration, or related field. A required minimum of two years of experience in community and regional planning. Experience in municipal land use planning is preferred. American Institute of Certified Planners (AICP) certification is preferred.

PHYSICAL REQUIREMENTS

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

PLANNER III (SENIOR PLANNER)

DEPARTMENT:	Community and Econ Development	REPORTS TO:	Principal Planner
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	68	DATE REVISED:	4/1/2023

NATURE OF WORK

This is a mid-level professional position in the Community Development Department, Planning Division, performing a variety of current planning-related tasks in the realm of permitting and processing of land use applications. Some work may include comprehensive planning. May work in a project management role to ensure special projects are accomplished within the scope and on time. May elicit the assistance of other less experienced Planning Division employees to perform work necessary to accomplish needed tasks. Work is performed under the continuing supervision of the Principal Planner. The employee may be expected to give guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

The following essential functions are performed in a skilled and knowledgeable capacity:

Acts as the public-facing point of contact for the Planning Division. Provides information and assistance regarding planning and zoning process. Collects and analyzes data, and answers questions regarding the planning and zoning process.

Researches records to determine property ownership and obtain other relevant information; provides information to contractors, consultants, property owners, other city departments and others.

Maintains indexes, files and spreadsheets for the Planning Division. Provides administrative support to the Planning Department. Maintains a variety of records pertaining to planning projects.

Reviews and approves temporary and permanent sign permits and checks for compliance. Maintains spreadsheets and logs. Reviews and approves landscaping plans and checks for compliance.

Assists the Zoning Code Enforcement Officer with code enforcement issues and complaints. May assist in investigations of zoning violations and with generating related property owner notices of violation(s).

Follow-up and maintain records of complaints. Meets with contractors, property owners and others to resolve complaints and problems.

Reviews site plans as part of building permit and site plan review process for compliance with the City of Minot Land Development Ordinance.

Creates, maintains and edits maps using ArcGIS. Provides maps, plans and other information to other city departments, the public, contractors, developers, and real estate agencies.

Carries out responsibilities in accordance with the organization's policies and applicable local, state, and federal laws.

Provides research and assistance to outside consultants with in-field analysis, data collection and similar

PLANNER III (SENIOR PLANNER) (Continued)

assigned tasks in support of a periodic updates to the Comprehensive Development Plan.

Research land uses, identify negative externalities, and generate standards of development to mitigate negative externalities;

Present research surrounding text amendments of the City of Minot Land Development Ordinance, including alternatives, to the Zoning Ordinance Steering Committee.

Provides recommendations for land development applications through written and oral reports to the Planning Commission.

Conducts special projects surrounding updates to the City of Minot Land Development Ordinance, the City's Comprehensive Plan, or other plans/policies of the City.

Compiles technical and statistical information, interpret results and prepare reports.

Acts as the Planning Division lead in the absence of the Principal Planner.

Undertakes special projects as assigned.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Maintains a high level of skill and ability in the following areas:

Knowledge of the principles and practices of sustainable development, urban design, community planning, and community and economic development.

Knowledge of computers, job-related software programs such as ESRI ArcGIS, and standard office equipment.

Skill in project management, policy creation, and plan implementation.

Skill in principles and practices of project development and administration.

Skill in preparing clear and precise reports.

Skill in public speaking.

Skill in providing written and oral recommendations to appointed commission/committees.

Independently perform research, analysis and report writing.

Ability to read maps, deeds, plats, and plans.

Ability to establish and maintain effective working relationships with other employees, contractors and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

PLANNER III (SENIOR PLANNER) (Continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation with a required bachelor's degree in urban or regional planning, geography, criminal justice, public policy and administration, or related field. A required minimum of five years of experience in community and regional planning. Experience in municipal land use planning is preferred. A master's degree in urban or regional planning, geography, criminal justice, public policy and administration, or related field may be substituted for up to two years of experience. American Institute of Certified Planners (AICP) certification is required.

PHYSICAL REQUIREMENTS

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

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PLANNING AND CODE ENFORCEMENT ASSISTANT

DEPARTMENT:	Community and Econ Development	REPORTS TO:	Principal Planner
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	49	DATE REVISED:	4/1/2023

NATURE OF WORK

This position performs responsible and varied clerical/administrative work supporting and assisting the needs of the Planning Division of the Community and Economic Development Department. The work for this position will largely be supportive in nature, performing tasks and duties to assist lower to mid-level Planners and the Zoning/Code Enforcement Inspector. Work is performed under the general supervision of the Principal Planner.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assists the Zoning/Enforcement Inspector with complaint intake processes.

Assists the Zoning/Enforcement Inspector with nuisance and zoning code compliance investigations.

Research land uses and corresponding standards of development to be utilized for potential amendments to the Land Development Ordinance of the City of Minot.

Review sign permit applications for adherence to the Land Development Ordinance of the City of Minot and issue associated permits.

Assists in the preparation of Planning Commission agenda and attachments.

Attends Planning Commission meetings and performs the role of the clerk for the commission, taking roll-call and completing meeting minutes.

Creates informational summaries for commonly inquired land uses and complaints.

Fulfills informational records requests from the public or staff.

Performs the necessary data entry, scanning and filing to support the planning and zone enforcement operations for the department.

Performs other duties as assigned.

REQUIREMENTS OF WORK

Some working knowledge of the principles of planning and zoning code enforcement

Excellent interpersonal and customer service skills.

Strong verbal and written communication skills.

Excellent organizational skills and attention to detail.

PLANNING AND CODE ENFORCEMENT ASSISTANT (Continued)

Ability to function well in a high-paced and at times stressful environment.

Proficiency with Microsoft Office Suite or related software.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or a general education degree (GED). Some college in urban or regional planning, geography, criminal justice, public policy and administration, or related field is preferred. A minimum of one month of related experience or training is required; Nine credits in college-level coursework in a related field may be substituted for the minimum experience or training required.

NECESSARY REQUIREMENT

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PLUMBING INSPECTOR I

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	58	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical work involving the inspection of buildings and building construction for conformity to municipal and national plumbing codes and other regulations, and the inspection of residential properties and the enforcement of housing codes. Individual positions specialized in particular plumbing work. Work is performed under the general supervision of the Plumbing Inspector II/Building Official.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts inspections of residential structures to determine compliance with municipal and national plumbing codes and to identify any required corrections in plumbing systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of plumbing systems by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved plumbing plans and safety codes; issues a variety of permits.

Checks the methods and quality of plumbing materials used for specific and or complete electrical systems.

Inspects methods, practices and materials of installing plumbing systems including fixtures, water heaters, broilers, water softeners, and plumbing connections.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

Performs a final inspection of a completed building or dwelling to ascertain the compliance of all plumbing, fixtures and plumbing components of various plumbing systems. .

Maintains records and prepares reports on inspection activities.

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the principles and practices of United Plumbing Codes.

Considerable knowledge of the practices and codes pertaining to a special area of plumbing systems.

Considerable knowledge of the methods, materials and techniques used in the construction of both large and small structures.

PLUMBING INSPECTOR I (continued)

Considerable knowledge of the methods and techniques of plumbing inspection.

Knowledge of the various codes to be enforced.

Knowledge of legal procedures involved in enforcing electrical codes and ordinances.
Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret building construction details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability bend and walk, climb, and maneuver on uneven terrain. Ability climb stairs.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in the construction industry as a journeyman plumber. Possession of a valid North Dakota driver's license. Possession of or ability to obtain within one year of employment, certification as a residential plumbing inspector from the International Code Council.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PLUMBING INSPECTOR II

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	62	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible for advanced technical work involving the inspection of buildings and building construction for conformity to municipal and national plumbing codes and other regulations, and the inspection of residential, commercial and industrial properties and the enforcement of housing codes. Individual positions specialized in particular plumbing work. Work is performed under the general supervision of the Building Official.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts inspections of residential and commercial structures to determine compliance with municipal and national plumbing codes and to identify any required corrections in residential, commercial and industrial plumbing systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of plumbing systems by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved plumbing plans and safety codes; issues a variety of permits.

Checks the methods and quality of plumbing materials used for specific and or complete electrical systems.

Inspects methods, practices and materials of installing plumbing systems including fixtures, water heaters, broilers, water softeners, and plumbing connections.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

Performs a final inspection of a completed building or dwelling to ascertain the compliance of all plumbing, fixtures and plumbing components of various plumbing systems. .

Maintains records and prepares reports on inspection activities.

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

Instructs Plumbing Inspector I in various inspection requirements.

REQUIREMENTS OF WORK

Considerable knowledge of the principles and practices of United Plumbing Codes.

Advanced knowledge of the practices and codes pertaining to a special area of plumbing systems.

Considerable knowledge of the methods, materials and techniques used in the construction of both large and small structures.

Advanced knowledge of the methods and techniques of plumbing inspection.

PLUMBING INSPECTOR II (continued)

Advanced knowledge of the various codes to be enforced.

Knowledge of legal procedures involved in enforcing electrical codes and ordinances.

Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret building construction plumbing details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability bend and walk, climb, and maneuver on uneven terrain. Ability climb stairs.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in the construction industry as a Master plumber. Possession of a valid North Dakota driver's license. Possession of, or ability to obtain within one year of employment, certification as a commercial plumbing inspector from the International Code Council.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

BUILDING INSPECTOR III (SPECIALTY REQUIREMENTS BELOW)

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	65	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical work involving the review of construction documents and inspection of buildings and building construction for conformity to municipal and national building codes and other regulations, and the review of construction documents, inspection of residential properties and the enforcement of housing codes. Individual positions maybe specialized in particular areas of building inspection such as plumbing, electrical, and mechanical. Work is performed under the general supervision of the Building Official. This is the third level of a three level series. It is differentiated from the first and second level, Building Inspector I and Building Inspector II, by the addition of plans examination, the high level of complexity of inspection activities and review, and the degree of discretion exercised in performing required activities is higher. A Building Inspector III will be called upon to perform the duties of a Building Inspector I and Building Inspector II, so a familiarity with such duties is required.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Conducts thorough plan review for specific projects for code compliance, prior to permit issuance. This function will be conducted in a timely matter.

Conducts inspections of residential and commercial structures to determine compliance with municipal and national codes and to identify any required corrections in structural, electrical, mechanical, plumbing, fire resistive, and environmental systems.

Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of structures by on-site visits.

Reviews and approves building plans; inspects structures for compliance of construction, alterations and repairs with approved building plans building and safety codes; issues a variety of permits.

Checks the methods and quality of building materials used for wood framing, plastering, pouring of concrete, masonry, reinforcing steel, steel erection and the like.

Inspects site preparation of slab construction for accessory buildings, including the type and placement of reinforcements, thickness of materials, placement of expansion joints, and placement of moisture barriers; inspects framing in progress and upon completion for adherence to proper nailing techniques, use of proper sized materials, and adherence to various code requirements.

Inspects methods, practices and materials of installing stairways, handrails, bracing and fire escapes; inspects boilers, furnaces, fire places, wood burning stoves, ventilation and exhaust systems, ranges, broilers, ovens and the like.

Inspects plumbing fixtures, connections and water and sewer lines; inspects electrical fixtures, wiring, circuitry, and connections.

Consults with engineers, architects, developer, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria and zoning requirements.

Searches real estate records to ascertain and verify property ownership.

BUILDING INSPECTOR III (SPECIALTY REQUIREMENTS BELOW)(continued below)

Performs a final inspection of a completed building or dwelling, including driveways, landscaping, and exterior materials such as siding and painting.

Maintains records and prepares reports on inspection activities.

Performs administrative duties related to job functions.

- Records/logs all inspections conducted and any subsequent corrections noted;
- Compiles data and prepares required documents and records and state and federal reports regarding inspection activities, individual compliance issues, etc;
- Participates in code committee work.

Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

- Knows and follows department and city rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
- Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
- When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

Contacts owners, contractors, and design professionals to discuss deficiencies and to provide information, direction and assistance regarding appropriate corrective actions to ensure compliance. Generates correction letters and/or notices and orders as required.

Plan and carry out own on-site inspections to ensure construction materials and techniques comply with building code requirements; issue Stop Work Orders as required.

Compute and collect fees for various charges and permits; building, sign, mechanical, plumbing, sewer connection and others.

Performs Housing Code Compliance inspections prepares any necessary reports.

Performs any required follow up activities required to accomplish compliance.

Enforces the provisions of other ordinances, as required.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of the principles and practices of building construction.

Extensive knowledge of the practices and codes pertaining to a special area of inspection such as mechanical, electrical and plumbing.

Extensive knowledge of the methods, materials and techniques used in the construction of both large and small structures.

Extensive knowledge of the methods and techniques of building inspection.

Considerable knowledge of the various codes to be enforced.

BUILDING INSPECTOR III (SPECIALTY REQUIREMENTS BELOW)(continued below)

Knowledge of legal procedures involved in enforcing building codes and ordinances.

Ability to keep records and to prepare reports.

Ability to inspect work being performed and to determine adherence to code.

Ability to review, read and interpret complex building construction details and plans.

Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability to visually detect code violations and to determine appropriate remedial actions.

Ability to write violations and citations.

Ability to utilize computers and computer programs.

Ability to review trade specific construction documents for code compliance, fully and accurately.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in the construction industry. Possession of a valid North Dakota driver's license. Possession of Building Inspector certification (B5, M5, E5, P5) from the International Code Council, Possession of certification as a Building Plans Examiner (B3, M3, E3, P3) from the International Code Council.

NECESSARY SPECIAL REQUIREMENTS (Depending upon the area of specialty, one of the following will be required, in addition to provisions listed in the City of Minot Code of Ordinances related to the position.)

Building:

Possession of the Building Inspector certification from the International Code Council (B5). Possession of Building Plans Examiner (B3) from the International Code Council. Exemplary job performance as determined by Building Official.

Mechanical:

Possession of a City of Minot Master Mechanical and Fuel Gas license. Possession of a Mechanical Inspectors (M5) and Mechanical Plans Examiner (M3) certifications from the International Code Council. Exemplary job performance as determined by Building Official.

Plumbing:

Possession of a North Dakota State Plumber's journeyman license. Possession of a Plumbing Inspector (P5) and a Plumbing Plans Examiner (P3) certification from the International Code Council, or International Association of Plumbing and Mechanical Officials (IAPMO) equivalent. Exemplary job performance as determined by Building Official.

BUILDING INSPECTOR III (SPECIALTY REQUIREMENTS BELOW)(continued below)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must have the physical ability to climb up to rooftops and crawl in tight spaces to perform a complete inspection

DRAFT

POLICE CAPTAIN

DEPARTMENT:	Police	REPORTS TO:	Police Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	Police Staff
PAY GRADE:	79	DATE REVISED:	4/1/2020

NATURE OF WORK

This is highly responsible supervisory and administrative work directing and coordinating the activities of a division of the police department. Work is performed under the general direction of the Police Chief. In the absence of the Police Chief, employee may oversee all divisions of the department. The employee provides direct supervision to lieutenants and oversees the supervision of sergeants, police officers and civilian support staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, and directs the activities of a police division; meets regularly with the police chief to discuss division issues; works with other divisions to coordinate department activities; of the police department; conducts meetings with subordinate personnel.

Monitors shift activities, schedules, and shift operations; ensures compliance with rules, regulations, policies, and procedures; monitors progress of assigned work; determines manpower needs for the division; reviews case reports and makes decisions on actions to be taken; completes monthly work schedules of division personnel.

Determines training needs of division personnel; prepares, organizes, schedules, and conducts training of personnel; ensures division's compliance with state training requirements.

Prepares and reviews goals, objectives, and policies of the division; reviews reports and operations; ensures the application of effective law enforcement practices and procedures.

Prepares and submits division budget; projects division needs; assesses impact of budgetary changes; monitors expenditures.

Plans, prioritizes, assigns and evaluates the work of lieutenants and other employees in the Police Department; makes recommendations on disciplinary actions; reviews performance evaluations of all division personnel; counsels subordinates.

Cooperates with local, state and federal law enforcement agencies in the apprehension and detention of wanted persons and with other city departments where police activities are concerned.

Investigates and responds to citizen complaints; ensures responsive community relations within the division; makes presentations to community groups to gain support for police activities.

Assures proper police and safety standards are maintained; assures work of department is carried out properly and effectively.

Prepares monthly statistical reports, summaries, correspondence related to the work. Prepares and submits federal grant proposals; monitors grants and appropriates expenditures.

May oversee department operations in absence of the Police Chief.

Performs other related work as assigned.

POLICE CAPTAIN (continued)**REQUIREMENTS OF WORK**

Thorough knowledge of state, federal and local laws.

Thorough knowledge of effective law enforcement practices, methods, procedures and standards.

Thorough knowledge of police equipment operation and maintenance.

Thorough knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Thorough knowledge of effective supervisory and administrative practices, methods, and processes.

Considerable knowledge of city administrative policies, procedures, and ordinances.

Considerable knowledge of the principles and practices of personnel training and development.

Ability to interpret state and local laws, ordinances, and requirements.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of division staff.

Ability to develop and conduct effective training programs.

Ability to prepare detailed and accurate reports.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously and authoritatively with the public.

Ability to establish and maintain effective working relationships with other employees, other law enforcement and public safety agencies, the media and the general public.

Ability to use police related equipment as needed.

Ability to operate a motor vehicle.

Ability to perform enforcement duties as needed.

Ability to maintain required records and to prepare reports.

Ability to analyze situations quickly and objectively and to determine proper courses of action.

POLICE CAPTAIN (continued)**REQUIRED EDUCATION AND EXPERIENCE**

Possession of a bachelor's degree in criminal justice or related field and 10 years of progressively responsible police experience including one year of experience as a Police Lieutenant with the Minot Police Department. Must have completed Incident Command Training ICS 100, 200, 300, and 400, or be able to complete within 1 year of appointment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Possession of a valid North Dakota Peace Officer's license. Must be bondable and insurable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

POLICE CHIEF

DEPARTMENT:	Police	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Police Staff
PAY GRADE:	90	DATE REVISED:	4/1/2019

NATURE OF WORK

This is advanced law enforcement and administrative work involving the prevention, detection and investigation of criminal acts, the apprehension and arrest of law violators, and the safeguarding of lives and property. Work is performed under the executive direction of the City Manager. The employee provides managerial direction to all employees of the Police Department, Communications (Minot Central Dispatch) and Municipal Court administrative staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes and directs the programs and activities of the police department; meets regularly with City Manager to discuss department issues and problems; conducts meetings with management personnel; monitors progress of assigned work.

Develops and implements goals, objectives, and policies for the department; reviews reports and operations, makes assignments, and ensures the application of effective law enforcement practices and procedures.

Prepares the annual budget and work plan for the department; projects equipment and operational needs; obtains budgetary recommendations from division personnel. Assures that all grants the department receives are properly managed and administered.

Plans, organizes, coordinates, prioritizes, assigns and evaluates the work of captains and other employees in the Police Department; reviews performance evaluations of all department personnel; conducts or directs internal investigations and takes disciplinary measures when necessary in accordance with the City of Minot code of ordinances, city employee manual and Minot Police Department policy manual.

Assures department cooperation with local, state and federal law enforcement agencies in the apprehension and detention of wanted persons. Cooperates and fosters good relationships with other city departments where police activities are concerned.

Makes or directs presentations to community groups; meets with civic groups and community organizations to promote crime prevention and gain support for police activities.

Assures proper police and safety standards are maintained; assures work of department is carried out properly and effectively.

Prepares reports, summaries, correspondence related to the work.

Attends a variety of meetings with City Manager, City Council, City Attorney and other city staff on matters related to the Police Department or city management.

Performs other related duties as assigned.

POLICE CHIEF (CONTINUED)

REQUIREMENTS OF WORK

Extensive knowledge of state, federal and local laws.

Extensive knowledge of department policies, procedures, rules and regulations.

Extensive knowledge of effective law enforcement practices, methods, procedures and standards.

Extensive knowledge of city administrative policies, procedures, and ordinances.

Thorough knowledge of police equipment operation and maintenance.

Thorough knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Thorough knowledge of effective managerial and administrative practices, methods, and processes.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of all department staff.

Ability to prepare detailed and accurate reports.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously and authoritatively with the public.

Ability to establish and maintain effective working relationships with other city employees, other law enforcement and public safety agencies, emergency management agencies, the media and the general public.

Ability to use police related equipment as needed.

Ability to operate a motor vehicle.

Ability to perform enforcement duties as needed.

Ability to analyze situations quickly and objectively and to determine proper courses of action.

Ability to perform 24-hour standby duty for police emergencies in the City.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in criminal justice or related field and 10 years of progressively responsible police management experience; or any equivalent combination of training and experience.

Successful completion of police management course(s) such as: FBI National Academy, Southern Police Institute Police Command or Northwestern Center for Public Safety – School of Police Staff and Command.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Possession of or ability to obtain a valid North Dakota Peace Officer's license. Must be bondable and insurable. Must pass department medical exam.

POLICE CHIEF (CONTINUED)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

POLICE LIEUTENANT

DEPARTMENT:	Police	REPORTS TO:	Police Captain
FLSA STATUS:	Exempt	DIRECT REPORTS:	Police Staff
PAY GRADE:	74	DATE REVISED:	4/1/2020

NATURE OF WORK

This is responsible supervisory law enforcement work in the protection of life and property through the enforcement of federal, state and local laws and ordinances. Work is performed under the supervision of a Police Captain. The employee provides direct supervision to sergeants, police officers, and civilian support staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, and directs the work of subordinate personnel; reviews cases and communicates daily with subordinates; oversees and conducts briefings at beginning of a shift; conducts meetings with subordinate personnel; documents officer performance, counsels officers, evaluates performance, and recommends personnel actions.

Provides guidance to subordinate officers; monitors shift activities and radio traffic; approves written reports and case materials; assists officers and makes decisions at serious incident scenes; provides backup to officers as necessary; handles calls and cases if necessary; assists in special operations; provides coordination and manpower when necessary to support other divisions.

Develops shift schedule to ensure adequate manpower allocation; assesses shift needs; makes shift/project assignments; monitors progress of assigned work.

Ensures compliance with rules, regulations, policies, and procedures; interprets laws and their application to police work; assists in enforcing laws.

Provides information for budget development; maintains statistical records and provides shift information when requested.

Cooperates with other city departments where police activities are concerned.

Handles citizen questions and complaints; ensures responsive community relations.

Prepares monthly statistical reports, summaries, correspondence related to the work.

May oversee division operations in absence of the police captain, at the station.

Performs other related work as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of state, federal and local laws.

Considerable knowledge of effective law enforcement practices, methods, procedures and standards.

Considerable knowledge of department policy, procedures, rules and regulations.

Considerable knowledge of police equipment operation and maintenance.

Considerable knowledge of and ability to activate City Watch, Emergency Alert System (EAS), outdoor warning system, and Amber Alert System.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

POLICE LIEUTENANT (continued)

Considerable knowledge of effective supervisory practices, methods, and processes.

Knowledge of city administrative policies, procedures, and ordinances.

Ability to interpret state and local laws, ordinances, and requirements.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of others.

Ability to review and prepare detailed and accurate reports.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously and authoritatively with the public.

Ability to establish and maintain effective working relationships with other employees, other law enforcement and public safety agencies, the media and the general public.

Ability to use police related equipment as needed.

Ability to operate a motor vehicle.

Ability to perform enforcement duties as needed.

Ability to maintain required records and to prepare reports.

Ability to analyze situations quickly and objectively and to determine proper courses of action.

REQUIRED EDUCATION AND EXPERIENCE

Possession of a bachelor's degree in criminal justice or related field and one year of progressively responsible police experience in police supervision as a Police Sergeant with the Minot Police Department. Completed Incident Command Training ICS 100, 200, 300, or be able to complete within one year of appointment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Possession of a valid North Dakota Peace Officer's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

POLICE OFFICER, SENIOR

DEPARTMENT:	Police	REPORTS TO:	Police Sergeant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	62	DATE REVISED:	4/1/2020

NATURE OF WORK

This is advanced law enforcement work in the protection of life and property through the enforcement of state and local laws and ordinances. Work is performed under the direct supervision of a Police Sergeant and the general supervision of a Police Lieutenant. Work involves responsibility maintaining public safety in the City by enforcing laws. The employee may assist or guide less experienced officers in their work. Work is reviewed through reports, observations, and discussions and evaluations.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors progress of new officer in field training capacity; assists less experienced with problems or difficult incidents; may act a shift supervisor in absence of the police sergeant; assists in roll call; briefs officers; inspects officers, vehicles, equipment.

Patrols assigned area in the City to observe, prevent, or terminate unlawful acts; responds to calls for service; maintains radio contact with dispatch; reports crimes or unusual situations; initiates action as appropriate; backs up other units in area; writes traffic citations; makes arrests.

Investigates traffic accidents; secures scene; interviews witnesses; observes scene and determines factors which contributed to the accident; administers first aid if necessary; assists ambulance and rescue crews; takes accident scene measurements; write accident reports, draw diagrams; cites drivers in violation of law.

Responds to a wide range of citizen needs and requests under emergency or unknown conditions e.g. domestic disputes, rescue efforts, removal of hazardous objects, loose animals, locked car doors, in-progress felonies, bank and burglar alarms, loud parties.

Responds to calls involving altercations or domestic disputes that may have the potential for escalating into assaultive conduct; uses proper techniques for approaching the scene; makes suggestions for resolution or determines whether laws have been violated and effects an arrest as appropriate.

Interviews complainants and witnesses; analyzes sequence of events; seeks additional information through phone calls, interviews, research; takes offender into custody based on probable cause; advises offender of constitutional rights; searches arrestee for weapons or contraband; transports for incarceration; writes case report and testifies in court proceedings.

Responds to calls of criminal activity; collects and packages evidence; conducts building checks of businesses, storage buildings, and warehouses; calls for assistance as needed; provides backup for other officers.

Operates a radar unit in monitoring speed or traffic on patrol; stops violators; issues warnings or summons; conducts appropriate tests to determine level of intoxication for alcohol or drug related offenses.

Discusses crime prevention techniques with citizens, students, business owners, civic groups; provides general assistance to the public; maintains effective community relations.

Responds to fire and hazardous materials calls; assists fire department in the control of traffic around scene; redirects traffic; sets up traffic barricades; directs traffic; promotes traffic safety.

POLICE OFFICER, SENIOR (continued)

Attends training courses, department meetings, and daily roll call at beginning of the shift.

Makes presentations to civic groups, students, community organizations.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of state, federal and local laws and statutes on which charges and arrests are executed. Considerable knowledge of effective law enforcement practices, methods, procedures and standards. Considerable knowledge of department operating policy, procedures, rules and regulations.

Considerable knowledge of police equipment operation and maintenance. Considerable knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Considerable knowledge of crisis intervention techniques and first responder services.

Considerable knowledge of arrest, rules of evidence, and court procedures.

Considerable knowledge of geography of the City and location of city properties and buildings.

Ability to understand and carry out oral and written instructions.

Ability to investigate, research, analyze facts and situations, and draw valid conclusions. Ability to analyze situations quickly and take appropriate action under stressful conditions with due regard to surrounding hazards and circumstances.

Ability to meet physical requirements as may be established by competent authority. Ability to apply techniques of self defense and use necessary force to apprehend violators.

Ability to prepare clear, detailed, and accurate reports.

Ability to handle sensitive public contacts and to deal tactfully, courteously, and authoritatively with the public.

Ability to establish and maintain effective working relationships with other employees, other law enforcement and public safety agencies, the media and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability to use firearms, handcuffs, baton, flashlight, spotlights, radar units, and other regular and special police equipment as assigned.

Ability to pursue criminals on foot. Ability to control a resisting arrestee and effect an arrest.

Ability to search the interior and exterior of buildings, homes, and other structures; climb, walk and run up stairs and on uneven terrain.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Must have three years, full-time, as a sworn Minot Police Officer (discretionary administrative consideration given to full-time sworn and licensed officer of another civil policy agency).

POLICE OFFICER, SENIOR (continued)

NECESSARY SPECIAL REQUIREMENTS

Must have three years, full-time as a sworn Minot Police Officer (discretionary administrative consideration given to full-time sworn and licensed officer of another civil police agency). Possession of a valid North Dakota Peace Officer's License. Must pass the required Senior Police Officer exam.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The employee may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; may be required to extend work schedule during emergency situations

POLICE OFFICER, MASTER

DEPARTMENT:	Police	REPORTS TO:	Police Sergeant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	64	DATE REVISED:	4/1/2020

NATURE OF WORK

This is advanced law enforcement work in the protection of life and property through the enforcement of state and local laws and ordinances. Work is performed under the direct supervision of a Police Sergeant and the general supervision of a Police Lieutenant. Work involves responsibility maintaining public safety in the City by enforcing laws. The employee may assist or guide less experienced officers in their work. Work is reviewed through reports, observations, and discussions and evaluations. Employee may be an acting Field Supervisor in the absence of a Sergeant in the field.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors progress of new officer in field training capacity; assists less experienced with problems or difficult incidents; may act a shift supervisor in absence of the police sergeant; assists in roll call; briefs officers; inspects officers, vehicles, equipment.

Patrols assigned area in the City to observe, prevent, or terminate unlawful acts; responds to calls for service; maintains radio contact with dispatch; reports crimes or unusual situations; initiates action as appropriate; backs up other units in area; writes traffic citations; makes arrests.

Investigates traffic accidents; secures scene; interviews witnesses; observes scene and determines factors which contributed to the accident; administers first aid if necessary; assists ambulance and rescue crews; takes accident scene measurements; write accident reports, draw diagrams; cites drivers in violation of law.

Responds to a wide range of citizen needs and requests under emergency or unknown conditions e.g. domestic disputes, rescue efforts, removal of hazardous objects, loose animals, locked car doors, in-progress felonies, bank and burglar alarms, loud parties.

Responds to calls involving altercations or domestic disputes that may have the potential for escalating into assaultive conduct; uses proper techniques for approaching the scene; makes suggestions for resolution or determines whether laws have been violated and effects an arrest as appropriate.

Interviews complainants and witnesses; analyzes sequence of events; seeks additional information through phone calls, interviews, research; takes offender into custody based on probable cause; advises offender of constitutional rights; searches arrestee for weapons or contraband; transports for incarceration; writes case report and testifies in court proceedings.

Responds to calls of criminal activity; collects and packages evidence; conducts building checks of businesses, storage buildings, and warehouses; calls for assistance as needed; provides backup for other officers.

Operates a radar unit in monitoring speed or traffic on patrol; stops violators; issues warnings or summons; conducts appropriate tests to determine level of intoxication for alcohol or drug related offenses.

Discusses crime prevention techniques with citizens, students, business owners, civic groups; provides general assistance to the public; maintains effective community relations.

POLICE OFFICER, MASTER(continued)

Responds to fire and hazardous materials calls; assists fire department in the control of traffic around scene; redirects traffic; sets up traffic barricades; directs traffic; promotes traffic safety.

Attends training courses, department meetings, and daily roll call at beginning of the shift.

Makes presentations to civic groups, students, community organizations.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of state, federal and local laws and statutes on which charges and arrests are executed. Considerable knowledge of effective law enforcement practices, methods, procedures and standards. Considerable knowledge of department operating policy, procedures, rules and regulations.

Considerable knowledge of police equipment operation and maintenance. Considerable knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Considerable knowledge of crisis intervention techniques and first responder services.

Considerable knowledge of arrest, rules of evidence, and court procedures.

Considerable knowledge of geography of the City and location of city properties and buildings.

Ability to understand and carry out oral and written instructions.

Ability to investigate, research, analyze facts and situations, and draw valid conclusions. Ability to analyze situations quickly and take appropriate action under stressful conditions with due regard to surrounding hazards and circumstances.

Ability to meet physical requirements as may be established by competent authority. Ability to apply techniques of self defense and use necessary force to apprehend violators.

Ability to prepare clear, detailed, and accurate reports.

Ability to handle sensitive public contacts and to deal tactfully, courteously, and authoritatively with the public.

Ability to establish and maintain effective working relationships with other employees, other law enforcement and public safety agencies, the media and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability to use firearms, handcuffs, baton, flashlight, spotlights, radar units, and other regular and special police equipment as assigned.

Ability to pursue criminals on foot. Ability to control a resisting arrestee and effect an arrest.

Ability to search the interior and exterior of buildings, homes, and other structures; climb, walk and run up stairs and on uneven terrain.

Ability to function as an acting supervisor in the absence of a Sergeant.

POLICE OFFICER, MASTER(continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Must have five years, full-time, as a sworn Minot Police Officer (discretionary administrative consideration given to full-time sworn and licensed officer of another civil police agency).

NECESSARY SPECIAL REQUIREMENTS

Must have five years, full-time as a sworn Minot Police Officer (discretionary administrative consideration given to full-time sworn and licensed officer of another civil police agency). Possession of a valid North Dakota Peace Officer's License. Must pass the required Master Police Officers exam.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The employee may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; may be required to extend work schedule during emergency situations

POLICE OFFICER

DEPARTMENT:	Police	REPORTS TO:	Police Sergeant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	60	DATE REVISED:	4/1/2020

NATURE OF WORK

This is responsible law enforcement work in the protection of life and property through the enforcement of state and local laws and ordinances. Work is performed under the direct supervision of a Police Sergeant and the general supervision of a Police Lieutenant. Work involves responsibility maintaining public safety in the City by enforcing laws. Work is reviewed through reports, observations, and discussions and evaluations.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Patrols assigned area in the City to observe, prevent, or terminate unlawful acts; responds to calls for service; maintains radio contact with dispatch; reports crimes or unusual situations; initiates action as appropriate; backs up other units in area; writes traffic citations; makes arrests.

Investigates traffic accidents; secures scene; interviews witnesses; observes scene and determines factors which contributed to the accident; administers first aid if necessary; assists ambulance and rescue crews; takes accident scene measurements; write accident reports and draw diagrams; cites drivers in violation of law.

Responds to a wide range of citizen needs and requests under emergency or unknown conditions e.g. domestic disputes, rescue efforts, removal of hazardous objects, loose animals, locked car doors, in-progress felonies, bank and burglar alarms, loud parties,.

Responds to calls involving altercations or domestic disputes that may have the potential for escalating into assaultive conduct; uses proper techniques for approaching the scene; makes suggestions for resolution or determines whether laws have been violated and effects an arrest as appropriate.

Responds to calls of criminal activity; conducts building checks of businesses, storage buildings, and warehouses; calls for assistance as needed; provides backup for other officers.

Operates a radar unit in monitoring speed or traffic on patrol; stops violators; issues warnings or summons; conducts appropriate tests to determine level of intoxication.

Responds to fires; assists fire department in the control of traffic around scene; redirects traffic; sets up road blocks; directs traffic; promotes traffic safety.

Ensures all vehicles and equipment are operating properly; takes patrol vehicles to maintenance shop for repairs and required inspections, takes radios to repair shop and ensures proper working order.

Prepares and reviews case reports for prosecution; prepares arrest and search warrants; handles evidence and ensures proper documentation of chain of evidence; prepares records and reports documenting daily shift activities; testifies in court; maintains records on all case activities.

Ensures compliance with rules, regulations, policies, and procedures; interprets laws and their application to criminal investigations, narcotics, and general police work.

Cooperates with other city departments where police activities are required; promotes and maintains responsive positive community relations.

POLICE OFFICER (continued)

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of state, federal and local laws. Considerable knowledge of effective law enforcement practices, methods, procedures and standards. Considerable knowledge of department policy, procedures, rules and regulations. Considerable knowledge of crisis intervention techniques and first responder services.

Considerable knowledge of police equipment operation and maintenance. Considerable knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Knowledge of arrest, rules of evidence, and court procedures. Knowledge of city administrative policies, procedures, and ordinances. Knowledge, as required, of laws and procedures applying to specialized areas of investigation.

Knowledge of geography of the City and location of city properties and buildings.

Knowledge of effective supervisory practices, methods, and processes. Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of others.

Ability to interpret state and local laws, ordinances, and requirements.

Ability to investigate, research, analyze facts and situations, interrelate similar or disparate information, and draw valid conclusions. Ability to assess situations quickly and take appropriate action under stressful conditions with due regard to surrounding hazards and circumstances.

Ability to review and prepare detailed and accurate reports documenting activities supervised and maintain related records.

Ability to handle sensitive public contacts and to deal tactfully, courteously, and authoritatively with the public.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, other law enforcement and public safety agencies, the media and the general public.

Ability to operate a motor vehicle, including under emergency conditions.

Ability to use firearms, handcuffs, baton, flashlight, spotlights, radar units, and other regular and special police equipment as assigned.

Ability to pursue criminals on foot. Ability to control a resisting arrestee and effect an arrest.

Ability to search the interior and exterior of buildings, homes, and other structures; climb, walk and run up stairs and on uneven terrain.

POLICE OFFICER (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of Associate of Arts degree in Criminal Justice or more than 60 semester hour credits directly applicable to a Bachelor's degree specific to Criminal Justice, Police Administration, Management, Accounting and Budgeting, Psychology, or Sociology. Course work must be fully accredited by a recognized institution of high learning, having a full-time paid teaching staff and offering all courses, including extension courses from a campus based program.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Must have, or able to possess a North Dakota Peace Officer's License within one year.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The employee may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; may be required to extend work schedule during emergency situations

POLICE SERGEANT

DEPARTMENT:	Police	REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Police Staff
PAY GRADE:	69	DATE REVISED:	4/1/2020

NATURE OF WORK

This is responsible first line supervisory law enforcement work in the protection of life and property through the enforcement of federal, state and local laws and ordinances. Work is performed under the supervision of a Police Lieutenant. Work involves responsibility to direct and coordinate the work of officers and/or civilians. The employee provides supervision to senior police officers, police officers, and/or civilian support staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

As a patrol supervisor, prepares for roll call; inspects police officers, equipment, vehicles, and supplies; makes shift assignments; reviews and corrects police reports; evaluates problems and paperwork; investigates citizen complaints, on-duty injuries, and damaged equipment.

Patrols City; responds to all major accident incidents; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls or initiates action as appropriate; backs up other units in area; supervises and assists other officers and activities at incidents; monitors radio traffic; makes arrests.

Ensures all emergency calls are staffed adequately; assists in handling problem calls for service.

Documents officer performance, counsels officers, evaluates performance, and recommends personnel actions; provides training to other employees.

Ensures all vehicles and equipment are operating properly.

As criminal investigation or narcotics supervisor, directs and coordinates activities of other officers at the scene of a major crime; supervises officers and specialized personnel; plans, coordinates or conducts surveillance activities; reviews reports and paperwork related to cases under investigation; processes crime scenes; makes arrests.

Prepares and reviews case reports for prosecution; prepares arrest and search warrants; handles evidence and ensures proper documentation of chain of evidence; prepares records and reports documenting daily shift activities; testifies in court; maintains records on all case activities.

Ensures compliance with rules, regulations, policies, and procedures; interprets laws and their application to criminal investigations and general police work.

Cooperates with other city departments where police activities are concerned; promotes and maintains responsive community relations.

Oversees shift operations in absence of the police lieutenant.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of state, federal and local laws.

Considerable knowledge of effective law enforcement practices, methods, procedures and standards.

POLICE SERGEANT (continued)

Considerable knowledge of department policy, procedures, rules and regulations.

Considerable knowledge of police equipment operation and maintenance.

Considerable knowledge of crisis intervention techniques and first responder services.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Knowledge of arrest, rules of evidence, and court procedures.

Knowledge of geography of the City and location of city properties and buildings.

Knowledge, as required, of laws and procedures applying to specialized areas of investigation.

Knowledge of effective supervisory practices, methods, and processes.

Knowledge of city administrative policies, procedures, and ordinances.

Ability to interpret state and local laws, ordinances, and requirements.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of others.

Ability to investigate, research, analyze facts and situations, interrelate similar or disparate information, and draw valid conclusions. Ability to assess situations quickly and take appropriate action under stressful conditions with due regard to surrounding hazards and circumstances.

Ability to review and prepare detailed and accurate reports documenting activities supervised and maintain related records.

Ability to handle sensitive public contacts and to deal tactfully, courteously, and authoritatively with the public.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, other law enforcement and public safety agencies, the media and the general public.

Ability to effectively use all other regular and special police equipment as assigned.

Ability to operate a motor vehicle.

Ability to pursue criminals on foot. Ability to control a resisting arrestee and effect an arrest.

Ability to search the interior and exterior of buildings, homes, and other structures; climb, walk and run upstairs and on uneven terrain.

REQUIRED EDUCATION AND EXPERIENCE

Completion of Associate of Arts degree in Criminal Justice or more than 60 semester hour credits directly applicable to a Bachelor's degree specific to Criminal Justice, Police Administration, Management, Accounting and Budgeting, Psychology, or Sociology. Course work must be fully accredited by a recognized institution of higher learning, having a full-time paid teaching staff and offering all courses, including extension courses from a campus based program, plus must have achieved the rank of Master Police Officer at Minot Police Department.

POLICE SERGEANT (continued)

Must have completed Incident Command Training ICS 100, 200, or be able to complete within 1 year of promotion.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Possession of valid North Dakota Peace Officer's license

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk; use hands to finger, handle, or operate objects, controls, or assigned equipment; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The employee may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; may be required to extend work schedule during emergency situations

PRINCIPAL PLANNER

DEPARTMENT:	Community Development	REPORTS TO:	Community & Economic Development Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Planning Staff
PAY GRADE:	73	DATE REVISED:	2/24/2026

NATURE OF WORK

This is a professional level planning position which manages, reviews and implements a diverse range of current and long-range planning and development projects. Provides information and technical assistance, preparing staff reports, and making presentations at public meetings; managing projects and applications; reviewing general plan amendments, re-zonings, subdivision plats, architectural/landscape plans, and construction plans; negotiating stipulations of approval; conducting land use and other planning related studies; and preparing ordinance amendments. Must have the ability to work on several projects or issues simultaneously and perform with a high level of judgment and initiative. Position will have supervisory duties of planning support staff including planners and clerical staff. Work is performed under the general direction of the Community and Economic Development Director.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Coordinates projects by administering contracts, directing consultants, and coordinating staff, scheduling meetings and public notification, planning data analysis, and mediation with developers, reviewing plans for compliance and making recommendations and resolving issues.

Provides staff support to Planning Commission meetings by reviewing applications; preparing agendas, reports and formal recommendations; and providing minutes by attending all meetings. Also attends City Council meetings as directed.

Uses attention to detail and a solutions-based approach in processing development applications by attending required meetings, reviewing applications for compliance with codes and ordinances, preparing reports and staff recommendations to governing bodies, coordinating with staff relative to development and zoning issues.

Prepares various amendments to city document sand processes long-range planning functions by gathering, analyzing and presenting data and making recommendations on changes, compiling information on special studies and preparing reports, attending and facilitating action committees, coordinating the review process, preparing surveys and gathering information related to land use.

Researches and offers information by providing planning and zoning information to the general public and clients regarding land-use issues, communicating through written and oral processes and coordinating and overseeing advertisements and postings.

Creative and flexible problem-solver with the skills to address less well-defined practical problems. Results-oriented with the ability to attend to details while understanding the vision and current direction of the City.

Other Duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of planning practices, including urban planning, and procedures sufficient to identify findings and issues and prepare draft plans and recommendations.

PRINCIPAL PLANNER (continued)

Considerable knowledge of the principles and practices of research and analysis techniques in order to formulate a comprehensive study of design and methodology.

Possesses excellent interpersonal skills; is a great communicator who enjoys working with diverse groups and individuals to identify and achieve common objectives as well as elected/appointed officials or other decision makers.

Possesses excellent oral and written communication skills for preparing and presenting planning reports and projects and providing oral presentations to large groups.

Ability to provide effective supervision and staff management.

Ability to manage projects effectively and meet firm deadlines.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Required Bachelor's Degree in Urban or Regional Planning, Public Administration, or a related field; and a minimum of four to six years professional planning experience with a level of increasing supervisory experience demonstrated. AICP Certification is preferred, but not required. A Master's Degree in Urban or Regional Planning, Public Administration, or a related field is preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license within one month of appointment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Program Management Analyst

DEPARTMENT:	Various	REPORTS TO:	Deputy Police Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	62	DATE REVISED:	8/26/2025

NATURE OF WORK

This is advanced analytical and administrative work for Minot Police Department. This position will also have a supervisory component that is crucial to the overall efficiency of the agency. Incumbents work in a setting of great complexity, deal on a continuing basis with sensitive or controversial matters, have continual public contact, and must ensure that all activities under their control meet defined objectives. Work requires the exercise of initiative, sound judgment and discretion in the performance of their duties.

Work is performed under the general direction of the Chief of Police and reports directly to the Deputy Police Chief. Assignments are in the form of general outline or desired results, with methods and processes expected to be developed and implemented as appropriate. The employee will be required to give guidance and assistance to other employees, as assigned.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Supervise all civilian staff within the Minot Police Department, Co-supervise the Minot State University Internship Program with the Deputy Chief of Police and Co-manage the Training Division with the Sergeant of Community Outreach Program.

Acts as a liaison to all other local government entities.

Acts as a continuance process improvement coordinator for the Police Department.

Works closely with the Command staff of the PD to provide staffing and budgetary analysis as directed by Chief of Police.

Oversees execution of all performance reviews for members of the PD.

Maintains accurate records for all of PD.

Oversees execution of regularly scheduled 1:1's and stay interviews with all members of PD.

Provides clerical support to staff and appropriate Boards and Commissions by preparing agenda and minutes, and mailing information as required.

Performs research and collects information for statistical reports, general correspondence and other materials on a personal computer, including formatting, preparing, and editing and verifying information.

Conducts clerical research and completes data for administrative and public reports, ensuring accuracy and completeness.

Keeps official records and reports; prepares correspondence for supervisor's signature; makes travel arrangements; arranges meetings; maintains appointment calendar; prepares agendas; schedules and attends meetings.

Develops and administers operating records, and coordinates activities with other sections in the department, or outside agencies or departments, as appropriate.

Program Management Analyst

Responds to difficult issues and citizen interests or complaints, exercising judgment in accordance with applicable regulations or policies.

Maintains and verifies payroll exceptions prior to manager approval.

Maintains personnel files.

Establishes control procedures for document handling and storage in accordance with applicable laws and regulations.

Ensures appropriate confidentiality of all information, correspondence and reports.

Formulates, recommends, and on approval, implements procedural changes in operations; recognizes and takes reasonable corrective action or minor deviations from normal routine operations.

Provides assistance to professional staff with items such as administrative finance duties and like duties, as needed.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of departmental operations and organization.

Thorough knowledge of standard local government procedures, effective practices and processes.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to prioritize, organize and perform work independently and under pressure.

Ability to operate a variety of office equipment, including personal computers.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, city officials, and the general public.

Program Management Analyst

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and three to five years experience as an Office or Administrative Specialist; or any equivalent combination of training and experience. Minimum one year supervisory experience. Proficient in MS Office suite and general analytics.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PROJECT CIVIL ENGINEER I

DEPARTMENT:	Various	REPORTS TO:	Project Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	NA
PAY GRADE:	70	DATE REVISED:	2/25/2026

NATURE OF WORK

This is professional work conducting engineering tasks in the design and construction of public works improvement projects; providing technical engineering expertise supporting the City's infrastructure systems; and performing a variety of technical tasks relative to the assigned area of responsibility. Work is performed under the general direction of Public Works or Engineering administration.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Perform engineering work including the design, drafting and construction inspection of public works infrastructure projects.

Participate in the preparation of plans, specifications, addenda, proposals, district maps and cost estimates for proposed projects, collaborate with senior engineers to ensure project specifications, plans timelines and budgets are met.

Perform research for project needs; determine need for land acquisition and eligibility for grant funding of projects.

Review and approve engineering and construction projects for compliance with appropriate codes, ordinances and City Specifications and Standards.

Respond to public and professional inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Assist in the preparation of timetables and budget estimates for engineering and construction activities; advise consultants on construction details under direction of the project manager.

Develop and analyze information from landfill monitoring and provide reports to the North Dakota Department of Health.

Analyze problems pertaining to public works facilities and determine corrective action.

Prepare monthly pay estimates and contract change orders for recommendation of payment; negotiate with contractors to establish change order prices to perform extra work not included in the original construction contract.

Assist in directing emergency management operations within the assigned area as required.

Inspect public works construction sites to verify progress and compliance with plans and specifications and to resolve problems and conflicts that arise at the construction site.

Collect, analyze and interpret data from various sources including surveys and record drawings.

Maintain project documentation and records.

Provide construction staking and cut sheets.

Perform related duties and responsibilities as required.

REQUIREMENTS OF WORK

Thorough knowledge of principles and practices of civil engineering and principles of mathematics as applied to engineering work.

Thorough knowledge of operational characteristics of applicable engineering equipment and tools.

Thorough knowledge of construction principles and practices in the public works industry.

Knowledge of terminology, methods, practices, and techniques used in technical civil engineering report preparation.

Knowledge of occupational hazards and standard safety practices and pertinent federal, state and local laws, codes and regulations.

Knowledge of computer aided drafting technology.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to perform a variety of journey level project engineering tasks and to manage multiple public works projects.

Ability to independently perform the most difficult engineering tasks; to review and approve complex construction and civil engineering projects; and to work independently in the absence of supervision.

Ability to understand and follow oral and written instructions.

Ability to operate a variety of engineering equipment in a safe and effective manner.

Ability to develop and interpret engineering plans and specifications, to perform accurate and complex mathematical computations and to proficiently produce plans using AutoCAD and write technical specifications.

Ability to do light lifting, crouching, climbing, walking or standing for prolonged periods of time.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelors degree from an ABET accredited college or university with major course work in civil engineering or a related field and two years of experience in construction or engineering related to public works projects; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain, an appropriate, valid registration as an Engineer Intern.

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PROJECT CIVIL ENGINEER II

DEPARTMENT:	Various	REPORTS TO:	Various
FLSA STATUS:	Exempt	DIRECT REPORTS:	NA
PAY GRADE:	72	DATE REVISED:	4/1/2021

NATURE OF WORK

This is professional work conducting engineering tasks in the design and construction of public works improvement projects; providing technical engineering expertise supporting the City's infrastructure systems; and performing a variety of technical tasks relative to the assigned area of responsibility. Work is performed under the general direction of from Public Works or Engineering administration.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Perform engineering work including the design, drafting and construction inspection of public works infrastructure projects.

Participate in the preparation of plans, specifications, addenda, proposals, district maps and cost estimates for proposed projects.

Present plans to a variety of boards and commissions; coordinate the design of engineering projects and construction work with outside contractors and other agencies; conduct meetings and public hearings to provide information to outside agencies and the general public.

Perform research for project needs; determine need for land acquisition and eligibility for grant funding of projects.

Assist in the selection of consultant engineers for various projects; negotiate with consultants to establish contract prices.

Review and approve engineering and construction projects for compliance with appropriate codes, ordinances and City Specifications and Standards.

Respond to public and professional inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Assist in the preparation of timetables and budget estimates for engineering and construction activities; advise consultants on construction details.

Develop and analyze information from landfill monitoring and provide reports to the North Dakota Department of Health.

Analyze problems pertaining to public works facilities and determine corrective action.

Prepare monthly pay estimates and contract change orders for recommendation of payment; negotiate with contractors to establish change order prices to perform extra work not included in the original construction contract.

Assist in directing emergency management operations within the assigned area as required.

Inspect public works construction sites to verify progress and compliance with plans and specifications and to resolve problems and conflicts that arise at the construction site.

PROJECT CIVIL ENGINEER II (continued)

Provide construction staking and cut sheets.

Perform related duties and responsibilities as required.

REQUIREMENTS OF WORK

Thorough knowledge of principles and practices of civil engineering and principles of mathematics as applied to engineering work.

Thorough knowledge of operational characteristics of applicable engineering equipment and tools.

Thorough knowledge of construction principles and practices in the public works industry.

Knowledge of terminology, methods, practices, and techniques used in technical civil engineering report preparation.

Knowledge of occupational hazards and standard safety practices and pertinent federal, state and local laws, codes and regulations.

Knowledge of computer aided drafting technology.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to write council memos, resolutions, and ordinances,

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to perform a variety of project engineering tasks and to manage multiple public works infrastructure projects.

Ability to independently perform the most difficult engineering tasks; to review and approve complex construction and civil engineering projects; and to work independently in the absence of supervision.

Ability to understand and follow oral and written instructions.

Ability to operate a variety of engineering equipment in a safe and effective manner.

Ability to develop and interpret engineering plans and specifications, to perform accurate and complex mathematical computations and to proficiently produce plans using AutoCAD Civil 3D and write technical specifications.

Ability to do light lifting, crouching, climbing, walking or standing for prolonged periods of time.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Bachelors degree from an ABET accredited college or university with major course work in civil engineering or a related field. Four years of experience in construction or engineering related to public works projects; or any equivalent combination of training and experience.

PROJECT CIVIL ENGINEER II (continued)

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Registration as a licensed professional engineer in the state of North Dakota

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

PROJECT MANAGER (FIELD)

DEPARTMENT:	Various	REPORTS TO:	Various
FLSA STATUS:	Exempt	DIRECT REPORTS:	NA
PAY GRADE:	73	DATE REVISED:	4/1/2021

NATURE OF WORK

This is responsible, technical civil engineering and construction management supervisory work performing a variety of engineering and project management tasks. Work is performed under the managerial direction of the Assistant City Engineer. Supervision is exercised over lower level engineering support staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, assigns and evaluates the work of support staff for city projects; provides counseling and training as needed.

Serves as field project manager on engineering projects; conducts field work, survey, research, determines construction quantities, writes proposals, prepares contract documents, and estimates costs; coordinates project among outside agencies, property owners, other city departments and other divisions within the department; prepares reports and memos describing the project; conducts inspections of work.

Manages all construction activities, performs inspections, and maintains records on federal aid urban projects and city infrastructure projects. Performs construction compliance inspections on private infrastructure projects. Resolves problems and conflicts that arise at the construction site.

Reviews plans for streets, sidewalks, curbs, sanitary sewers, water mains and storm drainage submitted for private developments within the City to ensure compliance with regulations and standards; reviews "as-built" plans submitted after construction is completed.

Prepare monthly pay estimates and contract change orders for recommendation of payment; negotiate with contractors to establish change order prices to perform extra work not included in the original construction contract.

Answers inquiries and complaints from the public regarding sanitary sewers, water mains, storm drains street projects, easements, and the like.

Maintains a variety of records pertaining to public works installations and projects; prepares reports related to the work.

Provides information to and works with architects, engineers, contractors, developers and the like to ensure adherence to proper standards and codes.

Performs other related duties as assigned.

PROJECT MANAGER (FIELD) (continued)**REQUIREMENTS OF WORK**

Considerable knowledge of professional civil engineering and construction management principles, practices and methods applied to public works construction.

Considerable knowledge of suitable computer applications to engineering projects including AutoCAD and Microsoft Office.

Considerable knowledge of construction standards and regulations.

Considerable knowledge of maps, deeds, plats and plans.

Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.

Ability to prepare accurate specifications, cost estimates and engineering reports.

Ability to operate personal computers and computer aided drafting processes.

Ability to maintain a variety of technical records and adapt records systems for computerization.

Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature.

Ability to establish and maintain effective working relationships with other employees, engineers and contractors and the general public.

Ability to operate a motor vehicle.

Ability to operate surveying equipment in the field and to maneuver on foot around construction sites, on uneven terrain.

Ability to climb stairs and ladders.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in civil engineering or construction management and three years of experience in professional civil engineering or construction management; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PROPERTY APPRAISER, SENIOR

DEPARTMENT:	Assessor	REPORTS TO:	Assistant City Assessor
FLSA STATUS:	Exempt	DIRECT REPORTS:	
PAY GRADE:	66	DATE REVISED:	2/18/2026

NATURE OF WORK

This is responsible technical work involving the inspection of real property for tax assessment purposes. The work includes conducting research of real estate sales to determine proper valuation. The work is performed under the general supervision of the Assistant City Assessor. The employee may be required to provide guidance and assistance to less experienced appraisers.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Inspects properties taking note of type of construction, interior systems and other details; takes measurements of buildings or additions to determine the total amount of square footage; prepares field sketches and takes photographs of property as needed; enters information into records.

Assists in assessing functions focused on residential property valuation and equalization to ensure compliance with the laws of North Dakota.

Analyzes property characteristics, make educated judgements on elements of value, record findings, and establish values.

Reviews current data such as dimensions, quality, and condition for appeal and reassessment purposes.

Reviews sales information to keep informed of market trends, and to ensure only appropriate sales are used for state ratio.

Inspects building permit projects, maintaining detailed notes, and establish values.

Uses tools such as tablets, laser measures & tape measures to ensure accuracy and efficiency in work.

Reviews existing and newly submitted blueprints & plans and transfer information into CAMA sketch system.

Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects.

Develops and utilizes database queries for property record analysis purposes and report generation.

Assists in general computer records maintenance.

Works safely, follows safe work practices, and identifies and reports unsafe work conditions.

Reviews real estate sales to update information of property record cards; makes computations to adjust valuations.

Provides appraisal and related information to the public in a courteous and informative manner; assist citizens with tax credit and exemption applications.

Participates in departmental training and continuing education in effective methods and practices used in

property assessment.

Investigates claims of possible valuation inequities using focused appraisal techniques, and provide findings in a clear and concise manner.

Leads and helps coordinate assessing functions focused on property valuation and equalization to ensure compliance with the laws of North Dakota.

Attends advanced formal training in real estate and appraisal in order to keep informed of the continually changing nature of this field, and to maintain licensing requirements.

Provides information as requested to the public in a courteous and informative manner, primarily on expensive and complex residential properties.

Inspects building permit projects, maintaining detailed notes, and establish values on primarily expensive or complex residential property.

Directly involved with general computer records maintenance to include but not limited to; new subdivision, plats, or annexations.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Provides technical assistance and guidance to junior appraisers

Inform the City Assessor of significant activities as appropriate

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable experience defending valuations.

Experience working with recorded documents.

Considerable knowledge of building plans and the collection of cost and sales data.

Considerable knowledge of modern methods and practices of property and building assessments.

Considerable knowledge of the methods and techniques used in modern construction.

Ability to read and analyze building and construction plans and blueprints.

Ability to make accurate arithmetic calculations.

Ability to assemble and use sales information and other data to fairly assess the value of property.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to relate tactfully and courteously, via telephone or directly, with the public.

Ability to operate a motor vehicle

Ability to inspect and measure the interior and exterior of structures; walk on uneven terrain and climb stairs.

Ability to maintain required records and to prepare reports.

REQUIREMENTS OF WORK Cont.

Ability to operate spreadsheets, word processing, various window software, scanners, digital cameras, calculators and other general office equipment.

Ability to operate internal systems and tools that support the objectives within the City Assessor's office.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in business administration, finance, banking, economics or related field supplemented by course work in basic appraisal methods and some experience in real estate sales, property appraisal or related work; four years' experience as an Appraiser/Assessor or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Possession of a Class I Assessor certificate issued by the North Dakota State Tax Department

Advancement and/or placement at the Senior Appraiser position is at the sole discretion of the City Assessor. Determination will be made based on written and oral competency, experience, and education.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PROPERTY APPRAISER

DEPARTMENT:	Assessor	REPORTS TO:	Assistant City Assessor
FLSA STATUS:	Exempt	DIRECT REPORTS:	
PAY GRADE:	60	DATE REVISED:	2/18/2026

NATURE OF WORK

This is entry level work involving the inspection of real property for tax assessment purposes. The work includes conducting research of real estate sales to determine proper valuation. The work is performed under the continuing supervision of the Assistant City Assessor.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Inspects properties taking note of type of construction, interior systems and other details; takes measurements of buildings or additions to determine the total amount of square footage; prepares field sketches or takes photographs of property as needed; enters information into records.

Assists in assessing functions focused on residential property valuation and equalization to ensure compliance with the laws of North Dakota.

Analyzes property characteristics, make educated judgements on elements of value, record findings, and establish values.

Reviews current data such as dimensions, quality, and condition for appeal and reassessment purposes.

Reviews sales information to keep informed of market trends, and to ensure only appropriate sales are used for state ratio.

Inspects building permit projects, maintaining detailed notes, and establish values.

Uses tools such as tablets, laser measures & tape measures to ensure accuracy and efficiency in work.

Reviews existing and newly submitted blueprints & plans and transfer information into CAMA sketch system.

Develops and utilizes database queries for property record analysis purposes.

Assists in general computer records maintenance.

Works safely, follows safe work practices, and identifies and reports unsafe work conditions.

Reviews real estate sales to update information of property record cards; makes computations to adjust valuations.

Provides appraisal and related information to the public in a courteous and informative manner; assist citizens with tax credit and exemption applications.

Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects.

Participates in departmental training and continuing education in effective methods and practices used in property assessment.

Holds oneself and others accountable for measurable, timely, effective results; comply with established

control systems.

Inform the City Assessor of significant activities as appropriate.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of building plans and the collection of cost and sales data.

Some knowledge of modern methods and practices of property and building assessments.

Some knowledge of the methods and techniques used in modern construction.

Ability to read and analyze construction plans and blueprints.

Ability to make accurate arithmetic calculations.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to study, learn and understand methods and practices used in evaluating real estate and standard appraisal practices.

Ability to relate tactfully and courteously via telephone or directly with the public.

Ability to operate a motor vehicle

Ability to inspect and measure the interior and exterior of structures; walk on uneven terrain and climb stairs.

Participates in local community activities.

Ability to maintain required records and to prepare reports.

Ability to operate spreadsheets, word processing, various window software, scanners, digital cameras, calculators and other general office equipment.

Ability to obtain a North Dakota Class I Assessor certification within three years.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in business administration, finance, banking, economics, or related field supplemented by course work in basic appraisal methods and some experience in real estate sales, property appraisal or related work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PROPERTY ASSESSMENT SPECIALIST

DEPARTMENT:	Assessor	REPORTS TO:	City Assessor
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	
PAY GRADE:	56	DATE REVISED:	2/18/2026

NATURE OF WORK

This is responsible paraprofessional work performing a variety of tasks relating to property appraisal activities of the City. The work is performed under the general direction of the City Assessor and Assistant City Assessor. The employee is expected to exercise considerable independent judgment and discretion in the performance of job duties.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Maintains accurate, up-to-date computerized records pertaining to tax roll lists of properties; sends verification form letters to new property owners; enters all changes in property values to tax roll list; sends notices to property owners regarding increased values.

Receive and collects data from Register of Deeds office regarding warranty and quit claim deeds, annexations, re-plats and easements, etc.; collects abatement applications from County Auditor's office.

Process applications for property tax credits; process tax exemption applications for tax-exempt organizations.

Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments.

Provides updated data and assistance to other city departments and county offices. Assists in budgetary planning. Performs a variety of secretarial duties and acts as receptionist responding to complaints, queries, and appointment scheduling. Assists in purchasing of various supplies in operation of the office.

Performs all in-office procedures including input to computer, filing, indexing and coordinating records, permits, plats, etc. Develops and assigns parcel identification to newly annexed, platted or re-platted properties with assistance from appraisal staff.

Processes tax abatement applications; notes building permit information on digital property records; updates records with regard to property description changes.

Enters sales data pertinent to sales ratio studies; completes forms for state tax department.

Receives training in basic real estate appraisal and state property tax laws.

Performs a variety of clerical and office support tasks, as needed.

Facilitates teamwork; cooperates with other city departments regarding process improvements and other projects.

Holds oneself accountable for measurable, timely, effective results; comply with established control systems.

Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions.

Provides technical assistance to fee appraisers, developers, real estate and insurance agents, taxpayers; provides information regarding legal description, lot sizes, zoning, property values, estimated taxes, improvements, and the like.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of general office procedures, processes and equipment, including computers and appropriate software.

Knowledge of legal descriptions of real property and map reading.

Knowledge of basic appraising methods and techniques.

Knowledge of state property tax laws.

Knowledge of proper standards and techniques for maintaining property and tax records.

Ability to carry out proper procedures in processing applications for tax credits, abatements and exemptions.

Ability to establish and maintain an effective computerized record-keeping system.

Ability to operate a variety of office equipment, including computers and appropriate software.

Ability to communicate effectively, both orally and in writing.

Ability to prepare clear and concise reports.

Ability to establish and maintain effective working relationships with other employees, property owners, appraisers, developers, real estate and insurance agents, and the general public.

Ability to perform office typing efficiently and effectively on both a computer keyboard and a standard typewriter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school; college or business school training preferred; and two years of experience related to assessments in tax purposes or real estate; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid N.D. driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

PROPERTY MAINTENANCE SUPERINTENDENT

DEPARTMENT:	Public Works Operations	REPORTS TO:	Public Works Operations Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Property Maintenance Staff
PAY GRADE:	74	DATE REVISED:	2/5/2026

NATURE OF WORK

This is skilled, supervisory and administrative work directing the operation and maintenance of City owned and operated buildings and facilities. Work is performed under the managerial direction of the Public Works Operations Director. Supervision is exercised over skilled and semi-skilled maintenance workers and assistants.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, directs and evaluates the work of subordinates; provides training and counseling as needed.

Develops and maintains master facility plans to ensure that equipment lifespan, maintenance records, budget projections, and management align with strategic planning needs.

Manages support contractor services to include utilities and other operational requirements for City owned property.

Performs or supervises the inspection and preventive maintenance for the proper care of City owned and operated buildings and facilities, and all related heating, ventilation and air conditioning systems. Maintains a workable inventory of parts and supplies needed by the division.

Analyzes and evaluates utility use and expenses and incorporates or recommends action to institute more efficient use of the same.

Ensures that proper safety procedures are followed, and that required safety devices and equipment are available for employee use.

Prepares annual division budget; provides necessary research and documentation.

Documents all division activities.

Responds to and directs staff in the resolution of all maintenance repair requests in a timely manner.

Assists in central purchasing related activities.

Perform or supervises building maintenance rough and finished carpentry activities which may include installing paneling, cabinets, drywall, flooring, framing, roof repair, sheet metal work and window and door repair.

Performs or supervises a variety of routine building maintenance, electrical and plumbing work.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning and others.

Considerable knowledge of standard hand and power tools and equipment used in facilities and grounds maintenance activities.

Considerable knowledge of safety standards and precautions pertaining to maintenance and repair work and to the care and cleaning of buildings and grounds.

Thorough knowledge of building cleaning practices, supplies and equipment.

Thorough knowledge of supervisory practices and techniques

Thorough knowledge and understanding of the operation and integration of heating, ventilation, and air conditioning systems.

Agility in movement to allow for inspections of various equipment in various locations, including the ability to bend, stoop, reach and lift heavy objects.

Ability to plan and direct the maintenance of buildings of various design or function.

Ability to plan, organize, assign and evaluate the work of subordinate employees.

Ability to gather data, interpret meaning and decide on a plan of action based on supervisory experience and effective practices.

Ability to perform 24-hour standby duty for Public Works emergencies in the City.

Ability to communicate effectively, both orally and in writing, with contractors, administrative supervisors, employees and the public.

Ability to establish and maintain effective working relationships with other employees, vendors and the public.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of progressively responsible experience in a variety of trades or construction work, including three years of supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PUBLIC SAFETY INFORMATION AND OUTREACH OFFICER

DEPARTMENT:	Public Information	REPORTS TO:	Community and Engagement Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	
PAY GRADE:	60	DATE REVISED:	03/01/2026

NATURE OF WORK

Under the direction of the City of Minot Public Information office and in close coordination with the City of Minot Police and Fire Departments, the Public Safety Information and outreach officer will design, develop, organize, and manage a **public information** and **community outreach** program to develop, improve, and maintain strong relationships with the public and media in an overall effort to better inform and serve the community. (Here on, the Minot Police and Fire Department will be referred to as Public Safety Entities or PSE)

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

PUBLIC INFORMATION FUNCTION:

To facilitate communications, through multiple mediums, between the PSE and the public, PSE employees, and media. To serve as the PSE point of contact for public and media inquiries. The primary Public Information Function is to ensure and maintain accurate and timely information distribution, and to aid in communication between the PSE and the community.

COMMUNITY OUTREACH FUNCTION:

To act as a Liasson between the PSE and Community and to engage, through multiple platforms, proactively rather than reactively, and to organize and promote public education and Informational programs on prevention and PSE activities. The primary Community Outreach function is to build, strengthen, and maintain relationships between PSE and the public they serve.

Researches, develops, writes, and coordinates communication campaigns for PSE.

Work closely with the PSE Executive teams to ensure consistency in messaging.

Work closely with PSE staff to ensure appropriate content in communications of sensitive matters.

Coordinate public relations and outreach events for the PSE; coordinate appropriate PSE personnel for events. Coordinate the gathering of data, researcher, and composition of informational items and develop informational projects to support the goals and objectives of the PSE.

Develop working relationships with PSE staff to advance an understanding of individual functions, strengths, and weakness, so as to coordinate, facilitate, and delegate appropriate PIO and Outreach duties as necessary.

Coordinate and implement internal and external communications strategies to project the values, goals, and positive image of the PSE.

Develop and maintain a strong PSE social media presence that reflects the values of the PSE, and focused on building and maintaining a local following, to function as an effective form of public communication.

Prepares, drafts, reviews, and edits news conferences, releases, newsletters, publications, scripts, website and social media content, and public statements utilizing a wide variety of media including news releases, photos, reports, video, and electronic files to assure stakeholders are informed; ensures compliance with legal guidelines and PSE best practices.

PUBLIC SAFETY INFORMATION AND OUTREACH OFFICER (Continued)

Provides public information and outreach materials for PSE by writing, editing, and distributing information to ensure PSE communications and information programs are available to all interested stakeholders.

Provides editorial and journalistic assistance and edits publications by writing, reviewing, and coordinating timing and content of PSE news releases and communication to assure clear, concise, and accurate presentation to the public.

Receives phone calls, regular mail, e-mails, social media messaging, and walk-ins from the public as well as internal communications; responds in a timely manner to requests, questions, or complaints; directs inquiries and information to appropriate member within the PSE.

Performs video production from conception to completion, including storyboarding, script writing, shooting, editing and delivery via web-based applications (YouTube, Vimeo, etc.).

Website management and oversight: Coordinate with the City of Minot Public Information Office and PSE to provide the most up to date information and messaging for the PSE website.

Monitors public communications via electronic media.

Provides disaster-related or other emergency public information including assisting in emergency operations center situations by communicating with press and other interested stakeholders to ensure information is accurate; schedules and assists in staffing operations of the emergency operations center.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Attention to detail, strong organizational skills, and an understanding on the need for timeliness in providing information.

Considerable knowledge of PSE and City of Minot departments and government operations and organization.

Knowledge of principles and practices of public relations, multimedia, multifaceted community-oriented communication strategies and techniques.

Knowledge of computer and internet technology and media principles and practices; understanding of media and community relations.

Ability to communicate clearly and concisely, both orally and in writing; ability to compose mass communication.

Ability to establish and maintain effective working relationships with those contacted in the course to work and to work collaboratively with PSE leadership and staff.

Ability to coordinate, organize, and execute various projects; ability to analyze problems and identify alternative solutions; ability to project consequences of proposed actions and implement recommendations in support of goals.

Ability to work under pressure and to function effectively in an emergency.

Ability to stand or sit for extended periods of time.

Ability to operate personal computers and other general office equipment.

PUBLIC SAFETY INFORMATION AND OUTREACH OFFICER (Continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in English composition, communication, marketing, public relations or journalism or related field plus 2 years of experience in communications, public relations, broadcasting, or journalism; or equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must have a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PUBLIC SAFETY BUSINESS ANALYST

DEPARTMENT:	Various	REPORTS TO:	Deputy Fire Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	62	DATE REVISED:	03/01/2026

NATURE OF WORK

The Public Safety Business Analyst performs a variety of management analyst duties to support Police, Fire and Dispatch Departments including but not limited to assisting with the budget process, contracting and human resources liaison, providing a variety of analytical support; performing research, statistical, and other work; fulfilling other assignments in functional areas such as purchasing, project and grant management, process improvement, and other areas for the Departments; performing other job-related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Public Safety Business Analyst is a non-sworn classification in the Fire or Police Departments with a focus on budgeting, purchasing, grant management, contracts and general business administration of the Police, Fire and Dispatch Departments.

ESSENTIAL FUNCTIONS: - Duties may include, but are not limited to the following:

- Assist with the budgetary and fiscal control processes for the departments, project revenue and expenditure; assist with the preparation of the departments' budgets; develop proformas for the departments, collaborate with departments as needed and assist with representing the departments' interests in fiscal matters. Track department spending.
- Investigate, analyze, develop, and prepare special studies or projects as requested; conduct special projects and administrative studies; prepare research and analytical reports.
- Prepares and coordinates the procurement of bids, proposals and evaluates responses.
- Coordinate departmental records utilizing various management information systems.
- Assist with the development and administration of grants, coordinate the fiscal monitoring and reporting for grants, contracts and agreements; coordinate billing for services provided.
- Coordinate, prepare, and keep record of documents necessary for presentation to the Minot City Council.
- Prepare and process documents and data relative to the departments' payroll including accruals, benefits and specialty pay.
- Prepare, apply, and execute grants
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of organization, administration, and business administration.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and computer equipment.

- Principles and procedures of financial records keeping and reporting.
- Technical report writing procedures.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Computer software programs required to perform job duties.

Ability to:

- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Departments in a variety of situations.

EXPERIENCE AND EDUCATION:

Experience:

Two years of increasingly responsible administrative and analytical experience in business administration, fiscal management, purchasing coordination, project management, or a related field

Education:

Possession of an Associate's Degree from an accredited institution in business or a related field.

Desirable:

Possession of a Bachelor's Degree in business or a related field.

LICENSE OR CERTIFICATE:

License:

Possession of an appropriate, valid North Dakota driver's license at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; stamina to work long hours and attend night meetings.

DRAFT

PUBLIC SAFETY TELECOMMUNICATIONS CENTER SYSTEMS AND DATA COORDINATOR

DEPARTMENT:	Dispatch	REPORTS TO:	Fire Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	
PAY GRADE:	68	DATE REVISED:	03/01/2026

NATURE OF WORK

The Public Safety Telecommunications Center Systems and Data Coordinator is a highly responsible position which reports to the Minot Fire Department Chief. Assists in the planning, developing, coordinating and management of all aspects of the public safety radio communications systems serving multiple jurisdictions in the Minot Central Dispatch Telecommunications Center.

ESSENTIAL FUNCTIONS OF WORK

Essential responsibilities and duties may include but are not limited to the following:

Coordinates with the Public Safety Telecommunications Center Personnel Manager on equipment, radio systems, Computer Aided Dispatch (CAD), notification systems, and other public safety systems. This is to include future needs, as well as any technical or mechanical issues with these systems. Also works with the PST Personnel Manager on outside agencies served by the Center.

Serves as the primary administrator responsible for maintaining the integrated radio system configuration supporting daily operations of multiple agencies. Prepare and coordinate policies and procedures relating to radio interoperability issues.

- Coordinates with local tradesmen, contractors, vendors, and agency users to ensure efficient daily operation of the radio systems, including oversight of preventive maintenance service contracts.
- Responsible for the coordination of inventorying and maintaining radio frequency licenses for the agencies served.
- Prepare and maintain radio system asset inventories.
- Create radio systems documentation
- Assist in the preparation and negotiation of radio system maintenance and facility contracts.
- Administer and coordinate the purchase and maintenance of the public safety radio communications supplies.
- Monitors and facilitates the operation, maintenance and repair of infrastructure associated with current and future communications equipment for multiple local government agencies.

Responsible to work with the agencies served by Minot Central Dispatch Telecommunications Center.

- Ensures that all agencies maintain their NCIC and CJIS requirements.
- Research and evaluate public safety technology trends which will benefit the multiple jurisdictions as a whole and the individual police, fire and EMS agencies.
- Works with the 911 coordinators, GIS and IT departments to ensure mapping capabilities are up to date.
- Respond to all inquiries from the agencies served by Minot Central Dispatch Telecommunications Center for requests of evidence, recordings, ISO reports and any other data, etc.
- Participates in the development and adherence of mutual aid agreements between system users and outside agencies.
- Serves as a member of the LEPC and 911 committees

Assists in preparing equipment budget and monitoring expenditures.

Make recommendations on and provide support for network operating systems.

Maintains superior knowledge of all PSAP equipment to identify and correct technical problems.

Remains current on developments in the field of Emergency Communications as it pertains to new regulations and 911 technological advances.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

Thorough knowledge of communications networks and circuits; knowledge of Federal Communications Commission (FCC) rules and regulations; Familiar with electrical code standards; knowledge of business practices, standards, and troubleshooting techniques as they pertain to the operation and maintenance of a centralized radio communications system; knowledge of complex radio communications, computer, and telephone systems and their integration into public safety emergency response functions.

Skills

Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public; Maintain physical condition appropriate to the performance of assigned duties and responsibilities; Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain effective audio/visual discrimination and perception to the degree

necessary for the successful performance of assigned duties. Duties include utilizing established policies and practices in strategy development and problem solving.

Abilities

Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedure manuals, ordinances and policies, laws, rules and regulations; ability to prepare, organize and maintain data, reports, and systems; ability to understand and communicate effectively verbally and in writing; ability to effectively give and follow verbal and written instructions; ability to act in a decisive manner using good judgement; ability to manage stressful situations and multitask effectively; ability to maintain respectful working relationships with coworkers, supervisors, system users, and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PUBLIC SAFETY TELECOMMUNICATIONS CENTER PERSONNEL MANAGER

DEPARTMENT:	Dispatch	REPORTS TO:	Fire Chief
FLSA STATUS:	Exempt	DIRECT REPORTS:	Dispatch Staff
PAY GRADE:	68	DATE REVISED:	03/01/2026

NATURE OF WORK

The Public Safety Telecommunications Center Personnel Manager is a highly responsible position which reports to the Minot Fire Department Chief. This position is responsible for the day to day (day and night) operations of Minot Central Dispatch Telecommunications Center. This position is responsible for ensuring the highest quality service is provided to the citizens and the public safety agencies served by Minot Central Dispatch.

ESSENTIAL FUNCTIONS OF WORK

Responsible for the administration and managing of personnel, and related telecommunicator operations. Working with budget preparation, short term and long term planning, operational and strategic goals and objectives. Manages all aspects of ADP including schedules, PTO requests, time card approval, authorize overtime when required, injury forms and workplace injury reporting.

Responsible for the oversight of the hiring process, interviewing, selection of new employees, and completing background checks.

Coordinates with the Public Safety Telecommunications Center Systems and Data Coordinator, on equipment, radio systems, CAD (computer aided dispatch), notification systems, and other public safety systems. This is to include future needs, as well as any technical or mechanical issues with these systems. Also works with the PST Center Systems and Data Coordinator on outside agencies served by the Center.

Develops, reviews, approves and implements general policies, procedures and guidelines.

Assures appropriate scheduling of personnel to meet the operational needs of the center.

As the team leader directs, guides and coaches the team. Works closely with shift supervisors to ensure high quality service to our communities and agencies served.

Works with shift supervisors in evaluating the performance of team members.

Acts as a technical advisor for software and hardware used in the daily operations. (Vesta phone system, Motorola radio, Tyler Tech New world CAD, Openfox, etc.

Identify and correct operational deficiencies.

Manage the Centers training program, to include new employee training, guidance, and evaluation. Manage continuing education opportunities for team members. Keeping appropriate records of training. Ensures all team members meet and maintain all necessary training requirements to maintain certifications, NCIC, EMD, CPR, CTO, Shift Supervisor etc. Investigate complaints related to personnel matters and or Center operations.

Establish and maintain a QA/QI program monitoring emergency and non-emergency calls. EMD, LE and Fire Department dispatches and radio traffic.

Coordinates with IT personnel, GIS personnel, and private contractors involved in installing and maintaining public safety systems.

Works with other departments within the City of Minot, to serve the greater good of the city.

Prepare reports as requested.

Reviews and duplicates audio files for court, agencies and other purposes as needed.

Maintains professional demeanor, positive role model, who motivates all dispatch staff.

Exemplify good customer service

Completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

Geography, Phone/Computer basics, Stress management, Chain of command, Liability, Terminology, Roles and responsibilities, Performance standards, Laws, statutes, and codes, Incident management, Governmental standards, Technology, Risk assessment Social media, Automated data, Video messaging, Incident command, 911 systems and computer aided dispatch, Data networks and server environments, Personnel management principles, Budget principles, QA/QI principles, Community resources, programs and services.

Skills

Keyboarding/Typing, Multitasking, Decision-making, Critical thinking, Verbal and written communications skills, Ability to work on a team, Active listening/hearing, Customer service, Computer, Telephone, Call control, Conflict resolution, Problem solving, Analytical, Troubleshooting, Text messaging, Data analytics, Social media

Abilities

Quick decision-making, Empathy, Respect, Patience, Maturity, Even-tempered, Integrity, Ethical, Life-long learner, Dependable, Flexible, Efficient, Tolerant, Analytical, Detail orientated

DESIRED MINIMUM TRAINING AND EXPERIENCE:

Bachelor or Associates degree preferred, High school graduate required.

Working Knowledge of 911, radio and computer aided dispatch operating procedures

Speak and read the English language.

Must obtain and maintain NCIC certification within 6 weeks of employment.

Must obtain and maintain EMD certification within 3 months of employment.

Must obtain and maintain CPR certification within 60 days of employment.

Must obtain or possess FEMA ICS 100,200,247a,b, or c, 700, and 800 certifications within 60 days of employment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

WORKING CONDITIONS:

Work is typically performed in the climate controlled communications room, with varying levels of light, confined environment;

May be subjected to excited, abusive, foul-mouthed, incoherent, drunk, impaired or hysterical callers;

Extremely busy environment with constant interruptions;

Occasional travel to conferences or trainings throughout state and/or country.

DRAFT

PUBLIC SAFETY TELECOMMUNICATOR / DISPATCHER

DEPARTMENT:	Dispatch	REPORTS TO:	PS Telecommunicator Lead
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	52	DATE REVISED:	03/01/2026

NATURE OF WORK

The Public Safety Telecommunicator (PST) / Dispatcher is an entry level position which reports to the Shift Supervisor and the Public Safety Telecommunications Center Personnel Manager. The primary responsibility of the PST / Dispatcher is to protect both citizens and field responders during an emergency incident. This is done through effective communication both on the phone and radio.

ESSENTIAL FUNCTIONS OF WORK

Screen and assess initial calls for service

- Identifying call delivery method (phone, text, video, picture, automated data) – Callers may use traditional methods such as: ▪ Dialing 911 ▪ Using a 10-digit phone line – Callers may also use multiple technological platforms to contact the ECC, such as: ▪ Text-to-911 ▪ Video-to-911 ▪ Video relay services – While other calls may be delivered without human intervention, such as: ▪ Automated alarms ▪ Telematics ▪ Prioritizing call answering • Greeting caller • Projecting a professional demeanor • Providing calming instructions to obtain information

Demonstrate clear and effective communication

- Actively listening • Conveying respect and empathy • Enunciating clearly while avoiding jargon with the caller • Controlling the call • Using appropriate terminology, codes, signals with field responders

Ascertain incident information

- Obtaining and verifying the incident location • Interpreting geographic information system (GIS) coordinate information and knowledge of mapping systems • Obtaining and verifying contact information • Rapidly determining the nature of the incident • Establishing when the incident happened • Identifying who is involved in the incident • Analyzing information that could include automated data feeds such as cameras, sensors, telematics

Determine scene and responder safety

- Interrogating the caller to learn the circumstances of the emergency • Using multiple resources to determine situational awareness of a scene (i.e., hazardous materials or high occupancy locations, or history of previous incidents) • Using tools and data such as

video from mobile devices, body cameras, traffic cameras, drones, and real-time location tracking to improve situational awareness and assist incident commanders on scene • Determining additional risks such as weapons present, medical conditions, or mobility issues of victims that complicate or threaten the health and safety of the responders and victims at the scene

Identify and mitigate caller safety

Asking that the reporting party not get involved in the situation, keep a safe distance, and remove themselves from the incident if it is an unsafe situation • Staying in contact with the caller to ensure their safety until responders are on scene • Interpreting audio cues, such as emotion and background noise • Recognizing indicators of psychological distress

Document information accurately

Documenting incident details quickly and accurately • Establishing incident priority based on written directives

Caller management

Using call control techniques and tactics to elicit information quickly and accurately from challenged callers • Using calming techniques such as persistent repetition; the use of “I” statements to break through the hysterical threshold • Deploying language services to assist foreign-speaking callers • Providing counsel to suicidal persons, domestic violence victims or serving as the primary contact with a hostage-taker • Utilizing mental health resources

Take appropriate action

Ascertaining if public safety resource dispatch is required and relaying information – If yes, coordinating the dispatch of the appropriate emergency services – If no, providing the caller with the appropriate information • Reviewing request for service details • Informing caller of actions and advising of appropriate updates • Determining the need for outside agency resources such as traffic management, roadway clearance, towing services, power and utility services, crisis negotiators, social services, etc. • Using internal and external agency control devices (weather notification systems, air warnings, emergency management warning system activation, etc.)

Provide pre-arrival life-safety instructions

Providing pre-arrival instructions for law enforcement events, such as: – Suicidal persons – Active shooter events – Deescalating persons in crisis (post-traumatic stress disorder [PTSD], mental illness) – Separating domestic violence victim from the abuser – Protecting children at the scene – Preliminary clearance of roadway obstructions to prevent further injury or secondary accidents – Advice to crash victims to prevent further injury • Providing pre-arrival instructions for fire events, such as: – Escaping a structure fire – Protection for persons trapped in a fire – Wildland fire evacuation – Avalanche disasters – Accelerator stuck – Sinking vehicle • Providing lifesaving

instructions for medical events, such as: – Bleeding control – Choking/airway clearance
– CPR – Respiratory arrest – Cardiac arrest – Drowning – Childbirth

Process requests for service for law enforcement, fire, and emergency medical services (EMS) personnel

Making notifications • Using federal and state databases to inquire about driver license statuses, registrations, and wanted checks, etc.

Record data regarding the incident

Creating a CAD incident (Call for Service) • Documenting important and necessary call details for response awareness and responder protection • Updating the CAD incident • Additional data collection from the same or other callers reporting the incident

Initiate incident response

Ensure units are assigned to or are responding to the incident • Relaying pertinent incident information • Obtaining unit acknowledgment • Coordinating available resources • Relaying updates to units • Broadcasting be on the lookouts (BOLOs) or attempt to locate (ATL) messages • Disseminating information to other resources • Anticipating potential escalation • Performing status checks

Coordinate during events

Notifying supervisors • Notifying appropriate resources • Corresponding with other agencies • Activating mutual aid, when applicable • Disseminating interdepartmental intelligence • Providing incident briefings

Control radio traffic

Monitoring radio channel(s) • Active listening and awareness techniques • Acknowledging radio traffic • Complying with Federal Communications Commission (FCC) regulations

Participate in post-incident activities

Preparing testimony • Testifying in court proceedings • Participating in call critique and QA review sessions • Requesting peer support and debriefings as needed • Attending critical incident stress management (CISM) debriefings • Attending after-action report meeting

Operate agency technology and equipment

• Operating telephony system effectively – Answering incoming calls – Placing outgoing calls – Performing conference calls – Placing calls on hold if appropriate – Performing appropriate transfers – Utilizing text-to-911 programs – Rapidly identifying and recognizing service interruptions such as equipment failures, cybersecurity breaches, swatting, slamming or spamming incidents, or denial of service (DOS) attacks – Operating teletypewriter (TTY)/telecommunications device for the deaf (TDD) – Responding to multimedia sessions/short message sessions (MMS/SMS) – Responding

to video-relayed information • Operating technology systems such as CAD, call-handling equipment (CHE), logging recorder systems, traffic cameras, perimeter cameras, radio technology, alarms, etc. – Accessing incident data – Updating incident data – Assigning appropriate units – Interpreting other sensor data such as automatic emergency notification from law enforcement vehicles or body sensors, biometric alarms, and notifications – Interpreting smart building data and sensors, including video feeds, hazmat • Utilizing map/GIS programs – Identifying the location of the incident – Interpreting automatic number identification/automatic location identification (ANI/ALI) to locate emergencies – Plotting GPS coordinates – Providing directions – Using automatic vehicle location (AVL) data to track units • Operating radio systems – Dispatching calls – Relaying information – Providing updated information – Maintaining current status of units • Operating RMS – Accessing records – Updating records • Maintaining equipment functionality – Testing equipment – Troubleshooting equipment – Reporting problems – Applying contingency plans • Operating computer systems – Successful passing of required background checks and clearances to operate sensitive databases. – Accessing database information (National Crime Information Center [NCIC], local/state crime network, Integrated Public Alert and Warning System [IPAWS]) – Operating mass notification software – Using social media platforms – Conducting inquiries – Updating/Modifying/Maintaining systems – Following regulations –

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

Geography • Phone/Computer basics • Stress management • Chain of command • Liability • Terminology • Roles and responsibilities • Agency • Performance standards • Laws, statutes, and codes • Incident management • Governmental standards • Technology • Risk assessment • Social media • Automated data • Video messaging • Incident command

Skills

Keyboarding/Typing • Multitasking • Decision-making • Critical thinking • Verbal and written communications skills • Ability to work on a team • Active listening/hearing • Customer service • Computer • Telephony • Call control • Conflict resolution • Problem solving • Analytical • Troubleshooting • Text messaging • Data analytics • Social media

Abilities

Quick decision-making • Empathy • Respect • Patience • Maturity • Even-tempered • Integrity • Ethical • Life-long learner • Dependable • Flexible • Efficient • Tolerant • Analytical • Detail orientated

All PST / Dispatchers must be able to obtain and retain NCIC credentials, successfully complete the comprehensive training program, obtain and retain EMD (Emergency Medical Dispatcher) and CPR certifications. Pass a background check, enabling access to the ND Criminal Justice

Information Sharing (CJIS) and National Crime Information Center (NCIC) networks. Pass pre-employment drug screening, and pre-employment hearing screening. Must be able to speak and read the English language.

DESIRED MINIMUM TRAINING AND EXPERIENCE:

Graduation from high school or GED required. Prefer some experience in the use of communications equipment, computer systems, and phone systems; or any equivalent combination of training and experience.

WORKING CONDITIONS:

Work is typically performed in the climate controlled communications room, with varying levels of light, confined environment;

- May be subjected to excited, abusive, foul-mouthed, incoherent, drunk, impaired or hysterical callers;
- Must be available to work shift work encompassing 24/7 schedules including evenings, nights, weekends and holidays;
- Must remain at the Center for the full scheduled shift. Uninterrupted lunch and breaks are not guaranteed;
- Due to the nature of public safety work, overtime may be required;
- May be called back on short notice and for extended periods and must be available by phone at own expense;
- Extremely busy environment with constant interruptions;
- Occasional travel to conferences or trainings throughout state and/or country.

PUBLIC WORKS LABORATORY TECHNICIAN

DEPARTMENT:	Sewer	REPORTS TO:	Water/Wastewater Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	55	DATE REVISED:	4/1/2019

NATURE OF WORK

This is responsible technical work performing a variety of laboratory tests on water, sludge, and other substances. Work is performed under the general supervision of a laboratory supervisor. The employee may be expected to give guidance and assistance to less experienced employees or seasonal workers.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of laboratory equipment; records measurements and other data.

Conducts a variety of tests on water, soils and sludge, and other substances to ensure that environmental standards are met or to identify potential sources of diseases or other health problems.

Prepares or assists in the preparation of reports of daily test results.

Calibrates, cleans, maintains, and stores equipment and instruments; washes sample containers; cleans and dusts laboratory equipment, countertops, and glassware.

Collects samples; prepares reagents, standards, and test solutions used in testing process.

Performs mathematical calculations based on raw laboratory data; maintains a variety of records and data; adapts data and records for computerization.

Orders supplies and equipment; maintains proper inventory; ability to write bid specifications for new equipment as needed.

Assures substances tested are disposed of properly and safely; assures quality control over all laboratory processes.

Performs emergency maintenance on lift station equipment, as needed.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of chemistry or biochemistry and of chemical reactions.

Knowledge of laboratory equipment and instruments, and of their safe and effective use.

Knowledge of mathematics used in calculations related to laboratory testing.

PUBLIC WORKS LABORATORY TECHNICIAN (continued)

Knowledge and hazards and safety precautions related to using chemicals and to performing tests on potentially hazardous substances.

Ability to calibrate and operate laboratory equipment and instruments and to carry out testing procedures in a safe, efficient, and effective manner.

Ability to maintain records and adapt records systems for computerization.

Ability to establish and carry out effective laboratory processes and procedures.

Ability to work cooperatively with other employees.

Ability to communicate effectively, both orally and in writing.

Ability to be on call and to respond accordingly, with sometimes limited supervision.

Ability to climb stairways and ladders.

Ability to visually detect problems

Ability to mix chemicals, measure properly, treat bottles with chemicals.

Ability to maintain mental alertness when reading, measuring, and treating wastewater in compliance with standards.

Ability to read meters, gauges, and instructions to record findings.

Ability to take water samples and conduct routine laboratory tests.

Ability to climb stairways and ladders to take samples and do routine maintenance on laboratory equipment.

Ability to operate motor vehicles.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and three years of experience in conducting laboratory tests or closely related work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid state class III water/wastewater treatment operator's certificate.

Possession of a valid North Dakota commercial driver's license and proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PUBLIC WORKS OPERATIONS DIRECTOR

DEPARTMENT:	Public Works Operations	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Public Works Operations Staff
PAY GRADE:	89	DATE REVISED:	2/25/2026

NATURE OF WORK

This is advanced professional, leadership, and managerial work involving the planning, organizing, implementing and directing public works operations, street/sidewalk/storm sewer construction and maintenance, public transportation, fleet management services/vehicle and equipment maintenance, public building maintenance, and cemetery operations. This position will also oversee aspects of flood control operations and maintenance. Work is performed under the executive direction of the City Manager.

Serves as Director of the Public Works Operations Department; directly or indirectly supervises all employees of the department.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.

Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.

Develops, implements, and administers goals, objectives and procedures for providing effective and efficient services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate. Meets regularly with the City Manager to discuss operations, budget, and immediate and long-term needs of the department.

Plans, organizes, prioritizes, and directs the activities of the department; ensures the total operational effectiveness of the department.

Administers and oversees the preparation of the department's budgets; prepares and presents the annual departmental budget; approves requisitions and purchases. Oversees maintenance of the department's equipment, grounds, and facilities. Determines and prioritizes short-term and long-term equipment needs; prioritizes and justifies budget requests to the City Manager; and monitors and ensures compliance with budget. Ensures all grants the department receives are properly managed and administered.

Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments. Maintains records and prepares reports on a variety of subjects.

Coordinates with the City PIO to handle all press and media inquiries.

Establishes and maintains good working relationships with community groups and agencies and the media.

Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects. May serve on select executive committees such as the Safety Council.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Manager of significant activities, and City Council as appropriate.

Participates on various city, state and community committees, task forces and the like; attends a variety of meetings related to the work.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of modern principles, methods, practices and materials in planning, designing, operating and maintaining public works services, operations and infrastructure.

Extensive knowledge of federal, state and local laws, regulations and standards relating to public works operations.

Extensive knowledge of safety standards and precautions pertaining to the use and operation of heavy equipment, street and infrastructure maintenance and repair and the like.

Thorough knowledge of effective managerial practices and methods.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate employees.

Ability to establish and maintain effective public works programs.

Ability to assess overall departmental effectiveness in carrying out its mission.

Ability to assess and define training needs of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and to prepare reports.

Ability to establish and maintain effective working relationships with other employees, city officials, other public safety and community agencies and the general public.

Ability to operate a motor vehicle.

Ability to walk around buildings on uneven terrain and climb stairs and ladders.

Ability to visually detect a variety of public works engineering problems and defects.

Ability to perform 24-hour standby duty for public works emergencies in the City.

Ability to conduct field inspections of public works operations and projects.

Ability to work from sketches, diagrams and maps.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a General Engineering bachelor's degree or a bachelor's degree in Civil, Mechanical, Electrical, or Systems/Industrial Engineering or a closely related field is preferred and five to seven (5-7) years of managerial experience in a field related to public works, or any equivalent combination of education, training and experience.

NECESSARY SPECIAL REQUIREMENTS

Registration as a professional engineer in the state of North Dakota is preferred but not required; Possession of a Program Manager Professional (PMP) Certification from an accredited source such as Program Management Institute (PMI) is preferred but not required; however, the individual in this position will be highly encouraged to work towards achieving these credentials.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

PUBLIC WORKS UTILITIES DIRECTOR

DEPARTMENT:	Public Works Utilities	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Public Works Utilities staff
PAY GRADE:	89	DATE REVISED:	03/01/2026

NATURE OF WORK

This is advanced professional, leadership, and administrative work assisting in the planning, organizing, implementing, budgeting and directing programs in the areas of solid waste disposal and recycling, fresh and wastewater collection and treatment, and public contract administration. Work is performed under the managerial direction of the City Manager.

Serves as the Director of the Department of Utilities; directly or indirectly supervises all employees of the department.

ESSENTIAL FUNCTIONS OF WORK (May not include all the duties performed.)

Brings about strategic change by developing a vision of the future; forms and articulates a clear picture of that future and develops the strategies and plans to implement it in the best interests of the City in a continuously changing environment.

Leads staff towards meeting the vision of the City of Minot; sets the direction; aligns people toward goals and objectives using a performance management system; inspires and motivates them to overcome obstacles.

Develops, implements, and administers goals, objectives and procedures for providing effective and efficient services to the public. Evaluates the work of direct reports; identifies training needs; and provides counseling as appropriate. Meets regularly with the City Manager to discuss operations, budget, and immediate and long-term needs of the department.

Plans, organizes, prioritizes and directs the activities of the department; ensures the total operational effectiveness of the department.

Administers and oversees the preparation of the department's budgets; prepares and presents the annual departmental budget; approves requisitions and purchases. Oversees maintenance of the department's equipment, grounds, and facilities. Determines and prioritizes short-term and long-term equipment needs; prioritizes and justifies budget requests to the City Manager; and monitors and ensures compliance with budget.

Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments.

Maintains records and prepares reports on a variety of subjects.

Oversees aspects of the Northwest Area Water Supply (NAWS) projects; serves on the NAWS Authority as a City of Minot representative. Serves as the City of Minot's representative on the Souris River Joint Board.

Evaluates needs for facilities and services in the assigned areas of responsibility; assesses financing possibilities and available resources in relation to needs; recommends priorities accordingly and develops programs to obtain objectives.

Coordinates with the City PIO to handle all press and media inquiries.

Establishes and maintains good working relationships with other departments, community groups and agencies and the media.

Serves as a member of the City's Executive Team to address overall policy issues under the direction and guidance of the City Manager. Collaborate with peers to learn from each other to facilitate knowledge sharing and better understanding of concepts, challenges and solutions. Facilitates teamwork; cooperates with other city departments regarding the capital improvement plan, process improvements and other projects. May serve on select executive committees such as the Safety Council.

Holds oneself and others accountable for measurable, timely, effective results; comply with established control systems.

Inform the City Manager of significant activities, and City Council as appropriate.

Participates on various city and community committees, task forces and the like; attends a variety of meetings related to the work.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of modern principles, methods, practices and materials in planning, designing, operating and maintaining public utility services.

Extensive knowledge of federal, state and local laws, regulations and standards relating to operations of water treatment; water distribution; wastewater treatment; and collection, disposal and recycling of solid waste.

Extensive knowledge of safety standards and precautions pertaining to the use and operation of heavy equipment, waterworks, waste disposal and the like.

Thorough knowledge of utility infrastructure and locations.

Thorough knowledge of effective managerial practices and methods.

Ability to assist in planning, organizing, prioritizing, coordinating, assigning and evaluating the work of subordinate employees.

Ability to maintain effective public utilities programs.

Ability to assess overall departmental effectiveness in carrying out its mission.

Ability to assess and define training needs of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and to prepare reports.

Ability to establish and maintain effective working relationships with other employees, city officials, other public safety and community agencies and the general public.

Ability to operate a motor vehicle.

Ability to walk around buildings on uneven terrain and climb stairs and ladders.

Ability to visually detect a variety of utility related engineering problems and defects.

Ability to perform 24-hour standby duty for utility related emergencies in the City.

Ability to conduct field inspections of department related projects, and work from sketches, diagrams and maps.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in civil engineering, environmental or a closely related field is preferred, and five to seven years of managerial experience in overall engineering and utility and operations or any equivalent combination of education, training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver license.

PHYSICAL REQUIREMENTS

The employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

SOLID WASTE/RECYCLING COORDINATOR

DEPARTMENT:	Landfill	REPORTS TO:	Sanitation/Landfill Superintendent
FLSA STATUS:	Non- Exempt	DIRECT REPORTS:	NA
PAY GRADE:	63	DATE REVISED:	03/01/2026

NATURE OF WORK

This is highly skilled work planning and organizing the City's recycling, solid waste diversion and reduction programs. This position oversees the curbside recycling program; prepares and presents educational programs and public information to promote recycling and waste reduction; assists in developing program goals and plans, policies, and procedures; relay City code, policies, and procedures to the general public. Work is performed under the general direction of the Sanitation/Landfill Superintendent.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Develops, recommends, and implements a comprehensive public information program for recycling, solid waste diversion and reduction and disposal of household hazardous waste for the City.

Develops solid and hazardous waste management programs; community recycling plans and goals to minimize waste and conform to resource constraints.

Manages the operations of the Household Hazardous Waste Facility.

Coordinates and delivers public education related to City recycling services; prepares television and other news releases.

Gathers and maintains records of recycling activities, prepares reports relating to activities, ensures compliance with state and federal rules and regulations.

Performs spot checks on recycling customers to assure compliance for contamination and proper material recycling.

Assists in the preparation of contract proposals; assists in representing program interests in related negotiations.

Assists with creating and maintaining recycling operation budgets.

Assists with coordinating the transportation of recyclables.

Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.

Assists with oversight of transfer facility operations.

Assists with the operation of equipment necessary for transfer facility operations.

Evaluates procedures to ensure efficiency and effectiveness of operations.

Inspects physical condition of facility for compliance with safety, quality and service standards.

Assures that proper safety procedures are followed and that appropriate safety standards are met.

Responds to citizen questions and service complaints either independently or in cooperation with the Superintendent.

Performs other related duties as assigned.

SOLID WASTE/RECYCLING COORDINATOR

REQUIREMENTS OF WORK

Knowledge of federal and state laws and regulations regarding recycling, solid waste diversion and reduction; knowledge of procedures for handling hazardous waste materials.

Knowledge of the principles, practices and economics of recycling, solid waste diversion and reduction (operational and business/marketing activities).

Knowledge of methods, materials, equipment and tools as assigned.

Knowledge of safety practices and hazards in area of assignment

Skill in data collection, research and analysis.

Skill in development and implementation of comprehensive public information programs, making public presentations and interacting with the media.

Intermediate computer skills and the ability to learn new computer applications.

Ability to communicate effectively in both verbal and written forms, and have strong public relations skills and techniques.

Ability to review customer requests and determine service needs and deploy appropriate resources to provide service.

Ability to establish and maintain effective working relationships with others.

Ability to exercise independent judgment in normal day-to-day operations, solve complex situations under the direction of Superintendent.

Ability to operate, service and maintain recycling and collection equipment, fork lifts, trucks, or other equipment to move or store recyclable material.

Ability to operate various hand and power tools and equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. Associates Degree in Business Administration, Environmental Science, Marketing and three years directly related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

SOLID WASTE/RECYCLING COORDINATOR

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Ability to obtain a valid ND commercial driver license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand for long periods of time; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is often performed under inclement weather conditions.

RESIDENTIAL PLAN REVIEWER

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	53	DATE REVISED:	4/1/2019

NATURE OF WORK

The Residential Plan Reviewer receives applications, reviews plans, and provides information to building/home owners and contractors to check for compliance with national and local safety standards, codes and laws. The person in this position is expected to apply a working knowledge of building codes enforced within the city and to be able to answer procedural and technical questions raised. Information provided needs to be accurate and within limits of departmental policies and procedures. The Residential Plan Reviewer issues permits for projects reviewed and approved by others and for more routine projects that can be reviewed without involvement of higher-level technical staff. Work is performed under the general direction of the Senior Building Inspector and/or Building Official.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Performs plan review and permit administration. Work includes review of basic to moderately complex resident, commercial and industrial buildings.

Essential Duties and Responsibilities:

Communicates and maintains working relationships with others in carrying out job functions.

Responds to informational inquiries regarding the interpretation of codes applicable to a particular situation; assists customers at the permit counter; refers if necessary to appropriate individual; provides advice to the general public, contractors and designers on code related items.

Receives and responds to complaints, both walkups and call-ins, by disseminating information requiring discretionary judgment and thorough knowledge of departmental policies, procedures, activities, etc., or referring issues and concerns to appropriate party for resolution.

Provides information on administration of flood plain management requirements and enforcement thereof. Compiles and maintains information regarding current flood related regulations.

Provides general administrative support for the department. Routes plans to respective departments for review process, tracks receipt of approvals from involved departments, tracks progress of plans through the system and maintains a database of the same.

Processes forms, applications and other documents by reviewing forms for completeness, verifying information, performing necessary calculations, coding and entering data into computer system.

Reviews plans submitted and issues permits for new single family housing, light commercial and residential remodel projects for compliance with all applicable codes; contacts building owners, design professionals, contractors, and engineers to discuss deficiencies and to provide information, direction and assistance regarding appropriate corrective action.

Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

Performs other duties and activities as assigned.

RESIDENTIAL PLAN REVIEWER (Continued)

REQUIRMENTS OF WORK

Knowledge of building construction techniques, methods and materials.

Knowledge of national and state codes and laws such as building code, fire code, and other related codes to adequately interpret and apply it to inspection of buildings, etc.

Knowledge of property and engineering maps, records and software.

Knowledge of local City Ordinance and Zoning Laws.

Proficiency in mathematical computations sufficient to calculate load requirements, material spans, fees and payments, etc.

Proficiency in the use of Microsoft Office, Excel and the ability to learn new programs such as online reporting systems.

Ability to communicate clearly. read manuals, codebooks and other printed materials and to write reports, complete documents and issue permits.

Ability to establish and maintain effective working relationships with supervisors, fellow employees, city officials and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Associate's degree in a field of study relative to the position, and three or more years of related experience sufficient for performance of the essential duties of the job such as those listed above. Included in the qualifications are technical training in building inspections and blueprint reading. 2 years' experience as Permit Technician, or any combination of experience and education to meet the desired qualifications. A bachelor's degree in architecture, engineering, construction management or a related field is preferred. Minimum: ICC Certification in plan review or ability to obtain certification within 1 year from date hiring.

Must have a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

SANITATION FOREMAN

DEPARTMENT:	Sanitation	REPORTS TO:	Sanitation/Landfill Superintendent
FLSA STATUS:	Non- Exempt	DIRECT REPORTS:	Sanitation Staff
PAY GRADE:	63	DATE REVISED:	03/01/2026

NATURE OF WORK

This is highly skilled supervisory work over sanitation field operations. Work is performed under the general direction of the Landfill/Sanitation Superintendent. Supervision is exercised over Heavy Equipment Operators.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, schedules, assigns work and evaluates the performance of subordinate employees; provides training and counsels employees as needed.

Prepares and maintains records and reports as requested, and prepares time records for payroll purposes.

Works with Public Works Office and Finance Office for computer billing and record keeping.

Assures that proper safety procedures are followed and that appropriate safety standards are met.

Determines supply, materials and equipment needs and develops orders as needed.

Handles citizen service complaints either independently or in cooperation with the Superintendent.

Directs or performs routine maintenance or minor repairs on equipment as needed. Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the principles and practices of effective supervision and performance appraisal.

Considerable knowledge of City Sanitation operations sufficient to effectively supervise route employees with a high degree of efficiency and customer services.

Considerable knowledge of City, State and Federal rules and regulations regarding Sanitation.

Extensive knowledge of the operation and maintenance of medium-sized and heavy motorized equipment.

Ability to effectively plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate employees.

Ability to effectively plan, prioritize, and coordinate with the shop and other entities to repair equipment as needed.

Ability to establish and maintain effective working relationships with other employees, vendors, and the general public.

Intermediate computer skills, industry specific technology utilized and the ability to learn new computer applications.

Ability to communicate effectively in both verbal and written forms and have strong public relations skills and techniques.

Ability to operate various hand and power tools and equipment.

Ability to perform manual labor, including bending, stooping, reaching and lifting.

Ability to work under inclement weather conditions.

Ability to use peripheral vision in avoiding hazards while operating vehicles and equipment.

Ability to visually detect power lines, water meters, vehicles, and other hazards while operating vehicles or equipment.

SANITATION FOREMAN (continued)

Ability to stand and/or sit for long periods of time.

Ability to read and follow written and/or oral instructions.

Ability to be on-call and to respond as needed.

Ability to perform 24-hour standby duty for public works emergencies in the City.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with a minimum of four years experience as an Equipment Operator.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license with appropriate endorsements for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions while performing assigned duties. The noise level in the work environment and job sites can be loud.

**SANITATION HEAVY
EQUIPMENT OPERATOR**

DEPARTMENT:	Sanitation	REPORTS TO:	Sanitation Foreman
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	Sanitation Foreman
PAY GRADE:	54	DATE REVISED:	2/12/2026

NATURE OF WORK

This is semi-skilled work in the operation of motor vehicles, a variety of medium sized and heavy motorized equipment utilized in the collection of refuse/recyclables, and a variety of power tools. Work is performed under the general supervision of a foreman or other supervisor. The employee provides guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of motor vehicles, medium and heavy motorized equipment, including rear-load and automated side load refuse trucks, skid steers, forklifts, front-end loaders, and the like.

Operates a variety of lighter equipment, as needed.

Uses hand and powers tools, such as chain saws, air compressors, welding machines and the like, to clear brush and debris, repair and adjust equipment and prepare surfaces.

Maintains sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power tools and related equipment.

Hauls refuse, recycling and other materials to and from sites.

Hauls equipment, tools and supplies to replace or repair carts and trucks. Cleans, services and performs minor repairs on equipment.

Performs various laboring and semi-skilled tasks when not operating equipment.

Must be on call periodically.

Ability to perform 24 hour standby duties for Public Works emergencies in the City.

Performs other related duties as assigned.

Ability to perform repetitive, safe lift motions when collecting trees.

REQUIREMENTS OF WORK

Knowledge of refuse and like equipment operations and ability to safely operate and maintain it.

The ability to effectively operate motor vehicles and necessary equipment for collection of refuse/recyclables. Ability to operate equipment in the dark and maneuver safely into tight spaces.

Knowledge of safety standards and precautions pertaining to the use and operation of refuse equipment and hand and power tools on citystreets, right of ways and alleys.

HEAVY EQUIPMENT OPERATOR (continued)

Ability to collect tree piles of all species.

General knowledge of computers is necessary to effectively navigate collection software.

Ability to use hand and power tools in a safe and effective manner.

Ability to perform heavy manual labor, including bending, stooping, reaching, digging, and lifting heavy objects.

Ability to maintain equipment, check and fill fluids and change tires.

Ability to climb up and down from heavy equipment.

Ability to stand and sit for long periods of time.

Ability to use a pressure washer and attachments to wash equipment and reclaim used carts.

Ability to watch materials being dumped into hopper and coming out of truck while in operation.

Ability to hear mechanical abnormalities as equipment is in operation and immediately halt or redirect the equipment to minimize damage.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, vehicles, and other hazards while operating the equipment.

Ability to load and unload equipment and materials for City services.

Ability to judge distance effectively in operating all equipment.

Ability to read and follow written and/or oral instructions.

Ability to read and understand city maps (Sanitation routes).

Ability to work cooperatively with other employees.

Ability to interact professionally with the general public.

Ability to be on call and respond accordingly.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school/GED and six years of experience in the operation of medium and heavy motorized equipment; or any equivalent combination of training and experience. Ability to learn and operate refuse trucks. General understanding of computer applications and smartphones. Time as an operator and time served in the refuse industry not required but is a plus.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Class B commercial driver's license at minimum, with appropriate endorsement for equipment used (Air Brake).

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb,

balance, stoop, kneel, crouch, crawl, and smell. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions while performing assigned duties. The noise level in the work environment and job sites can be loud.

DRAFT

SANITATION/LANDFILL SUPERINTENDENT

DEPARTMENT:	Sanitation/Landfill	REPORTS TO:	PW Utilities Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Sanitation/Landfill Foreman
PAY GRADE:	74	DATE REVISED:	03/01/2026

NATURE OF WORK

This is highly skilled, supervisory and administrative work over crews of equipment operators collecting municipal waste, recyclables, bulk items and trees within the city, over crews of landfill operators operating and monitoring the municipal landfill, and over equipment operators operating the compost collection sites. Work is performed under the managerial direction of the Public Works Utilities Director. Supervision is exercised over the subordinate supervisor of crews of equipment operators and landfill operators.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, assigns and evaluates the work of subordinate supervisors; provides training and counseling as needed.

Develop plans and procedures to ensure the efficient use of sanitation personnel and economical use of the landfill.

Assist the Utilities Director with preparing memos necessary for department specific actions requiring City Council approval.

Determines in conjunction with the Utilities Director and HR Department if disciplinary action and to what extent may be necessary for specific incidents.

Assures that proper safety standards and precautions are followed.

Applies for landfill related permits for safe and efficient operation of the landfill.

Supervises crews engaged in tree trimming, municipal waste/recycling pickup and disposal, and landfill operations and like work.

Works with Public Works Office and Finance Office for computer billing and record keeping.

Prepares annual division budget for activities supervised; maintains records and prepares reports related to the work; investigates and prepares incident reports, insurance documents for liability claims, injuries and vehicle or equipment accidents.

Controls the expenditure of budgeted funds; maintains general inventory of materials and supplies.

Prepares and maintains records for weekly and monthly reports; prepares reports; prepares time records for payroll purposes.

Analyzes, evaluates collection and disposal functions; initiates or recommends new or improved practices.

Organizes safety programs and other training for supervisors and other employees.

Investigates and takes appropriate action or makes recommendations in response to citizen complaints or inquiries; initiates improvements to eliminate continuing problems.

Ensures that equipment is in proper working order; oversees and coordinates preventive maintenance and repairs on equipment.

Inspects completed work; assures that work is completed properly.

Performs other related duties as assigned.

SANITATION/LANDFILL SUPERINTENDENT (continued)

REQUIREMENTS OF WORK

Thorough knowledge of local, state and federal laws and regulations governing the collection, hauling, disposal of municipal solid waste/recyclables, household hazardous waste, yard wastes, separation and recycling of waste, and landfill operations.

Considerable knowledge of medium and heavy motorized equipment operation.

Considerable knowledge of basic equipment maintenance.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment and hand and power tools and to working in hazardous locations and conditions.

Considerable knowledge of landfill scale operations and staffing.

Knowledge of computers and industry specific technology utilized.

Knowledge of effective supervisory methods and practices.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate employees.

Ability to train and counsel subordinate employees.

Ability to keep records and prepare reports.

Ability to establish and maintain effective working relationships with other employees, contractors, vendors, and the general public.

Ability to read and follow written and oral instructions and to communicate effectively.

Ability to operate a motor vehicle.

Ability to perform 24-hour standby duty for Public Works emergencies in the City.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. Six years of progressively responsible experience in the collection, transporting and disposal of municipal solid waste/recyclables and a working knowledge of the operation of medium and heavy equipment, including four years supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

State of North Dakota Landfill Operator certification. Possession of a valid North Dakota commercial driver's license with proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

SENIOR BUILDING INSPECTOR II

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	65	DATE REVISED:	4/1/2019

NATURE OR WORK

This is the advanced master-level class in the Building Inspector series. Employees at this level perform the more complex structural building inspections requiring the use of independent judgment. This class is distinguished from the Building Inspector class by the responsibility assumed as a lead worker in supervising and coordinating field operations, plan review and providing technical guidance to building inspections. The following specifications are intended to present a descriptive list of the range of duties performed by the Senior Building Inspector II in their class. Work is performed under the general direction of the Building Official.

ESSENTIAL FUNCTION OF WORK (May not include all of the duties performed.)

To perform inspections of buildings and structures in all stages of construction, alteration and repair; to review building plans and specifications; to enforce building, plumbing, electrical, mechanical and housing codes, and state laws; to issue permits and compute fees; and to do related work as required.

Receives direction from the Building Official. Exercises technical and functional supervision over professional and technical staff, and may exercise supervision over technical staff.

Complete and maintain a variety of records, reports, documents and correspondence.

Check plans and make field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling to assure compliance with approved plans, specifications, and applicable codes and regulations of the City, County, State, and Federal agencies.

Assure proper and safe installations of routine and complex building systems.

Issue permits for work to be performed when directed by Building Official.

Train and lead subordinate staff as assigned by Building Official.

Confer with developers, contractors, architects, engineers, and the general public to explain building requirements and answer questions.

Explain and interpret requirements and restrictions.

Assist the Building Official as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

REQUIREMENTS OF WORK

In addition to the qualifications for Senior Building Inspector:

Knowledge of plan review and permitting process.

Knowledge of principles of supervision and training.

Ability to read and interpret complex plans and specifications.

Ability to train, assign, review, and evaluate subordinate personnel as assigned.

SENIOR BUILDING INSPECTOR II (continued)

Ability to advise on standard construction methods and requirements and building codes and ordinances.

Ability to perform journey level inspections in a variety of specialty trade areas, including, but not limited to; building, mechanical, electrical, plumbing and housing code.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Ten years or more in the construction industry. Five years or more as an Inspector for a municipal jurisdiction or private entity. Two years of increasingly responsible experience performing duties of the Senior Building Inspector I with the City of Minot.

NECESSARY SPECIAL REQUIREMENTS

Possession of a Combination Inspector License issued by International Code Council.

Possession of Building Plans Examiner certification issued by the International Code Council.

Possession of, a valid North Dakota driver's license.

PHYSICAL DEMANDS

Environmental and Physical Conditions:

Construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; inspect around heavy construction equipment; exposure to potentially dangerous situations with continuous risks; Essential functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, climbing, walking or standing for prolonged periods of time.

SENIOR BUILDING INSPECTOR

DEPARTMENT:	Inspections	REPORTS TO:	Building Official
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	65	DATE REVISED:	4/1/2019

NATURE OF WORK

The following specifications are intended to present a descriptive list of the range of duties performed by the Senior Building Inspector in their class. Specifications are not intended to reflect all duties performed within the job. To perform inspections of buildings and structures in all stages of construction, alteration and repair; to review building plans and specifications; to enforce building, plumbing, electrical, mechanical and housing codes, and state laws; to issue permits and compute fees; and to do related work as required.

ESSENTIAL FUNCTION OF WORK (May not include all of the duties performed.)

This is the advanced journey level class in the Building Inspector series. Employees at this level perform the more complex structural building inspections requiring the use of independent judgment.

This class is distinguished from the Building Inspector class by the responsibility assumed as a lead worker in supervising and coordinating field operations and providing technical guidance to building inspections personnel.

Receives direction from the Building Official. Exercises technical and functional supervision over professional and technical staff, and may exercise supervision over technical staff. Complete and maintain a variety of records, reports, documents and correspondence.

Check plans and make field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling to assure compliance with approved plans, specifications, and applicable codes and regulations of the City, County, State, and Federal agencies.

Assure proper and safe installations of routine and complex building systems.

Issue permits for work to be performed.

Train and lead subordinate staff as assigned.

Confer with developers, contractors, architects, engineers, and the general public to explain building requirements and answer questions.

Explain and interpret requirements and restrictions.

Assist the Building Official as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

SENIOR BUILDING INSPECTOR (continued)

REQUIREMENTS OF WORK

Legal procedures involved in the enforcement of building codes and ordinances.

Principles of supervision and training.

Read and interpret complex plans and specifications.

Train, assign, review, and evaluate subordinate personnel as assigned.

Advise on standard construction methods and requirements and building codes and ordinances.

Perform journey level inspections in a variety of specialty trade areas.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of increasingly responsible experience performing duties similar to a B2 inspector with the City of Minot

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a Combination Inspector License issued by ICC.

Possession of, a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

Construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; inspect around heavy construction equipment; exposure to potentially dangerous situations with continuous risks; Essential functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, climbing, walking or standing for prolonged periods of time.

SENIOR PROJECT MANAGER FIELD/DESIGN

DEPARTMENT:	Various	REPORTS TO:	Various
FLSA STATUS:	Exempt	DIRECT REPORTS:	NA
PAY GRADE:	75	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible, technical civil engineering and construction management supervisory work performing a variety of engineering and project management tasks. Work is performed under the managerial direction of the applicable department director. Supervision is exercised over lower level engineering support staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, assigns and evaluates the work of support staff for city projects; provides overview of design and assistance to lower level staff in production of design plans and construction oversight, and provides design and field assistance to Public Works Department Superintendents as needed.

Serves as field project manager on Public Works utility and infrastructure projects; conducts field work, survey, research, determines construction quantities, writes proposals, prepares contract documents such as plans and specifications, and estimates costs; coordinates projects among outside agencies, contractors, property owners, other city departments and other divisions within the department; prepares reports and memos describing the project; conducts inspections of work.

Manages all construction activities such as design, construction management, construction coordination, performs inspections, and maintains records on city public works infrastructure projects. Performs construction compliance inspections on public and private infrastructure projects. Resolves problems and conflicts that arise at the construction site, reviews pay estimates for accuracy, processes consultant billings and contractor pay estimates.

Reviews plans for streets, sidewalks, curbs, sanitary sewers, water mains and storm drainage submitted for private developments within the City to ensure compliance with regulations and standards; reviews "as-built" plans submitted after construction is completed.

Prepare monthly pay estimates and contract change orders for recommendation of payment; negotiate with contractors to establish change order prices to perform extra work not included in the original construction contract.

Answers inquiries and complaints from the public regarding sanitary sewers, water mains, storm drains street projects, sanitation, landfill and easements, and all items related to public works department

Maintains a variety of records pertaining to public works installations and projects; prepares reports related to the work.

Provides information to and works with architects, engineers, contractors, developers and the like to ensure adherence to proper standards and codes.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of professional civil engineering and construction management principles, practices and methods applied to public works construction.

SENIOR PROJECT MANAGER PUBLIC WORKS (continued)

Considerable knowledge of suitable computer applications to engineering projects including AutoCAD and Microsoft Office.

Considerable knowledge of construction standards and regulations.

Considerable knowledge of maps, deeds, plats and plans.

Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.

Ability to prepare accurate specifications, cost estimates and engineering reports.

Ability to operate personal computers and computer aided drafting processes.

Ability to maintain a variety of technical records and adapt records systems for computerization.

Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature.

Ability to establish and maintain effective working relationships with other employees, department, engineers and contractors and the general public.

Ability to operate a motor vehicle.

Ability to operate surveying equipment in the field and to maneuver on foot around construction sites, on uneven terrain.

Ability to climb stairs and ladders.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in civil engineering or construction management and six years of experience in professional civil engineering or construction management; or any equivalent combination of education, training and experience. Registration as a professional engineer preferred but not required; however, individual in this position will be required to work towards achieving this credential.

NECESSARY SPECIAL REQUIREMENTS

Registration as an engineer-in-training in the State of North Dakota. Possession of a valid North Dakota driver's license. Ability to work towards achieving registered professional engineer credential.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

SENIOR PUBLIC SAFETY TELECOMMUNICATOR / DISPATCHER

DEPARTMENT:	Dispatch	REPORTS TO:	Lead PS Telecommunicator
FLSA STATUS:	Non- Exempt	DIRECT REPORTS:	NA
PAY GRADE:	56	DATE REVISED:	03/01/2026

NATURE OF WORK

The Senior Public Safety Telecommunicator (PST) / Dispatcher is an appointed position which reports to the Shift Supervisor and Public Safety Telecommunications Center Personnel Manager. The primary responsibility of the Senior PST / Dispatcher is to protect both citizens and field responders during an emergency incident. This is done through effective communication both on the phone and radio. This position is expected to provide guidance and direction to less experienced PST / Dispatchers. This position may also be given some administrative tasks or projects. This position may take on a supervisory role in the absence of a Public Safety Telecommunicator / Dispatcher Shift Supervisor.

ESSENTIAL FUNCTIONS OF WORK

Screen and assess initial calls for service

- Identifying call delivery method (phone, text, video, picture, automated data) – Callers may use traditional methods such as: ▪ Dialing 911 ▪ Using a 10-digit phone line – Callers may also use multiple technological platforms to contact the ECC, such as: ▪ Text-to-911 ▪ Video-to-911 ▪ Video relay services – While other calls may be delivered without human intervention, such as: ▪ Automated alarms ▪ Telematics ▪ Prioritizing call answering • Greeting caller • Projecting a professional demeanor • Providing calming instructions to obtain information

Demonstrate clear and effective communication

- Actively listening • Conveying respect and empathy • Enunciating clearly while avoiding jargon with the caller • Controlling the call • Using appropriate terminology, codes, signals with field responders

Ascertain incident information

- Obtaining and verifying the incident location • Interpreting geographic information system (GIS) coordinate information and knowledge of mapping systems • Obtaining and verifying contact information • Rapidly determining the nature of the incident • Establishing when the incident happened • Identifying who is involved in the incident • Analyzing information that could include automated data feeds such as cameras, sensors, telematics

Determine scene and responder safety

Interrogating the caller to learn the circumstances of the emergency • Using multiple resources to determine situational awareness of a scene (i.e., hazardous materials or high occupancy locations, or history of previous incidents) • Using tools and data such as video from mobile devices, body cameras, traffic cameras, drones, and real-time location tracking to improve situational awareness and assist incident commanders on scene • Determining additional risks such as weapons present, medical conditions, or mobility issues of victims that complicate or threaten the health and safety of the responders and victims at the scene

Identify and mitigate caller safety

Asking that the reporting party not get involved in the situation, keep a safe distance, and remove themselves from the incident if it is an unsafe situation • Staying in contact with the caller to ensure their safety until responders are on scene • Interpreting audio cues, such as emotion and background noise • Recognizing indicators of psychological distress

Document information accurately

Documenting incident details quickly and accurately • Establishing incident priority based on written directives

Caller management

Using call control techniques and tactics to elicit information quickly and accurately from challenged callers • Using calming techniques such as persistent repetition; the use of “I” statements to break through the hysterical threshold • Deploying language services to assist foreign-speaking callers • Providing counsel to suicidal persons, domestic violence victims or serving as the primary contact with a hostage-taker • Utilizing mental health resources

Take appropriate action

Ascertaining if public safety resource dispatch is required and relaying information – If yes, coordinating the dispatch of the appropriate emergency services – If no, providing the caller with the appropriate information • Reviewing request for service details • Informing caller of actions and advising of appropriate updates • Determining the need for outside agency resources such as traffic management, roadway clearance, towing services, power and utility services, crisis negotiators, social services, etc. • Using internal and external agency control devices (weather notification systems, air warnings, emergency management warning system activation, etc.)

Provide pre-arrival life-safety instructions

Providing pre-arrival instructions for law enforcement events, such as: – Suicidal persons – Active shooter events – Deescalating persons in crisis (post-traumatic stress disorder [PTSD], mental illness) – Separating domestic violence victim from the abuser –

Protecting children at the scene – Preliminary clearance of roadway obstructions to prevent further injury or secondary accidents – Advice to crash victims to prevent further injury • Providing pre-arrival instructions for fire events, such as: – Escaping a structure fire – Protection for persons trapped in a fire – Wildland fire evacuation – Avalanche disasters – Accelerator stuck – Sinking vehicle • Providing lifesaving instructions for medical events, such as: – Bleeding control – Choking/airway clearance – CPR – Respiratory arrest – Cardiac arrest – Drowning – Childbirth

Process requests for service for law enforcement, fire, and emergency medical services (EMS) personnel

Making notifications • Using federal and state databases to inquire about driver license statuses, registrations, and wanted checks, etc.

Record data regarding the incident

Creating a CAD incident • Documenting important and necessary call details for response awareness and responder protection • Updating the CAD incident • Additional data collection from the same or other callers reporting the incident

Initiate incident response

Ensure units are assigned to or are responding to the incident • Relaying pertinent incident information • Obtaining unit acknowledgment • Coordinating available resources • Relaying updates to units • Broadcasting be on the lookouts (BOLOs) or attempt to locate (ATL) messages • Disseminating information to other resources • Anticipating potential escalation • Performing status checks

Coordinate during events

Notifying supervisors • Notifying appropriate resources • Corresponding with other agencies • Activating mutual aid, when applicable • Disseminating interdepartmental intelligence • Providing incident briefings

Control radio traffic

Monitoring radio channel(s) • Active listening and awareness techniques • Acknowledging radio traffic • Complying with Federal Communications Commission (FCC) regulations

Participate in post-incident activities

Preparing testimony • Testifying in court proceedings • Participating in call critique and QA review sessions • Requesting peer support and debriefings as needed • Attending critical incident stress management (CISM) debriefings • Attending after-action report meeting

Operate agency technology and equipment

• Operating telephony system effectively – Answering incoming calls – Placing outgoing calls – Performing conference calls – Placing calls on hold if appropriate – Performing

appropriate transfers – Utilizing text-to-911 programs – Rapidly identifying and recognizing service interruptions such as equipment failures, cybersecurity breaches, swatting, slamming or spamming incidents, or denial of service (DOS) attacks – Operating teletypewriter (TTY)/telecommunications device for the deaf (TDD) – Responding to multimedia sessions/short message sessions (MMS/SMS) – Responding to video-relayed information • Operating technology systems such as CAD, call-handling equipment (CHE), logging recorder systems, traffic cameras, perimeter cameras, radio technology, alarms, etc. – Accessing incident data – Updating incident data – Assigning appropriate units – Interpreting other sensor data such as automatic emergency notification from law enforcement vehicles or body sensors, biometric alarms, and notifications – Interpreting smart building data and sensors, including video feeds, hazmat • Utilizing map/GIS programs – Identifying the location of the incident – Interpreting automatic number identification/automatic location identification (ANI/ALI) to locate emergencies – Plotting GPS coordinates – Providing directions – Using automatic vehicle location (AVL) data to track units • Operating radio systems – Dispatching calls – Relaying information – Providing updated information – Maintaining current status of units • Operating RMS – Accessing records – Updating records • Maintaining equipment functionality – Testing equipment – Troubleshooting equipment – Reporting problems – Applying contingency plans • Operating computer systems – Successful passing of required background checks and clearances to operate sensitive databases. – Accessing database information (National Crime Information Center [NCIC], local/state crime network, Integrated Public Alert and Warning System [IPAWS]) – Operating mass notification software – Using social media platforms – Conducting inquiries – Updating/Modifying/Maintaining systems – Following regulations –

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

Geography • Phone/Computer basics • Stress management • Chain of command • Liability • Terminology • Roles and responsibilities • Agency • Performance standards • Laws, statutes, and codes • Incident management • Governmental standards • Technology • Risk assessment • Social media • Automated data • Video messaging • Incident command

Skills

Keyboarding/Typing • Multitasking • Decision-making • Critical thinking • Verbal and written communications skills • Ability to work on a team • Active listening/hearing • Customer service • Computer • Telephony • Call control • Conflict resolution • Problem solving • Analytical • Troubleshooting • Text messaging • Data analytics • Social media

Abilities

- Quick decision-making
- Empathy
- Respect
- Patience
- Maturity
- Even-tempered
- Integrity
- Ethical
- Life-long learner
- Dependable
- Flexible
- Efficient
- Tolerant
- Analytical
- Detail orientated

All Senior PST / Dispatchers must be able to obtain and retain NCIC credentials, successfully complete the comprehensive training program, obtain and retain EMD (Emergency Medical Dispatcher) and CPR certifications. Pass a background check, enabling access to the ND Criminal Justice Information Sharing (CJIS) and National Crime Information Center (NCIC) networks. Pass pre-employment drug screening, and pre-employment hearing screening. Must be able to speak and read the English language.

DESIRED MINIMUM TRAINING AND EXPERIENCE:

Graduation from high school or GED and three years of experience as a PST / Dispatcher required. Prefer some experience in the use of communications equipment, computer systems, and phone systems; or any equivalent combination of training and experience.

WORKING CONDITIONS:

Work is typically performed in the climate controlled communications room, with varying levels of light, confined environment;

- May be subjected to excited, abusive, foul-mouthed, incoherent, drunk, impaired or hysterical callers;
- Must be available to work shift work encompassing 24/7 schedules including evenings, nights, weekends and holidays;
- Must remain at the Center for the full scheduled shift. Uninterrupted lunch and breaks are not guaranteed.
- Due to the nature of public safety work, overtime may be required;
- May be called back on short notice and for extended periods and must be available by phone at own expense;
- Extremely busy environment with constant interruptions;
- Occasional travel to conferences or trainings throughout state and/or country.

SHOP MAINTENANCE FOREMAN

DEPARTMENT:	Public Works Operations	REPORTS TO:	Fleet Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Mechanics, Welder, Parts staff
PAY GRADE:	63	DATE REVISED:	2/12/2026

NATURE OF WORK

This is highly skilled and supervisory maintenance and repair work of city-owned vehicles and equipment. Work is performed under Fleet Superintendent. Supervision is exercised over mechanics, welder, parts staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Strives for harmony and teamwork within the department and with all other departments. Coordinates work among numerous departments and takes into consideration operations and schedules of all departments when scheduling maintenance work.

Plans, organizes, schedules, assigns and evaluates the work of subordinate employees; trains and counsels employees, as needed.

Assures that proper safety procedures are followed and that appropriate safety standards are met.

Prepares work orders; assures adequate supplies, materials and equipment; orders supplies and materials, as needed.

Checks progress of each repair order throughout the day. Conducts periodic spot checks of completed jobs for thoroughness and quality. Road tests vehicles to quality-check work performed. Schedules vehicle maintenance and repair work for the vehicle maintenance shop; schedules work for other repair shops; orders specialized parts for vehicles; assists in the preparation of bid specifications for vehicles and equipment to be purchased.

Prepares accident damage estimates for vehicles and equipment.

Assists mechanics in their work.

Maintains records of services performed using asset management software. Ensures all transactions are processed correctly.

Utilizes diagnostic equipment and corrective tools including air impact wrenches; ignition scope; brake drum; rotor lathe; drill press, hydraulic press; valve grinder; torch welder; front end machine and wheel balance.

Performs preventive maintenance inspections and troubleshooting inspections, evaluates conditions and determines extent of repair work to be performed.

Performs skilled mechanic work in the repair and overhaul of vehicles.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of standard practices, methods, tools, materials and equipment of the automotive and mechanical trades.

Thorough knowledge of the occupational hazards connected with vehicle maintenance and repair and of relevant safety standards and precautions.

Considerable knowledge of effective supervisory practices and techniques.

SHOP MAINTENANCE FOREMAN (continued)

Responsible for the professional development of all shop staff members. Responsibilities will include training staff members in service methods, safety, policies and procedures, as well as the identification and correction of potential work problems and health and safety issues.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate employees.

Ability to troubleshoot and diagnose problems relating to the safe and effective operation of gasoline and diesel vehicles and equipment.

Ability to use and maintain bench and hand tools, machines and test equipment of the automotive and mechanical trades in a safe, efficient manner.

Ability to establish and maintain effective relationships with other employees and vendors.

Ability to communicate effectively, both orally and in writing; ability to remain professional in stressful situations.

Ability to bend and lift and carry parts and equipment during major overhaul activities.

Ability to maneuver tools and equipment during repair, overhaul activities.

Ability to write equipment specifications.

Ability maintain records and repair reports.

Ability to hear noises and sounds of equipment.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or vocational school and six years of progressively responsible experience in the maintenance and repair of gasoline and diesel vehicles and equipment, some knowledge of public transportation; including some supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

STAFF ATTORNEY I

DEPARTMENT:	Attorney	REPORTS TO:	City Attorney
FLSA STATUS:	Exempt	DIRECT REPORTS:	
PAY GRADE:	68	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible, technical administrative and professional work in completing technical and legal duties of a general or complex nature, involving the application of legal principles and rendering legal support, advice and guidance to the City Council and all of the departments of the City including Minot Municipal Court. Work is performed under the general direction of the City Attorney; the Staff Attorney I will report to the Assistant City Attorney.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assists in drafting municipal ordinances, amendments, resolutions, procedures, rules and regulations.

Conducts investigations to determine statutory and ordinance compliance.

Confers with and advises agency officials on legal or administrative matters.

Assists the City Attorney and Assistant City Attorney as legal advisor to City Council, committees, and city officials; conducts legal research work, drafts documents and opinions, and presents conclusions and recommendations for review.

Assists in providing for full time prosecution of cases involving violations of municipal ordinances and established a firm, consistent process in the trial function which will be an adjunct to effective law enforcement.

Provides legal advice and services to municipal court, or other City department heads, and for collection action against persons damaging City property.

Initiates appropriate legal action to preserve the City's property and interests.

Assists in providing or managing defense for the City in all claims.

Prepares and provides legal opinions as requested.

Answers questions from the public regarding activities of the City.

REQUIREMENTS OF WORK

Knowledge of common law and of state and federal statutes.

Knowledge of case law as it relates to municipal administrative and regulatory functions.

Knowledge of the legal methods, ethical practices and procedures necessary for the practice of law in North Dakota.

Knowledge of effective practices and methods of communicating with the public.

Knowledge of criminal law and procedure.

Ability to communicate complex ideas effectively, both orally and in writing.

STAFF ATTORNEY I (continued)

Ability to establish and maintain effective working relationships with employees, elected and appointed officials, with the media and the general public.

Ability to operate a motor vehicle.

Ability to operate a computer and other office equipment.

Ability to sit for long periods of time.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduate of an accredited law school and qualification to practice before the courts and to participate in all activities requiring membership in the State Bar of North Dakota.

NECESSARY SPECIAL REQUIREMENTS

Possession of a license to practice law in North Dakota

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

STORM SEWER HEAVY EQUIPMENT OPERATOR

DEPARTMENT:	Public Works Utilities	REPORTS TO:	Storm Sewer Foreman
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	54	DATE REVISED:	2/12/2026

NATURE OF WORK

This is semi-skilled work in the operation of a variety of medium sized and heavy motorized equipment including manual labor regarding Storm Water and Flood Control maintenance and repairs. Work is performed under the general supervision of a foreman or other supervisor. The employee provides guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of medium sized and heavy motorized equipment including backhoe, dozers, sewer jet truck, large tractors, specialized mowing machines, asphalt pavers, sewer vac-all, road graders, large dozers, scrapers, sweepers, skid steers, front end loaders, and the like.

Operates a variety of lighter equipment, as needed.

Uses hand and power tools, such as chain saws, jack hammers, air compressors, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, and remove snow and ice.

Repairs sewer and water lines and manholes, lays asphalt and gravel, sweeps streets, mows grounds, patches potholes, sets up and finishes concrete, and the like; chlorinates water lines; uses equipment to detect gas in sewer lines.

Maintains lawns, sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power mowers and related equipment.

Hauls sand, gravel, rock and other materials to and from sites, hauls equipment, tools and supplies.

Cleans, services and performs minor repairs on equipment.

Performs various laboring and semi-skilled tasks when not operating equipment.

Must be on call periodically.

Ability to perform 24-hour standby duties for public works emergencies in the City.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment operation and ability to safely operate and maintain it.

Demonstrated ability to effectively operate track-type and other types of heavy equipment as well as other motor vehicles. Ability to operate equipment in the dark for special or emergency projects.

Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

HEAVY EQUIPMENT OPERATOR (continued)

Ability to use hand and power tools in a safe and effective manner.

Ability to perform heavy manual labor, including bending, stooping, reaching digging, and lifting heavy objects.

Ability to maintain equipment, check and change oil, change tires.

Ability to climb and down from heavy equipment.

Ability to stand and sit for long periods of time.

Ability to watch materials coming off the blades of equipment while in operation.

Ability to hear obstacles as they encounter the equipment and immediately halt or redirect the equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, vehicles, and other hazards while operating the equipment.

Ability to load and unload equipment and materials for City services.

Ability to judge distance effectively in operating all equipment.

Ability to read and follow written and/or oral instructions.

Ability to read and understand city maps (water and storm sewer lines).

Ability to work cooperatively with other employees.

Ability to be on call and respond accordingly.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and six years of experience in the operation of medium and heavy motorized equipment, two years of which must have been at the Equipment Operator-Medium level; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsement for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

STORM SEWER EQUIPMENT OPERATOR – LIGHT

DEPARTMENT:	Public Works Utilities	REPORTS TO:	Storm Sewer Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	47	DATE REVISED:	2/12/2026

NATURE OF WORK

This is work involving the skilled operation of light motorized equipment and manual laboring activities regarding Storm Sewer and Flood Control maintenance and repairs. Work is performed under the general supervision of a designated supervisor.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of light motorized equipment and vehicles including various trucks, front-end loaders, riding mowers, small tractors and other related vehicles and equipment.

Operates medium-sized equipment including backhoe, sweepers, small dozer, full-size tractors and other related equipment.

Operates a variety of hand and power tools as part of construction or maintenance work assignments.

Performs grounds work and cleans sidewalks and parking areas by using various hand tools and equipment such as power mowers and snow thrower.

Performs minor repairs and preventive maintenance on equipment.

Performs other duties as assigned.

REQUIREMENTS OF WORK

Working knowledge of light motorized equipment and vehicle.

Working knowledge of safety standards and practices associated with the operation of power tools, motorized equipment and vehicles.

Ability to understand and follow oral and written instructions in a safe and efficient manner.

Ability to read and accurately interpret city maps in the identification of water and storm sewer lines and cemetery property.

Ability to perform routine repairs and maintenance on various tools and equipment.

Ability to perform heavy manual labor, including bending, stopping, reaching and lifting heavy objects.

Ability to use peripheral vision to avoid hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, etc. while operating equipment.

Physical endurance is sufficient to perform tasks under extreme weather conditions.

Must be willing to work after hours on other non-emergency related tasks associated with the specific department assigned to."

Ability to be in on-call status or to serve on a 24-hour standby for work emergencies.

EQUIPMENT OPERATOR - LIGHT (continued)**DESIRED MINIMUM TRAINING AND EXPERIENCE**

Completion of high school and two years of experience in the operation of construction and maintenance equipment, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license is highly preferred, with appropriate endorsements for equipment used. Applicants without the appropriate current commercial license will be reviewed based on previous work experience and education. Ability to obtain a valid North Dakota commercial driver's license and proper endorsements within six months of employment is required.

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STORM SEWER MEDIUM EQUIPMENT OPERATOR

DEPARTMENT:	Public Works Utilities	REPORTS TO:	Storm Sewer Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	50	DATE REVISED:	2/12/2026

NATURE OF WORK

This is work in the operation of a variety of medium-sized and heavy motorized equipment including manual labor regarding Storm Water and Flood Control maintenance and repairs. Work is performed under the supervision of a supervisor. The employee provides guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of medium sized and heavy motorized equipment including backhoe, garbage trucks, dozers, sewer jet truck, large tractors, mowing machines, asphalt pavers, sewer vac-all, road graders, large dozers, scrappers, sweepers, skid steers, front end loaders, and the like.

Operates a variety of lighter equipment, as needed.

Uses hand and powers tools, such as chain saws, jack hammers, air compressors, paint sprayers and sanders, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, paint, assemble and replace signs and remove snow and ice.

Repairs sewer and water lines and manholes, lays asphalt and gravel, sweeps streets, mows grounds, patches potholes, sets up and finishes concrete, and the like; chlorinates water lines; uses equipment to detect gas in sewer lines.

Maintains lawns, sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power mowers and related equipment. Collects refuse from sidewalk receptacles, transports refuse to landfill and other disposal sites.

Hauls sand, gravel, rock and other materials to and from sites, hauls equipment, tools and supplies.

Services and performs minor repairs on equipment.

Must be on call periodically.

Ability to perform 24-hour standby duties for public works emergencies in the City.

Performs various laboring and semi-skilled tasks when not operating equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment operations and ability to safely operate it.

Considerable knowledge of routine equipment maintenance.

Demonstrated ability to effectively operate track-type tractors, motor graders, excavators, backhoe, street sweeper and tandem axle garbage trucks.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

EQUIPMENT OPERATOR - MEDIUM (continued)

Ability to use hand and power tools in a safe and effective manner.

Ability to operate gears and mechanical items on various types of medium and heavy equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, water meters, vehicles, and other hazards while operating the equipment.

Ability to operate equipment in the dark for special or emergency projects.

Ability to operate motor vehicles, medium and heavy trucks and other small and heavy equipment.

Ability to load and unload equipment and materials for City services.

Ability to maintain equipment, change tires.

Ability to perform heavy manual labor, including bending, stooping, reaching, digging, and lifting heavy objects.

Ability to stand and/or sit for long periods of time.

Ability to climb up into and down from equipment.

Ability to read and follow written and oral instructions.

Ability to read and understand City maps (water and storm sewer lines).

Ability to work cooperatively with other employees.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four years of experience in the operation of light and medium motorized equipment as an Equipment Operator-Light; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsements for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.

STREET MEDIUM EQUIPMENT OPERATOR

DEPARTMENT:	PW Operations	REPORTS TO:	Equipment Operator Lead
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	50	DATE REVISED:	2/17/2026

NATURE OF WORK

This is work in the operation of a variety of medium sized and heavy motorized equipment. Work is performed under the supervision of a supervisor. The employee provides guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of medium sized and heavy motorized equipment including skid steer with attachments, garbage trucks, front end loaders, sewer jet truck, large tractors, mowing machines, asphalt pavers, sewer vac-all, road graders, sweepers, and the like.

Operates a variety of lighter equipment, as needed.

Uses hand and powers tools, such as chain saws, jack hammers, air compressors, paint sprayers and sanders, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, paint, assemble and replace signs and remove snow and ice.

Repairs sewer and water lines and manholes, lays asphalt and gravel, sweeps streets, mows grounds, patches potholes, sets up and finishes concrete, and the like; chlorinates water lines; uses equipment to detect gas in sewer lines.

Maintains lawns, sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power mowers and related equipment. Collects refuse from sidewalk receptacles, transports refuse to landfill and other disposal sites.

Hauls sand, gravel, rock and other materials to and from sites; hauls equipment, tools and supplies.

Services and performs minor repairs on equipment.

Must be on call periodically.

Ability to perform 24 hour standby duties for public works emergencies in the City.

Performs various laboring and semi-skilled tasks when not operating equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment operation and ability to safely operate it.

Considerable knowledge of routine equipment maintenance.

Demonstrated ability to effectively operate track-type tractors, motor graders, excavators, backhoe, street sweeper and tandem axle garbage trucks.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

EQUIPMENT OPERATOR - MEDIUM (continued)

Ability to use hand and power tools in a safe and effective manner.

Ability to operate gears and mechanical items on various types of medium and heavy equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, water meters, vehicles, and other hazards while operating the equipment.

Ability to operate equipment in the dark for special or emergency projects.

Ability to operate motor vehicles, medium and heavy trucks and other small and heavy equipment.

Ability to load and unload equipment and materials for City services.

Ability to maintain equipment, change tires.

Ability to perform heavy manual labor, including bending, stooping, reaching, digging, and lifting heavy objects.

Ability to stand and/or sit for long periods of time.

Ability to climb up into and down from equipment.

Ability to read and follow written and oral instructions.

Ability to read and understand City maps (water and storm sewer lines).

Ability to work cooperatively with other employees.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four years of experience in the operation of light and medium motorized equipment as an Equipment Operator-Light; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsements for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.

STREET EQUIPMENT OPERATOR, LEAD

DEPARTMENT:	Street	REPORTS TO:	Street Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Medium/Light Equipment Operators
PAY GRADE:	56	DATE REVISED:	2/17/2026

NATURE OF WORK

This position involves skilled work in the operation of medium to heavy motorized equipment. The role includes guiding and training less experienced employees, supervising Street Department operations in the absence of the Street Dept Foreman and overseeing maintenance and administrative functions related to the care of the City-owned infrastructure. This encompasses managing and training equipment operators, seasonal staff, and assists with administrative duties performed by Street Dept Foreman in the absence of the Foreman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of light, medium and heavy sized motorized equipment including backhoe, garbage trucks, sewer jet truck, large tractors, mowing machines, asphalt pavers, sewer vac-all, road graders, sweepers, and the like.

Supervises the use of hand and power tools for tasks like clearing debris, digging holes, repairing and adjusting equipment, preparing surfaces, painting, assembling and replacing signs and removing snow and ice.

Ensures safety protocols are followed while guiding the team in effective tool usage.

Attends and conducts safety meetings; follows safe procedures in carrying out the work.

Hauls sand, gravel, rock and other materials to and from sites, hauls equipment, tools and supplies.

Services and performs minor repairs on equipment.

Provides guidance, direction and training to less experience employees.

Supervises a work crew in the absence of the Street Foreman, acts as a lead worker at the request of the Street Foreman.

Must be on call periodically.

Ability to perform 24-hour standby duties for public works emergencies in the City.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of Street Department operations and maintenance.

Knowledge of office management and office equipment.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate employees.

Prepares and maintains records for weekly and monthly reports; prepares reports; prepares time records for payroll purposes.

Ability to maintain records and to prepare reports.

Ability to communicate effectively, both orally and in writing.

Knowledge of light, medium and heavy sized motorized equipment operation and possesses ability to safely operate it.

Considerable knowledge of routine equipment maintenance.

Demonstrated ability to effectively operate track-type tractors, motor graders, excavators, backhoe, street sweeper and tandem axle garbage trucks.

Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, water meters, vehicles, and other hazards while operating the equipment.

Ability to perform heavy manual labor, including bending, stooping, reaching, digging, and lifting heavy objects.

Ability to stand and/or sit for long periods of time. Ability to climb up into and down from equipment. Ability to read and follow written and oral instructions.

Ability to read and follow written and oral instructions.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and four-years of experience in the operation of light and medium motorized equipment as an Equipment Operator-Light / Medium; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsements for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.

STREET FOREMAN

DEPARTMENT:	Public Works Operations	REPORTS TO:	Street Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Heavy Equip Operators and Equipment Operator Lead
PAY GRADE:	63	DATE REVISED:	4/1/2022

NATURE OF WORK

This is supervisory work over a crew of Heavy Equipment Operators and Equipment Operator Leads and other employees engaged in street maintenance work. Work is performed under the general supervision of a superintendent. Supervision is exercised over a crew of Heavy Equipment Operators and Equipment Operator Leads and maintenance assistants.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, assigns and evaluates the work of equipment operators and maintenance assistants; provides training and counseling as needed.

Assures that proper safety standards and precautions are followed.

Supervises employees engaged in street maintenance and repair, tree and brush cutting, spraying, street marking, snow removal, and like work.

Prepares and maintains records for weekly and monthly reports; prepares reports; prepares time records for payroll purposes.

Inspects completed work; assures that work is completed properly.

Ensures that equipment is in proper working order; oversees preventive maintenance on equipment.

Resolves complaints and problems from citizens and other regarding street signs, street conditions, and the like.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of medium and heavy motorized equipment operation.

Thorough knowledge of basic equipment maintenance.

Thorough knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment and hand and power tools and to working in hazardous locations or situations.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate employees.

Ability to train and counsel subordinate employees.

Ability to demonstrate the effective operation of medium and heavy motorized equipment in a safe and effective manner.

Ability to demonstrate the use of hand and power tools in a safe and effective manner.

Ability to keep records and prepare reports. Prepares and maintains records for weekly and monthly reports;

prepares reports; prepares time records for payroll purposes.

Ability to establish and maintain effective working relationships with other employees, contractors and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability to perform 24-hour standby duty for public works emergencies in the City.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and four years of progressively responsible experience in the operation of medium and heavy equipment, and some lead or supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

HEAVY EQUIPMENT OPERATOR

DEPARTMENT:	PW Operations	REPORTS TO:	Street Division Superintendent or Foreman
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	Street Division staff
PAY GRADE:	54	DATE REVISED:	2/17/2026

NATURE OF WORK

This is semi-skilled work in the operation of a variety of medium sized and heavy motorized equipment. Work is performed under the general supervision of a foreman or other supervisor. The employee provides guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of medium sized and heavy motorized equipment including skid steer with attachments, front end loaders, backhoe, dozers, sewer jet truck, large tractors, specialized mowing machines, asphalt pavers, sewer vac-all, road graders, large dozers, scrappers, sweepers, and the like.

Operates a variety of lighter equipment, as needed.

Uses hand and powers tools, such as chain saws, jack hammers, air compressors, welding machines and the like, to clear brush and debris, dig holes, repair and adjust equipment, prepare surfaces, and remove snow and ice.

Repairs sewer and water lines and manholes, lays asphalt and gravel, sweeps streets, mows grounds, patches potholes, sets up and finishes concrete, and the like; chlorinates water lines; uses equipment to detect gas in sewer lines.

Maintains lawns, sidewalks and parking areas; shovels snow and removes debris and trash; operates hand and power mowers and related equipment.

Hauls sand, gravel, rock and other materials to and from sites; hauls equipment, tools and supplies.

Cleans, services and performs minor repairs on equipment.

Performs various laboring and semi-skilled tasks when not operating equipment.

Must be on call periodically.

Ability to perform 24 hour standby duties for public works emergencies in the City.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of medium sized and heavy motorized equipment operation and ability to safely operate and maintain it.

Demonstrated ability to effectively operate track-type and other types of heavy equipment as well as other motor vehicles. Ability to operate equipment in the dark for special or emergency projects.

Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment on city streets and hand and power tools.

HEAVY EQUIPMENT OPERATOR (continued)

Ability to use hand and power tools in a safe and effective manner.

Ability to perform heavy manual labor, including bending, stooping, reaching digging, and lifting heavy objects.

Ability to maintain equipment, check and change oil, change tires.

Ability to climb and down from heavy equipment.

Ability to stand and sit for long periods of time.

Ability to watch materials coming off the blades of equipment while in operation.

Ability to hear obstacles as they encounter the equipment and immediately halt or redirect the equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, vehicles, and other hazards while operating the equipment.

Ability to load and unload equipment and materials for City services.

Ability to judge distance effectively in operating all equipment.

Ability to see objects at night.

Ability to read and follow written and/or oral instructions.

Ability to read and understand city maps (water and storm sewer lines).

Ability to work cooperatively with other employees.

Ability to be on call and respond accordingly.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and six years of experience in the operation of medium and heavy motorized equipment, two years of which must have been at the Equipment Operator-Medium level; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license, with appropriate endorsement for equipment used.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

STREET EQUIPMENT OPERATOR – LIGHT

DEPARTMENT:	PW Operations	REPORTS TO:	Equipment Operator Lead
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	47	DATE REVISED:	2/17/2026

NATURE OF WORK

This is work involving the skilled operation of light motorized equipment and manual laboring activities. Work is performed under the general supervision of a designated supervisor.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Operates a variety of light motorized equipment and vehicles including various trucks, front-end loaders, riding mowers, small tractors and other related vehicles and equipment.

Operates medium-sized equipment including sweepers, skid steer with attachments, asphalt rollers, full-size tractors and other related equipment.

Operates a variety of hand and power tools as part of construction or maintenance work assignments.

Performs ground work and cleans sidewalks and parking areas by using various hand tools and equipment such as power mowers and snow thrower.

Performs minor repairs and preventive maintenance on equipment.

Performs other duties as assigned.

REQUIREMENTS OF WORK

Working knowledge of light motorized equipment and vehicle.

Working knowledge of safety standards and practices associated with the operation of power tools, motorized equipment and vehicles.

Ability to understand and follow oral and written instructions in a safe and efficient manner.

Ability to read and accurately interpret city maps in the identification of water and storm sewer lines and cemetery property.

Ability to perform routine repairs and maintenance on various tools and equipment.

Ability to perform heavy manual labor, including bending, stopping, reaching and lifting heavy objects.

Ability to use peripheral vision to avoid hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, etc. while operating equipment.

Physical endurance sufficient to perform tasks under extreme weather conditions.

Must be willing to work after hours on other non-emergency related tasks associated with the specific department assigned to."

Ability to be in on-call status or to serve on a 24-hour standby for work emergencies.

Ability to work cooperatively with other employees.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and two years of experience in the operation of construction and maintenance equipment, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license is highly preferred, with appropriate endorsements for equipment used. Applicants without the appropriate current commercial license will be reviewed based on previous work experience and education. Ability to obtain a valid North Dakota commercial driver's license and proper endorsements within six months of employment is required.

DRAFT

STREET SUPERINTENDENT

DEPARTMENT:	Public Works Operations	REPORTS TO:	Public Works Operations Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Street Division Staff
PAY GRADE:	74	DATE REVISED:	2/5/2026

NATURE OF WORK

This is highly skilled supervisory and administrative work over crews of equipment operators and street personnel engaged in street maintenance work, snow removal operations, maintenance and operation of flood control structures, storm sewer system and other related Public Works infrastructure. Work is performed under the managerial direction of the Public Works Operations Director. Supervision is exercised over subordinate supervisors of crews of equipment operators and maintenance assistants.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, coordinates, assigns and evaluates the work of subordinate supervisors; provides training and counseling as needed.

Assures that proper safety standards and precautions are followed.

Supervises crews engaged in street and storm sewer maintenance and repair, street marking, snow removal, tree trimming, river maintenance and like work.

Prepares annual budget for activities supervised; maintains records and prepares reports related to the work; investigates and prepares incident reports, insurance documents for liability claims, injuries and vehicle or equipment accidents.

Controls the expenditure of budgeted funds; maintains general inventory of materials and supplies.

Prepares and maintains records for weekly and monthly reports; prepares reports; prepares time records for payroll purposes.

Analyzes and evaluates maintenance functions; initiates or recommends new or improved practices.

Organizes safety programs and other training for supervisors and other employees.

Investigates and takes appropriate action or makes recommendations in response to citizen complaints or inquiries; initiates improvements to eliminate continuing problems.

Ensures that equipment is in proper working order; oversees and coordinates preventive maintenance and repairs on equipment.

Inspects completed work; assures that work is completed properly.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of methods, practices, materials and equipment used in maintaining and making repairs to streets, storm sewers, curbs, sidewalks and the like.

Thorough knowledge of medium and heavy motorized equipment operation.

Thorough knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment and hand and power tools and to working in hazardous locations and conditions.

Considerable knowledge of equipment maintenance practices.

Considerable knowledge of effective supervisory methods and practices.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate supervisors.

Ability to hire, train and counsel subordinate employees.

Ability to understand the effective operation of medium and heavy motorized equipment in a safe and effective manner.

Ability to keep records and prepare reports.

Ability to establish and maintain effective working relationships with other employees, contractors and the public.

Ability to communicate effectively, both orally and in writing.

Ability to operate a motor vehicle.

Ability to perform 24-hour standby duty for public works emergencies in the City.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and six years of progressively responsible experience and working knowledge in the operation of medium and heavy equipment, including four years of supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRAFFIC ENGINEER

DEPARTMENT:	Traffic	REPORTS TO:	City Engineer
FLSA STATUS:	Exempt	DIRECT REPORTS:	Traffic Dept Staff
PAY GRADE:	74	DATE REVISED:	4/1/2020

NATURE OF WORK

This is highly technical civil engineering and supervisory work performing a variety of engineering tasks related to public transportation. Work is performed under the managerial direction of the City Engineer. Supervision is exercised over technical employees engaged in traffic maintenance activities.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Oversees the operation and maintenance of the traffic control system.

Plans, organizes, coordinates, prioritizes, assigns and evaluates the work of subordinate employees; provides training and counseling as needed.

Coordinates and oversees the preparation of engineering designs, plans, specifications and cost estimates for traffic control devices and signals.

Conducts studies to determine the need for traffic signals and signs, crosswalks, flashing beacons, speed limit revisions, parking regulations and the like.

Participates in the review of construction plans and subdivision plats related to traffic impacts.

Prepares and maintains a variety of engineering documents including plans, specifications, contracts, maps, standards and the like.

Drafts resolutions, ordinances and memos for City Council consideration.

Administers traffic division budget.

Answers inquiries and complaints from the public regarding traffic signal and traffic sign problems and the like. Maintains comprehensive accident record system.

Conducts research, evaluates and makes recommendations regarding proposed and existing facilities and services; conducts system planning studies; prepares reports related to the work.

Performs long-range land use planning studies as they relate to transportation network planning.

Performs work related to preliminary engineering for federal aid urban street and highway projects including traffic analyses, reports, data collection, correspondence, and public hearings. Performs inspections and maintains records of all federal aid urban projects.

Prepares signal timing plans and progression analysis to provide for coordinated signal systems.

Prepares five-year capital improvements program each year.

Performs other related duties as assigned.

TRAFFIC ENGINEER (continued)**REQUIREMENTS OF WORK**

Thorough knowledge of professional civil engineering principles, practices and methods related to traffic systems.

Thorough knowledge of design principles and materials required in planning construction projects and system improvements.

Thorough knowledge of traffic standards and regulations.

Considerable knowledge of suitable computer applications to engineering projects.

Knowledge of effective supervisory practices and techniques.

Ability to plan, organize, coordinate, prioritize, assign and evaluate the work of subordinate employees.

Ability to prepare accurate plans, specifications, cost estimates and engineering reports.

Ability to maintain a variety of technical records and adapt records systems for computerization.

Ability to make accurate engineering computations and drawings.

Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature.

Ability to establish and maintain effective working relationships with other employees, city officials, engineers and contractors and the general public.

Knowledge of land use planning related to transportation needs.

Ability to perform routine traffic signal controller maintenance in the field.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in engineering or related field supplemented by course work in transportation planning and traffic engineering principles, and four years of experience in professional traffic engineering or closely related work, including supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRAFFIC FOREMAN

DEPARTMENT:	Traffic	REPORTS TO:	Traffic Engineer
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Traffic Personnel
PAY GRADE:	63	DATE REVISED:	4/1/2022

NATURE OF WORK

Responsible maintenance and supervisory position that performs a variety of engineering and maintenance tasks. Work is performed under the continuing supervision of the Traffic Engineer. Supervision is exercised over Traffic Department maintenance support staff.

ESSENTIAL FUNCTIONS OF WORK (may not include all of the duties performed.)

Oversees the traffic control system; assures proper maintenance and repair of traffic signals, street signs, and school flashers and warning beacons. Oversees and assures proper maintenance and repair of streetlights.

Oversees the performance of, and may perform, locates pertaining to the street lighting and traffic signals. Oversees the pavement markings of the crosswalks, parking stalls and stop bars, and oversees the installation and maintenance of signs in accordance with the most current versions of the Manual of Uniform Traffic Control Devices and City of Minot Specifications.

Provides direct leadership and management of the sign shop operations, to include sign fabrication.

Assists Traffic Engineer in performing traffic studies, reviewing plans and specifications for traffic signals and street lighting, as necessary; makes recommendations for improving existing traffic signal and street lighting systems, as necessary.

Performs, and/or assists the Traffic Engineer, in conducting inspections related to street lighting, traffic signals, and signs.

Develops standard operating procedures to ensure efficiency and effectiveness of executing an established preventative maintenance schedule for traffic control systems in accordance with federal guidelines and equipment manufacturers' recommendations and requirements to optimize safety and functionality. Develops the standard operating procedures and preventative maintenance schedule for the traffic signal system, street signs and pavement markings, and street lighting.

Plans and organizes day-to-day and project activities of the Traffic Department maintenance staff including prioritizing and delegating projects based on staff availability and expertise.

Responds to diagnose, repair, reprogram, test and adjust equipment, as required, to return the traffic signal and street lighting systems and/or equipment to safe operating condition.

Performs preventative maintenance on traffic signal equipment at the intersection or in the shop to ensure on-going proper operation; disassembles traffic signal equipment and repairs and/or replaces necessary parts, wiring, etc. Tasks may be delegated to staff properly trained in the areas, as necessary.

Serves 24-hour on-call duty for up to 15 weeks per year for the emergency repair for all components of the Traffic Department's system, as necessary.

Updates existing underground utility maps for street lighting and traffic signal systems and assists in the creation of new maps, as necessary.

Oversees and maintains the Streetlight numbering system. Adds and removes numbers/poles to/from inventory as needed.

TRAFFIC FOREMAN (continued)

Deals directly with utility companies to insure the correct inventory numbers of streetlights, electrical meters for billing and maintenance requirements.

Oversees and processes all property damage reports from the Minot Police Department for damage to the equipment, infrastructure and materials maintained by Traffic Department.

Handles the billing of invoices for materials, maintenance, training, etc. for the department.

Works with the Engineering secretary to bill out invoices to drivers and insurance companies for accidents where damages or loss to Traffic Department equipment has occurred.

Issues and processes Purchase Orders for accident claims, materials need for inventory and a daily working stock.

Oversees the ordering and processing of materials to maintain healthy inventory levels for the department.

Deals directly with contractors for repairs to the Traffic Departments infrastructure.

Works with the Traffic Engineer to insure the department's staff is up to date on all training requirements.

Oversees the handling of complaints/issues with traffic signals, streetlights and street/roadway signs.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of practices and methods applied to traffic management, and the knowledge of design principles related to traffic signals, street lights, and sign installation.

Knowledge of suitable computer applications for traffic management and traffic operations.

Knowledge of maps, deeds, plats and plans. Knowledge of sign design and fabrication.

Knowledge of the most current editions of the Manual of Uniform Traffic Control Devices and National Electrical Code.

Ability to operate electrical test equipment.

Ability to operate an aerial lift, work at heights over 6', and climb stairs and ladders.

Ability to understand accurate plans, specifications, cost estimates and engineering reports.

Ability to operate personal computers, traffic maintenance software, and sign software.

Ability to maintain a variety of technical records and adapt records systems for computerization.

Ability to make accurate computations and drawings.

Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature.

Ability to read and interpret civil engineering drawings and electrical schematics.

Ability to establish and maintain effective working relationships with other employees, engineers and contractors and the general public.

TRAFFIC FOREMAN (continued)

Ability to operate a motor vehicle.

Ability to operate underground utility locating equipment in the field, and the ability to maneuver on foot around construction sites, on uneven terrain.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of an associate or two-year degree in an engineering related field and some experience in engineering or closely related work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Certification by International Municipal Signal Association as Traffic Signal Technician Level I, Signs and Pavement Markings Technician Level I and Roadway Lighting Technician Level I.

Within two (2) years attain certification by International Municipal Signal Association as Traffic Signal Technician Level II, Signs Technician Level II and Roadway Lighting Technician Level II.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRAFFIC MAINTENANCE TECHNICIAN I

DEPARTMENT:	Traffic	REPORTS TO:	Traffic Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Traffic Personnel
PAY GRADE:	54	DATE REVISED:	4/1/2021

NATURE OF WORK

Performs semi-skilled, technical and work in the operation of equipment related to street signs, traffic signals, streetlights and pavement marking maintenance. Work is performed under the continuing supervision of the Traffic Engineer or Traffic Foreman. The employee is expected to give guidance and training to Traffic Maintenance Workers and seasonal employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Maintains traffic signals and associated electronic equipment including solid-state controllers, emergency vehicle pre-emption, radio communications, video camera detection, inductance loop detection and other cabinet components. Maintains signal system hardware such as signal and pedestrian heads, mast arms, standards, back plates, visors, signal lamps and LED lenses.

Troubleshoots signal malfunctions; troubleshoots and replaces equipment in signal control cabinets; installs, adjusts, and replaces signal cameras; repairs wire in signal heads and bases.

Maintains school crossing flashers, rectangular rapid flashing beacons and other warning devices.

Installs, repairs and replaces traffic control signs, posts and anchors. Ability to use such equipment as an aerial lift truck, gas-powered or hydraulic-powered driver, manual pounder and puller. Assesses sign, post and anchor conditions, as necessary.

Maintains computer-based sign inventory program, which includes installation and maintenance history, reflective properties assessment and hardware condition reports.

Fabricates street signs using blank signs and cut out vinyl.

Places work zone traffic control during maintenance operations to comply with the Manual of Uniform Traffic Control Devices.

Maintains, updates and performs repairs to the street lighting system, underground wiring records and spare parts inventory.

Troubleshoots streetlight outages; troubleshoots issues in street lighting cabinets; replaces relays, photocells, fuses, and breakers; repairs and replaces street light fixtures; replaces lamps and streetlight lenses in streetlight fixtures.

Performs locating of underground wire in response to "one-call" requests; in regards to traffic signals, streetlights, flashers, and warning beacons.

Applies pavement marking, including paint, epoxy, plastic, etc, for striping streets, crosswalks, parking lots and curbs. As necessary, takes measurements to layout pavement markings; utilizing tape measures, measuring wheels and other tools.

Operates, maintains, cleans and repairs post drivers, aerial lift truck, sign making system, paint machines and numerous hand and power tools, including airless spray guns, heat guns, oxy-acetylene burning equipment, grinder, drills, rivet guns, ladders, saws, and hammers.

TRAFFIC MAINTENANCE TECHNICIAN I (continued)

Serves 24-hour on-call duty for up to 20 weeks per year for the emergency repair for all components of the Traffic Department's system.

Performs traffic counts and places traffic counters at locations, as assigned.

Keep accurate records of daily activity and keep basic records and reports up to date.

May give guidance and training to seasonal employees and less-experienced maintenance workers.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of the principles, concepts and requirements contained in the Manual on Uniform Traffic Control Devices.

Knowledge of the requirements for Work Zone Traffic Control in roadway construction and maintenance operations.

Knowledge of safety standards.

Knowledge of the role of traffic control devices in the effort to create and maintain a safe and efficient transportation system.

Knowledge of the principles required in traffic signal construction and maintenance.

Knowledge of the basic principles of electricity and electronics.

Ability to operate a personal computer, tablet and cell phone.

Ability to fabricate traffic control signs.

Ability to plan, organize and direct work for traffic maintenance seasonal employees.

Ability to keep daily, monthly and annual records.

Ability to operate an aerial lift truck, , gas-powered post driver, hydraulic post driver and puller, underground locator, generator, pumps, electrical test equipment, paint machines, banding tool and various power and hand tools.

Ability to understand and carry out written and verbal instructions.

Ability to establish and maintain effective working relationships with other employees.

Ability to operate a motor vehicle.

Ability to walk, climb, maneuver around buildings and on uneven terrain.

Ability to climb and work from ladders.

Ability to lift over 50 pounds.

Ability to read maps and wiring plans for streetlights, signals, and flashers.

Ability to read electrical schematics

Ability to work in all weather conditions.

TRAFFIC MAINTENANCE TECHNICIAN I (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED and four years of experience as a Traffic Maintenance Worker or in a construction or equipment operation activities; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Certification by International Municipal Signal Association as Traffic Signals Technician Level I as well as Signs and Pavement Markings Technician Level I.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRAFFIC MAINTENANCE TECHNICIAN II

DEPARTMENT:	Traffic	REPORTS TO:	Traffic Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Traffic Personnel
PAY GRADE:	56	DATE REVISED:	4/1/2021

NATURE OF WORK

Performs semi-skilled, technical and senior work in the operation of equipment related to street striping, traffic sign, traffic signal and streetlight maintenance with routine maintenance responsibilities for assigned equipment. Work is performed under the continuing supervision of the Traffic Engineer or Traffic Maintenance Foreman. The employee is expected to give guidance and training to Traffic Maintenance Technician, Traffic Maintenance Workers, and seasonal employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Maintains traffic signals and associated electronic equipment including solid-state controllers, emergency vehicle pre-emption, radio communications, video camera detection, inductance loop detection and other cabinet components. Maintains signal system hardware such as signal and pedestrian heads, mast arms, standards, back plates, visors, signal lamps and LED lenses.

Troubleshoots signal malfunctions; troubleshoots and replaces equipment in signal control cabinets; installs, adjusts, and replaces signal cameras; repairs wires in signal heads and bases.

Maintains school crossing and other warning beacons including time clock and flasher programming.

Installs, repairs and replaces traffic control signs using aerial lift truck, gas-powered or hydraulic-powered driver and puller. Assesses post and anchor conditions, as necessary.

Maintains computer-based sign inventory program, which includes installation and maintenance history, reflective properties assessment and hardware condition reports.

Designs and fabricates signs using a computerized sign making system.

Places work zone traffic control during maintenance operations to comply with the Manual of Uniform Traffic Control Devices.

Maintains street lighting systems, underground wiring records and spare parts inventory. Performs repairs to

Troubleshoots street light outages; troubleshoots issues in street lighting cabinets; replaces relays, photocells, fuses, and breakers; repairs and replaces street light fixtures; replaces lamps and street light lenses in street light fixtures.

Performs underground wire locations in response to "one-call" requests for signals, street lights, flashers, and warning beacons.

Applies pavement-marking materials, including paint, plastic, etc., for striping streets and marking crosswalks, parking lots and curbs. As necessary, takes measurements to layout pavement markings, utilizing tape measures, measuring wheels, and other tools.

Operates, maintains, cleans and repairs paint machines, post drivers, aerial lift truck, sign making system and numerous hand and power tools, including airless spray guns, heat guns, oxy-acetylene burning equipment, grinder, drills, rivet guns, ladders, saws, and hammers.

Serves 24-hour on-call duty for up to 20 weeks per year for the emergency repair for all components of the traffic control system.

Performs traffic counts and places traffic counters at locations, as assigned.

Keep accurate records of daily activity and keep basic records and reports up to date.

TRAFFIC MAINTENANCE TECHNICIAN II (continued)

May give guidance and training to seasonal employees and less-experienced maintenance workers.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of the principles, concepts and requirements contained in the Manual on Uniform T

Thorough knowledge of the requirements for Work Zone Traffic Control in roadway construction and maintenance operations.

Knowledge of safety standards.

Knowledge of the role of traffic control devices in the effort to create and maintain a safe and efficient transportation system.

Knowledge of the principles required in traffic signal construction and maintenance. Knowledge of the basic principles of electricity and electronics.

Ability to operate a personal computer.

Ability to design and fabricate traffic control signs.

Ability to plan, organize and direct work for traffic maintenance seasonal employees. Ability to keep daily, monthly and annual records.

Ability to operate an aerial lift truck, paint machines, gas-powered post driver, hydraulic post driver and puller, underground located, generator, pumps, electrical test equipment, banding machine and various power hand tools.

Ability to understand and carry out written and verbal instructions.

Ability to establish and maintain effective working relationships with other employees. Ability to operate a motor vehicle.

Ability to walk, climb, maneuver around buildings and on uneven terrain. Ability to climb and work from ladders.

Ability to lift over 50 pounds.

Ability to read maps and wiring plans for street lights, signals, and flashers.

Ability to work in all weather conditions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and four years of experience in construction or equipment operation activities; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Certification by International Municipal Signal Association as Traffic Signal Technician II. Possession of a valid North Dakota driver's license.

TRAFFIC MAINTENANCE TECHNICIAN II (continued)

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

TRAFFIC MAINTENANCE TECHNICIAN III

DEPARTMENT:	Traffic	REPORTS TO:	Traffic Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Traffic Personnel
PAY GRADE:	60	DATE REVISED:	4/1/2021

NATURE OF WORK

Performs highly-skilled, technical and senior work in the operation of equipment related to street signs, traffic signals and streetlights maintenance and pavement markings. Work is performed under the continuing supervision of the Traffic Engineer or Traffic Foreman. The employee is expected to give guidance and training to all traffic department staff and seasonal employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Act as the lead technician in maintaining traffic signals and associated electronic equipment; including but not limited to solid-state controllers, emergency vehicle pre-emption, radio communications, video camera detection, inductance loop detection and other cabinet components. Maintains signal system hardware such as signal and pedestrian heads, mast arms, standards, back plates, visors, signal lamps and LED lenses.

Troubleshoots signal malfunctions; troubleshoots and replaces equipment in signal control cabinets; installs, adjusts, and replaces signal cameras; repairs wires in signal heads and bases.

Maintains school crossing flashers, rectangular rapid flashing beacons and other warning devices.

Installs, repairs and replaces traffic control signs using aerial lift truck, gas-powered or hydraulic-powered driver and puller. Assesses sign, post and anchor conditions, as necessary.

Maintains computer-based sign inventory program, which includes installation and maintenance history, reflective properties assessment and hardware condition reports.

Designs signs using a computerized sign making system. Fabricates street signs using blank signs and cut out vinyl.

Places work zone traffic control devices during maintenance operations to comply with the Manual of Uniform Traffic Control Devices.

Maintains, updates and performs repairs to the street lighting system, underground wiring records and spare parts inventory.

Acts as a lead technician in troubleshooting streetlight outages; troubleshoots issues in street lighting cabinets; replaces relays, photocells, fuses, and breakers; repairs and replaces street light fixtures; replaces lamps and streetlight lenses in streetlight fixtures.

Performs underground wire locations in response to "one-call" requests for signals, streetlights, flashers, and warning beacons.

Applies pavement marking, including paint, epoxy, plastic, etc, for striping streets, crosswalks, parking lots and curbs. As necessary, takes measurements to layout pavement markings; utilizing tape measures, measuring wheels and other tools.

Operates, maintains, cleans and repairs post drivers, aerial lift truck, sign making system, paint machines and numerous hand and power tools, including airless spray guns, heat guns, oxy-acetylene burning equipment, grinder, drills, rivet guns, ladders, saws, and hammers.

TRAFFIC MAINTENANCE TECHNICIAN III (continued)

Responds to diagnose, repair, reprogram, test and adjust equipment, as required, to return the traffic signal and street lighting systems and/or equipment to safe operating condition.

Performs preventative maintenance on traffic signal equipment at the intersection or in the shop to ensure on-going proper operation; disassembles traffic signal equipment and repairs and/or replaces necessary parts, wiring, etc. Tasks may be delegated to staff properly trained in the areas, as necessary.

Serves 24-hour on-call duty for up to 20 weeks per year for the emergency repair for all components of the Traffic Department's system.

Performs traffic counts and places traffic counters at locations, as assigned.

Keep accurate records of daily activity and keep basic records and reports up to date.

May give guidance and training to seasonal employees and less-experienced maintenance and technician workers.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Advanced knowledge of the principles, concepts and requirements contained in the Manual on Uniform Traffic Control Devices.

Advanced knowledge of the requirements for Work Zone Traffic Control in roadway construction and maintenance operations.

Advanced knowledge of safety standards.

Advanced knowledge of the role of traffic control devices in the effort to create and maintain a safe and efficient transportation system.

Advanced knowledge of the principles required in traffic signal construction and maintenance.

Advanced knowledge of the principles of electricity and electronics.

Ability to operate a personal computer, tablet and cell phone.

Ability to design and fabricate traffic control signs.

Ability to keep daily, monthly and annual records.

Ability to operate an aerial lift truck, paint machines, gas-powered post driver, hydraulic post driver and puller, underground located, generator, pumps, electrical test equipment, banding machine and various power hand tools.

Ability to understand and carry out written and verbal instructions.

Ability to establish and maintain effective working relationships with other employees.

Ability to operate a motor vehicle.

Ability to walk, climb, maneuver around buildings and on uneven terrain.

Ability to climb and work from ladders.

TRAFFIC MAINTENANCE TECHNICIAN III (continued)

Ability to lift over 50 pounds.

Ability to read maps and wiring plans for streetlights, signals, and flashers.

Ability to work in all weather conditions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and ten years of experience in construction or equipment operation activities; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Certification by International Municipal Signal Association as Roadway Lighting Technician Level II.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRAFFIC MAINTENANCE WORKER

DEPARTMENT:	Traffic	REPORTS TO:	Traffic Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Traffic Personnel
PAY GRADE:	50	DATE REVISED:	4/1/2021

NATURE OF WORK

This entry-level maintenance position performs a variety of traffic related support tasks. Tasks are related to street signs, traffic signals, streetlights and pavement markings. Work is performed under the continuing supervision of the Traffic Engineer or Traffic Foreman. May give guidance and training to seasonal employees and less-experienced maintenance workers.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

In a developing or learning capacity; Assists in maintaining traffic signals and associated electronic equipment including solid-state controllers, emergency vehicle pre-emption, radio communications, video camera detection, inductance loop detection and other cabinet components.

Maintains signal system hardware such as signal and pedestrian heads, mast arms, standards, back plates, visors, signal lamps and LED lenses.

Assists in troubleshooting signal malfunctions; troubleshoots and replaces equipment in signal control cabinet and repairs wires in signal heads and bases.

Assists in maintaining school crossing flashers, rectangular rapid flashing beacons and other warning devices.

Installs, repairs and replaces traffic control signs, posts and anchors.. Ability to use such equipment as an aerial lift truck, gas-powered or hydraulic-powered driver, manual pounder and manual puller. Assesses sign, post and anchor conditions, as necessary.

Maintains computer-based sign inventory program, which includes installation and maintenance history, reflective properties assessment and hardware condition reports.

Fabricates street signs using blank signs and cut out vinyl.

Places work zone traffic control devices during maintenance operations to comply with the Manual of Uniform Traffic Control Devices.

Maintains, updates and performs repairs to the street lighting system, underground wiring records and spare parts inventory.

Troubleshoots streetlight outages; troubleshoots issues in street lighting cabinets; replaces relays, photocells, fuses, and breakers; repairs and replaces street light fixtures; replaces lamps and streetlight lenses in streetlight fixtures.

Performs locating of underground wire in response to "one-call" requests; in regards to traffic signals, streetlights, flashers, and warning beacons.

Assists in applying pavement marking, including paint, epoxy, plastic, etc, for striping streets, crosswalks, parking lots and curbs. As necessary, takes measurements to layout pavement markings; utilizing tape measures, measuring wheels and other tools.

Operates, maintains, cleans and repairs, post drivers, aerial lift truck, sign making system, paint machines and numerous hand and power tools, including airless spray guns, heat guns, oxy-acetylene burning equipment, grinder, drills, rivet guns, ladders, saws, and hammers.

TRAFFIC MAINTENANCE WORKER (continued)

Serves 24-hour on-call duty for up to 20 weeks per year for the emergency repair for all components of the Traffic Department's system.

Performs traffic counts and places traffic counters at locations, as assigned.

Keep accurate records of daily activity and keep basic records and reports up to date.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of the principles, concepts and requirements contained in the Manual on Uniform Traffic Control Devices.

Some knowledge of the requirements for Work Zone Traffic Control in roadway construction and maintenance operations.

Some knowledge of safety standards.

Some knowledge of the role of traffic control devices in the effort to create and maintain a safe and efficient transportation system.

Some knowledge of the principles required in traffic signal construction and maintenance.

Some knowledge of the basic principles of electricity and electronics.

Ability to operate a personal computer, tablet and cell phone.

Ability to fabricate traffic control signs.

Ability to plan, organize and direct work for traffic maintenance seasonal employees.

Ability to keep daily, monthly and annual records.

Ability to operate an aerial lift truck, paint machines, gas-powered post driver, hydraulic post driver and puller, underground located, generator, pumps, electrical test equipment, banding machine and various power hand tools.

Ability to understand and carry out written and verbal instructions.

Ability to establish and maintain effective working relationships with other employees.

Ability to operate a motor vehicle.

Ability to walk, climb, maneuver around buildings and on uneven terrain.

Ability to climb and work from ladders.

Ability to lift over 50 pounds.

Ability to read maps and wiring plans for streetlights, signals, and flashers.

Ability to work in all weather conditions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of experience in construction or equipment operation activities; or any equivalent combination of training and experience.

TRAFFIC MAINTENANCE WORKER (continued)

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

Certification by International Municipal Signal Association for Work Zone Traffic Control Safety within two (2) years of employment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

TRANSIT MECHANIC, SENIOR

DEPARTMENT:	Public Works Operations	REPORTS TO:	Transit Operations Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	57	DATE REVISED:	02/11/2026

NATURE OF WORK

This is highly skilled and lead work in the maintenance and repair work of vehicles and equipment. Work is performed under the general supervision of the Transit Operations Foreman. The employee may provide guidance, direction, training and assistance to lower-level employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Provides guidance and direction to other vehicle technicians

Performs duties of Transit Operations Foreman in his/her absence.

Servicing and repairs gasoline and diesel engines, manual and automatic transmissions, rear ends, drivelines, clutch, brake and electrical systems, air conditioning, wheel alignment and related equipment, fuel and cooling systems.

Performs general overhaul of equipment including disassembly as required, repairing or replacing of damaged or malfunctioning parts or mechanical units, including camshafts, crankshafts, pistons, rings, connecting rods, bearings, valves and lifters.

Records services performed using asset management software.

Utilizes diagnostic equipment and corrective tools including: air impact wrenches; ignition scope; brake drum; rotor lathe; drill press, hydraulic press; torch welder.

Uses diagnostic equipment including handheld scanners and computer based diagnostic software to troubleshoot and repair vehicles and equipment.

Performs preventive maintenance inspections and troubleshooting inspections, evaluates conditions and determines extent of repair work to be performed.

Repairs, replaces and adjusts braking systems, master and wheel cylinders, front-end assemblies, steering systems, suspensions, alignments, and the like.

Performs repairs and services on small engines such as on snow blowers and related equipment; may fabricate parts and equipment using welding equipment.

Performs field or shop inspections of heavy and light equipment to determine repair needs and/or estimate cost of repairs, may contact vendor on maintenance needs, makes field repairs when possible.

Performs Transit Bus Operator duties when needed to accommodate vacations, appointments, and unplanned absences.

Assists Transit Operations Foreman with Entry Level Driver Training of new employees

REQUIREMENTS OF WORK

Thorough knowledge of standard practices, methods, tools, materials and equipment of the automotive and mechanical trades.

Thorough knowledge of the occupational hazards connected with vehicle maintenance and repair and of relevant safety standards and precautions.

Ability to troubleshoot and diagnose problems relating to the safe and effective operation of gasoline and diesel vehicles and equipment.

Ability to use and maintain bench and hand tools, machines and test equipment of the automotive and mechanical trades in a safe, efficient manner.

Ability to maintain service records.

Ability to establish and maintain effective relationships with other employees.

Ability to lay on creeper and work underneath automotive vehicles.

Ability to use hydraulic jacks both manually and under power.

Ability to diagnose defects in automotive equipment.

Ability to interpret and work from service manuals, specifications, and diagrams.

Ability to visually detect leaks, hairline cracks, breaks in engine, and automotive parts.

Ability to drive a vehicle to make road calls.

Ability to adapt new parts for use on older equipment when direct replacement parts are not available.

Ability to be on twenty-four (24) hour call for emergency repairs as needed.

Ability to work unsupervised in the field making repairs to equipment not able to be moved into the maintenance shop.

Ability to operate all shop equipment such as forklifts, overhead cranes and hoists, porta-power units, and all other equipment.

Ability to drive and operate all city owned equipment.

Ability to use wrenches to pull, remove, tighten, and extract automotive parts.

Ability to maneuver around and in engine compartments with hands and body.

Ability to use welding equipment to fabricate parts.

Ability to hear noises and sounds of equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or vocational school; and five years of progressively responsible experience in the maintenance and repair of gasoline and diesel vehicles and equipment with the City of Minot; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper endorsements (Class B CDL with air brakes and passenger endorsement).

Required to supply and maintain, in good condition, tools needed for the repair of all vehicles and equipment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRANSIT MECHANIC

DEPARTMENT:	Public Works Operations	REPORTS TO:	Transit Operations Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	54	DATE REVISED:	02/11/2026

NATURE OF WORK

This is journey level maintenance and repair work of vehicles and equipment. Work is performed under the general supervision of Transit Operations Foreman/Technician. The employee provides guidance, training and assistance to lower-level employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Services and repairs gasoline and diesel engines, manual and automatic transmissions, rear ends, drive lines, clutch, brake and electrical systems, air conditioning, wheel alignment and related equipment, fuel and cooling systems.

Performs general overhaul of equipment including disassembly as required, repairing or replacing of damaged or malfunctioning parts or mechanical units, including camshafts, crankshafts, pistons, rings, connecting rods, bearings, valves and lifters.

Records services performed using asset management software.

Utilizes corrective tools including but not limited to: air impact wrenches; ignition scope; brake drum/rotor lathe; drill press, hydraulic press; torch welder;.

Uses diagnostic equipment including hand held scanners and computer based diagnostic software to troubleshoot and repair vehicles and equipment.

Performs preventive maintenance inspections and troubleshooting inspections, evaluates conditions and determines extent of repair work to be performed.

Repairs, replaces and adjusts braking systems, master and wheel cylinders, front-end assemblies, steering systems, suspensions, alignments, and the like.

Performs repairs and service on small engines such as on snow blowers and related equipment; may fabricate parts and equipment using welding equipment.

Performs field or shop inspections of heavy and light equipment to determine repair needs and/or estimate cost of repairs, may contact vendor on maintenance needs, makes field repairs when possible.

Performs Transit Bus Operator duties when needed to accommodate vacations, appointments, and unplanned absences.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of standard practices, methods, tools, materials and equipment of the automotive and mechanical trades.

Considerable knowledge of the occupational hazards connected with vehicle maintenance and repair and of relevant safety standards and precautions.

Ability to troubleshoot and diagnose problems relating to the safe and effective operation of gasoline and diesel vehicles and equipment.

Ability to use and maintain bench and hand tools, machines and test equipment of the automotive and mechanical trades in a safe, efficient manner.

Ability to maintain service records.

Ability to establish and maintain effective relationships with other employees.

Ability to lay on creeper and work underneath automotive vehicles.

Ability to use hydraulic jacks both manually and under power.

Ability to diagnose defects in automotive equipment.

Ability to interpret and work from service manuals, specifications, and diagrams.

Ability to visually detect leaks, hairline cracks breaks in engine and automotive parts.

Ability to be on twenty-four (24) hour call for emergency repairs as needed.

Ability to work unsupervised in the field making repairs to equipment not able to be moved into the maintenance shop.

Ability to operate all shop equipment such as forklifts, overhead cranes and hoists, porta-power units, and all other equipment.

Ability to drive and operate all city owned equipment.

Ability to use wrenches to pull, remove, tighten, and extract automotive parts.

Ability to maneuver around and in engine compartments with hands and body.

Ability to use welding equipment to fabricate parts.

Ability to hear noises and sounds of equipment.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and/or vocational school and four years of progressively responsible experience in the maintenance and repair of gasoline and diesel vehicles and equipment; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid North Dakota commercial driver's license and proper endorsements (Class B CDL with air brake and passenger endorsement).

Required to supply and maintain, in good condition, tools needed for the repair of all vehicles and equipment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

UTILITY OPERATOR I

DEPARTMENT:	Water/Sewer	REPORTS TO:	Water/Wasterwater Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	52	DATE REVISED:	2/5/2026

NATURE OF WORK

This is manual and some skilled and semi-skilled work, assisting in the installation and removal, connecting and disconnecting of water meters, maintenance and repair of water meters, and meter reading. Maintenance and repair of lift station buildings, grounds and equipment. Repair and maintenance of all city-owned underground utilities. Work is performed under the supervision of a Utility Foreman or Lead. The employee may be expected to give guidance and training to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all the duties performed.)

Installation, removal, connection, disconnection, and repairs of water meters and MXUs
Reads water meters; records water usage. responds to complaints of high water bills; checks meters and other connections.

The installation, maintenance and repair of fire hydrants.

Repair water mains. Repair and replace, valves, service lines, curb boxes and any other city owned underground utilities.

Work in and around sanitary sewers. Repair and maintain sewer mains and lines. Flushing and jetting of sewers. Responds to sanitary sewer back-ups Thaws frozen water and sewer lines.

Uses a variety of hand tools and equipment in installing, repairing, connecting and disconnecting meters; cleans and maintains tools an equipment; operates a motor vehicle and other light equipment.

Maintain lift stations, pumps, VFDs, and air handlers and other lift station equipment. A building maintenance, grounds keeping and snow removal on water departments properties.

Attend safety meetings; follow safe procedures and use safety equipment and PPE when performing job duties.

Operate a variety of equipment including backhoe, mowers, jetters, front end loaders, and any others needed to complete the job.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of laboring and construction practices.

Knowledge of standard hand tools.

Knowledge of pumps.

Knowledge of safety standards and precautions pertaining to the use of tools and equipment and working around electricity and in underground pits.

Acquire state Utility Operator 2 certification with the NDDEQ. Attend any required education or training classes to maintain certification.

Attend any required safety training. (Trenching and excavation, confined space, traffic control, and any others deemed necessary.

Ability to work around heights.

Ability to work in extreme heat or cold.

Ability to read and follow written and oral instructions.

Ability to use hand and power tools and equipment in a safe, effective manner.

Ability to establish and maintain effective working relationships with other employees and utility customers.

Ability to be on call for a week at a time on a rotating schedule and to respond accordingly with sometimes limited supervision.

Ability to read meters, gauges, and instructions to record findings.

UTILITY OPERATOR I (continued)

Ability to climb stairways and ladders

Ability to visually detect problems.

Ability to scrub lift-stations and walk in wastewater; ability to perform other maintenance activities.

Ability to climb into culverts and walk down into deep water and sewer holes.

Ability to walk, maneuver on uneven terrain or around obstacles when locating meters.

Ability to drain, check, clean, repair or replace meters.

Ability to dig around water lines, use wrenches, and turn water valves on and off.

Ability to read meters and assess their accuracy.

Ability to carry meters during repair and replacement activities.

Ability to maintain mental alertness when reading, measuring, and treating wastewater in compliance with standards.

Ability to operate a motor vehicle.

Ability to read city utility maps.

Must have basic computer knowledge.

Basic plumbing knowledge.

Basic electrical knowledge.

Knowledge of standard hand tools and specialized equipment used in connecting, disconnecting and installing pumps, water meters and fire hydrants and in making repairs to water and sewer lines.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and one year experience in general laboring and construction work; or any equivalent combination of training and experience. 2 years' experience as utility operator.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper endorsements.

Possession of a valid state health department Water Distribution Certificate I or Wastewater Collection Certificate I or Wastewater Treatment Certificate I.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

UTILITY OPERATOR II

DEPARTMENT:	Water/Sewer	REPORTS TO:	Water/Wasterwater Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	54	DATE REVISED:	2/5/2026

NATURE OF WORK

This is manual and some skilled work, assisting in the installation and removal, connecting and disconnecting of water meters, maintenance and repair of water meters, and meter reading. Maintenance and repair of lift station buildings, grounds and equipment. Repair and maintenance of all city-owned underground utilities. Work is performed under the supervision of a Utility Foreman or Lead. The employee may be expected to give guidance and training to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all the duties performed.)

Inspects water and sewer system for compliance with city codes.

Installation, removal, connection, disconnection, and repairs of water meters and MXUs
Reads water meters; records water usage. responds to complaints of high water bills; checks meters and other connections.

The installation, maintenance and repair of fire hydrants.

Repair water mains. Repair and replace, valves, service lines, curb boxes and any other city owned underground utilities.

Work in and around sanitary sewers. Repair and maintain sewer mains and lines. Flushing and jetting of sewers. Responds to sanitary sewer back-ups Thaws frozen water and sewer lines.

Uses a variety of hand tools and equipment in installing, repairing, connecting and disconnecting meters; cleans and maintains tools an equipment; operates a motor vehicle and other light equipment.

Maintain lift stations, pumps, VFDs, air handlers and other lift station equipment. A building maintenance, grounds keeping and snow removal on water departments properties.

Attend safety meetings; follow safe procedures and use safety equipment and PPE when performing job duties.

Operate a variety of equipment including backhoe, mowers, jettters, front end loaders, and any others needed to complete the job.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the installation and removal of a full range of water meters.

Knowledge of the maintenance and repair of pumps, meters, hydrants, electric motors and like equipment.

Knowledge of laboring and construction practices.

Ability to assess problems and to determine causes of reported excessive usage on water bills

Knowledge of standard hand tools.

Knowledge of the maintenance and repair of pumps, meters, hydrants, electric motors and like equipment.

Knowledge of safety standards and precautions pertaining to the use of tools and equipment and working around electricity and in underground pits.

Acquire state Utility Operator 2 certification with the NDDEQ. Attend any required education or training classes to maintain certification.

Attend any required safety training. (Trenching and excavation, confined space, traffic control, and any others deemed necessary.

Ability to work around heights.

Ability to work in extreme heat or cold.

Ability to read and follow written and oral instructions.

Ability to use hand and power tools and equipment in a safe, effective manner.

Ability to establish and maintain effective working relationships with other employees and utility customers.

Ability to be on call for a week at a time on a rotating schedule and to respond accordingly with sometimes limited supervision.

Ability to read meters, gauges, and instructions to record findings.

UTILITY OPERATOR I (continued)

Ability to climb stairways and ladders

Ability to visually detect problems.

Ability to scrub lift-stations and walk in wastewater; ability to perform other maintenance activities.

Ability to climb into culverts and walk down into deep water and sewer holes.

Ability to walk, maneuver on uneven terrain or around obstacles when locating meters.

Ability to drain, check, clean, repair or replace meters.

Ability to dig around water lines, use wrenches, and turn water valves on and off.

Ability to read meters and assess their accuracy.

Ability to carry meters during repair and replacement activities.

Ability to maintain mental alertness when reading, measuring, and treating wastewater in compliance with standards.

Ability to operate a motor vehicle.

Ability to read city utility maps.

Must have basic computer knowledge.

Basic plumbing knowledge.

Knowledge of safety standards and precautions pertaining to the use of tools and equipment and working around electricity and in underground pits..

Knowledge of standard hand tools and specialized equipment used in connecting, disconnecting and installing pumps, water meters and fire hydrants and in making repairs to water and sewer lines.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and one year experience in general laboring and construction work; or any equivalent combination of training and experience. 2 years' experience as utility operator 1 ,or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper endorsements.

Possession of a valid state health department Water Distribution Certificate 2 or Wastewater Collection Certificate 2 or Wastewater Treatment Certificate 2.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

UTILITY OPERATOR, LEAD

DEPARTMENT:	Water/Sewer	REPORTS TO:	Water/Wasterwater Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	56	DATE REVISED:	2/10/2026

NATURE OF WORK

This is semi-skilled, skilled and lead work in the installation and removal, connecting and disconnecting of water meters, maintenance and repair of lift station buildings, grounds and equipment, maintenance and repair of water meters and installation, repair of water mains, valves and sanitary sewers. Work is performed under the general supervision of utilities supervisor. The employee may be expected to give guidance, direction and training to less experienced employees. Supervises all utility operations in absence of supervisor or superintendent.

Responsible for the supervision and training of less experience operators on an assigned shift.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Inspects water systems for compliance with codes.

Installs, removes, connects and disconnects a full range of water meters, including industrial meters and those found in underground pits; installs, maintains and makes repairs to fire hydrants.

Makes and supervises repairs to meters, valves, wires, curb boxes and the like.

Makes and supervises repairs to water and sewer mains and water lines; thaws water and sewer lines; flushes and jets sewers; respond to sanitary sewer backups. Responds to complaints; checks meters and other connections.

Operates a variety of equipment including backhoe, mowers, steamers, jetters, front end loaders, vehicles and the like.

Uses a variety of hand tools and equipment; cleans and maintains tools and equipment.

Attends and conducts safety meetings; follows safe procedures in carrying out the work.

Provides guidance, direction and training to less experience employees.

Personnel in this class will alternate with the Foreman in the department in being on call during off-duty hours.

Supervises a work crew in the absence of a foreman, acts as a leadworker at the request of a foreman.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the installation and removal of full range of water meters.

Considerable knowledge of the operation of sewer lift stations, pumps and motors.

Considerable knowledge of standard hand tools and specialized equipment used in connecting, disconnecting and installing pumps, water meters and fire hydrants and in making repairs to water and sewer lines.

UTILITY OPERATOR, LEAD (continued)

Considerable knowledge of the maintenance and repair of pumps, meters, hydrants, electric motors and like equipment.

Considerable knowledge of backhoe and other medium equipment operation.

Considerable knowledge of safety standards and precautions pertaining to the use of tools and equipment and working around electricity and in underground pits.

Ability to give, read and follow written and oral instructions.

Ability to use hand and power tools and equipment in a safe, effective manner.

Ability to assess problems and to determine causes of reported excessive usage on water bills.

Ability to establish and maintain effective working relationships with other employees and utility customers.

Ability to read meters, gauges, and instructions to record findings. Ability to take water samples and conduct routine laboratory tests.

Ability to climb stairways and ladders

Ability to scrub lift-stations and walk in wastewater; ability to perform other maintenance activities.

Ability to maintain mental alertness when reading, measuring, and treating wastewater in compliance with standards.

Ability to drain, check, clean, repair or replace meters. Ability to visually detect problems.

Ability to dig around water lines, use wrenches, and turn water valves on and off.

Ability to read meters and assess their accuracy. Ability to carry meters during repair and replacement activities.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and five years of experience related to water/wastewater activities, one year of which must have been as a Utility Operator III; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid state health department Level III water/wastewater operator's certificate.
Possession of a valid North Dakota commercial driver's license and proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

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UTILITY OPERATOR

DEPARTMENT:	Water/Sewer	REPORTS TO:	Water/Wasterwater Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	50	DATE REVISED:	2/5/2026

NATURE OF WORK

This is manual and some semi-skilled work, assisting in the installation and removal, connecting and disconnecting of water meters, maintenance and repair of water meters, and meter reading. Maintenance and repair of lift station buildings, grounds and equipment. Repair and maintenance of all city-owned underground utilities. Work is performed under the supervision of a Utility Foreman or Lead.

ESSENTIAL FUNCTIONS OF WORK (May not include all the duties performed.)

Assists in the installation, removal, connection, disconnection, and repairs of water meters and MXUs Reads water meters; records water usage. responds to complaints of high water bills; checks meters and other connections.

The installation, maintenance and repair of fire hydrants.

Assists in the repair of water mains. Repair and replace, valves, service lines, curb boxes and any other city owned underground utilities.

Work in and around sanitary sewers. Repair and maintain sewer mains and lines. Flushing and jetting of sewers. Responds to sanitary sewer back-ups Thaws frozen water and sewer lines.

Uses a variety of hand tools and equipment in installing, repairing, connecting and disconnecting meters; cleans and maintains tools an equipment; operates a motor vehicle and other light equipment.

Assists in the maintenance of lifts stations, pumps, VFDs, and air handlers and other lift station equipment. A building maintenance, grouds keeping and snow removal on water departments properties.

Attend safety meetings; follow safe procedures and use safety equipment and PPE when preforming job duties.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of laboring and construction practices.

Some knowledge of standard hand tools.

Some knowledge of pumps.

Some knowledge of safety standards and precautions pertaining to the use of tools and equipment and working around electricity and in underground pits.

Acquire state Utility Operator 1 certification with the NDDEQ. Attend any required education or training classes to maintain certification.

Attend any required safety training. (Trenching and excavation, confined space, traffic control, and any others deemed necessary.

Ability to work around heights.

Ability to work in extreme heat or cold.

Ability to read and follow written and oral instructions.

Ability to use hand and power tools and equipment in a safe, effective manner.

Ability to establish and maintain effective working relationships with other employees and utility customers.

Ability to be on call for a week at a time on a rotating schedule and to respond accordingly with sometimes limited supervision.

Ability to read meters, gauges, and instructions to record findings.

UTILITY OPERATOR I (continued)

Ability to climb stairways and ladders

Ability to visually detect problems.

Ability to scrub lift-stations and walk in wastewater; ability to perform other maintenance activities.

Ability to climb into culverts and walk down into deep water and sewer holes.

Ability to walk, maneuver on uneven terrain or around obstacles when locating meters.

Ability to drain, check, clean, repair or replace meters.

Ability to dig around water lines, use wrenches, and turn water valves on and off.

Ability to read meters and assess their accuracy.

Ability to carry meters during repair and replacement activities.

Ability to maintain mental alertness when reading, measuring, and treating wastewater in compliance with standards.

Ability to operate a motor vehicle.

Ability to read city utility maps.

Must have basic computer knowledge.

Basic plumbing knowledge.

Basic electrical knowledge.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and one year experience in general laboring and construction work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession or ability to obtain within 6 months a valid North Dakota commercial driver's license and proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WATER PLANT FOREMAN

DEPARTMENT:	WTP	REPORTS TO:	Water Plant Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Water Plant Staff
PAY GRADE:	63	DATE REVISED:	03/01/2026

NATURE OF WORK

The water plant foreman position is advanced technical and supervisory work directing the operations of a water treatment plant, raw water collection system, storage reservoirs, booster stations, and elevated tanks. This facility plays a critical role in maintaining public health and meeting regulatory standards. Work is performed under the general supervision of the Water Plant Superintendent who reviews work through conference and reports. Supervision is exercised over water treatment operators engaged in treatment and plant maintenance work.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Supervises plant operations and activities; assists in budget preparation, monitors operation and maintenance expenditures; implements policies and plant operating goals; initiates water quality studies and data collection.

Evaluates work of subordinates, issues commendations and disciplinary actions where warranted, and responds to employee complaints and grievances; confers with supervisor on difficult or particularly sensitive employee related problems.

Plans, organizes, coordinates, schedules, assigns, reviews, and evaluates the work of plant operators; trains and advises staff.

Assists with budget recommendations for plant needs including capital expenditures; prepares requisitions for plant equipment, materials, and supplies.

Oversees the operation and maintenance of computerized SCADA System.

Participates in the selection of candidates for employment in the water plant.

Maintains employee payroll entries and annual evaluations in ADP

Supervises collection and maintenance of records on water quality, water production, sludge disposal, operation and maintenance expenses, and productivity.

Supervises maintenance of facilities and grounds at plant. Performs plant inspections; monitors finished water quality and makes adjustments as needed.

Performs other related duties as assigned.

Assists Superintendent with budget recommendations for plant needs including capital expenditures; prepares requisitions for plant equipment, materials, and supplies using an ERP system.

REQUIREMENTS OF WORK

Thorough knowledge of the principles, practices, equipment, materials, and operating procedures of water plants, equipment, pumps, and raw water supply wells.

Thorough knowledge of state and federal standards and regulations governing the operations of water systems.

Considerable knowledge in the operation and maintenance of computerized and automated equipment.

Considerable knowledge of safety practices and procedures.

Knowledge of computer systems and personal computers.

Considerable knowledge of water system construction and maintenance.

Ability to supervise, assign, and evaluate the work of employees involved in water plant maintenance and operation.

Ability to read and interpret laboratory and statistical data and apply effectively to plant operations.

Ability to detect and resolve operational and mechanical problems.

Ability to maintain records and reports on plant operations.

Ability to establish and maintain effective working relations with other employees, vendors and the general public.

Ability to walk and climb stairs and ladders to conduct inspections.

Ability to operate a motor vehicle, heavy equipment, and dump truck.

Ability to visually detect safety violations.

Ability to walk up and down stairs of the plant.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Must be a graduate in mechanics from a two-year trade school, or have minimum two years of college with courses that have extensive laboratory work; and ten years of experience in water treatment operation and maintenance, including considerable supervisory experience (a bachelor's degree in chemistry, biology or related field is desirable); or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a Class III operator's certificate from the North Dakota Department of Health.

Possession of a valid North Dakota Class B CDL and Air Brake Endorsement.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to utilize ladders to necessary heights and depths for job functions.

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WATER PLANT INSTRUMENTATION TECHNICIAN

DEPARTMENT:	WTP	REPORTS TO:	Water Plant Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	56	DATE REVISED:	03/01/2026

NATURE OF WORK

This is a responsible highly technical position performing a variety of duties operating and maintaining various monitoring and control systems used in water treatment systems, along with laboratory and computer equipment. This facility plays a critical role in maintaining public health and meeting regulatory standards Work is performed under the general supervision of the Water Treatment Plant Foreman.

ESSENTIAL FUNCTIONS OF WORK (may not include all of the duties performed)

Operates and maintains computer systems, both hardware and software.

Calibrates and maintains a variety of installed monitoring equipment related to water treatment.

Maintains electronic and pneumatic process control systems.

Operates and maintains the plant's electronic equipment

Records and maintains water quality records and compliance data.

Records and maintain cybersecurity data, records, and inventory.

Operates and maintains computerized monitoring (SCADA) systems to include PLC, electronically controlled valves, VFD programming, chemical analyzers, and transmitters.

Performs emergency maintenance on water treatment plant, booster stations, and collection sites.

Makes periodic rounds of collection, treatment plant, and distribution sites, observes operating conditions and records meter and gauge readings.

Assists in taking water samples, performs laboratory tests and checks test results, taking appropriate action as needed.

Maintain the water treatment plant network and IT equipment.

The employee may be required to provide training on proper operation and maintenance of water plant SCADA systems, various information technology, instrumentation and laboratory equipment.

Performs other related duties.

REQUIREMENTS OF WORK

Knowledge of computers and computer systems.

Knowledge of basic electricity and electronics wiring up to 120VAC.

Knowledge of standard practices, methods, tools and equipment of water treatment activities.

Knowledge of Allen Bradley, Cmore, Wonderware and other relevant Automation programming.

Knowledge of safety standards and precautions connected with industry standards.

Knowledge of standards governing safe drinking water.

Knowledge of process variables that include pressure, level, flow, temperature.

Timely documenting and recording work performed by creating and completing work orders.

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WATER PLANT INSTRUMENTATION TECHNICIAN (continued)

Ability to use and maintain bench and hand tools and test equipment associated with water treatment and instrument maintenance. Examples include multimeter, megohm meter, cable tester, etc..

Ability to read meters and gauges and to record findings.

Ability to take water samples and conduct routine laboratory tests.

Ability to understand and follow oral and written instructions.

Ability to work cooperatively with others.

Ability to climb stairways and ladders and bend to take water samples.

Ability to visually detect problems and to detect color changes in chemical titrations.

Ability to maintain mental alertness when reading, measuring, and treating water in compliance with standards.

Ability to read a variety of diagrams and manuals to include CAD, wiring/electrical diagrams & schematics, P&ID's.

Ability to operate a motor vehicle.

Ability to research, trouble shoot, problem solve and complete a variety of tasks when the information is not readily available.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school or trade school in Instrumentation or Electrical Licenses, preferably including classes in chemistry or related subjects, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Ability to obtain a valid state health department Water Treatment Certificate I or higher

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to utilize ladders to necessary heights and depths for job functions.

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WATER PLANT OPERATOR I

DEPARTMENT:	WTP	REPORTS TO:	Water Plant Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	52	DATE REVISED:	03/01/2026

NATURE OF WORK

This is an operator I position that involves technical work to maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act. This facility plays a critical role in maintaining public health and meeting regulatory standards. Operators are essential to the day-to-day monitoring, operation, and maintenance of this system.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Receives instruction and training from the water plant staff in the proper operation and maintenance of the water plant and all auxiliary equipment.

Makes periodic rounds of treatment plant and off-site facilities observing operating conditions, recording meter/gauge readings; also collecting water samples and performing the laboratory tests.

Records data from meters, gauges, control panels and adjusts chemical feed as required.

Operates treatment basins, filters, and chemical feed systems in an effective manner.

Cleans and maintains treatment plant, pumping stations, wells and reservoirs

Maintains and repairs plant and off-site facility equipment; repairs pumps and motors, chemical feed equipment, and other equipment used in the water treatment process that includes preventative maintenance tasks.

Safe handling of chemicals and equipment including the transfer and storage of hazardous materials.

May operate tandem axle truck while performing sludge removal.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Some knowledge of laboratory and water maintenance practices.

Some knowledge of safety standards and precautions related to the use of hand and power tools.

Must be able to communicate effectively with staff, users, and all related organizations.

Ability to learn and operate Supervisory Control and Data Acquisition (SCADA) and other software systems

Ability to learn and operate pumps, electric motors, control systems and other equipment common to water treatment facilities.

Ability to use and maintain bench and hand tools, also water testing equipment.

Ability to learn and operate machinery that consist of motor vehicles, loader, skid steer, snowplow attachments, dump truck, crane, and any other equipment.

Ability to collect water samples and conduct routine laboratory tests.

Ability to understand and follow oral and written instructions.

Ability to learn and understand water treatment practices, hydraulic principles, and basic water quality regulations.

Employees may be assigned tasks of a similar or higher-level classification to gain experience and training in preparation for advancement.

Ability to visually detect color changes and correct problems when performing chemical titrations.

Ability to maintain mental alertness and awareness when reading, measuring, and treating water in compliance with regulatory standards.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and one year of experience in general laboring, construction work, and water operations work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid state health department Water Treatment Certificate I

Possession of a valid North Dakota Class B CDL and Air Brake Endorsement.

Computer knowledge that relates to Microsoft email, Word Document, Excel Spreadsheet, keyboarding skills, and PowerPoint operations.

Three shifts maintain plant operations 24/7/365 including operating holidays and weekends

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and listen with meticulous accuracy. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and/or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to utilize ladders to necessary heights and depths for job functions.

WATER PLANT OPERATOR II

DEPARTMENT:	WTP	REPORTS TO:	Water Plant Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	54	DATE REVISED:	4/1/2022

NATURE OF WORK

This is an operator II position that involves highly technical work to maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act. This facility plays a critical role in maintaining public health and meeting regulatory standards. Operators are essential to the day-to-day monitoring, operation, and maintenance of this system.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Gives instruction and training to the water plant staff for the proper operation and maintenance of the water plant and all auxiliary equipment.

Makes periodic rounds of treatment plant and off-site facilities observing operating conditions, recording meter/gauge readings; also collecting water samples and performing the laboratory tests.

Records data from meters, gauges, control panels and adjusts chemical feed as required.

Operates treatment basins, filters, and chemical feed systems in an effective manner.

Cleans and maintains treatment plant, pumping stations, wells and reservoirs.

Maintains and repairs plant and off-site facility equipment; repairs pumps and motors, chemical feed equipment, and other equipment used in the water treatment process that includes preventative maintenance tasks.

Safe handling of chemicals and equipment including the transfer and storage of hazardous materials.

Train less experienced staff to operate a tandem axle truck while performing sludge removal.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledgeable of laboratory and water maintenance practices.

Knowledgeable of safety standards and precautions related to the use of hand and power tools.
Must be able to communicate effectively with staff, users, and all related organizations.

Ability to assist in the training of less experienced staff to operate Supervisory Control and Data Acquisition (SCADA) and other software systems

Ability to assist in the training of less experienced staff to operate pumps, electric motors, control systems and other equipment common to water treatment facilities.

Ability to use, maintain, and train less experienced staff on bench and hand tools, and water testing equipment.

Ability to assist in the training of less experienced staff to operate machinery that consist of motor vehicles, loader, skid steer, snowplow attachments, dump truck, crane, and any other equipment.

Ability to collect water samples and conduct routine laboratory tests.

Ability to understand and follow oral and written instructions.

Ability to assist in the training of less experienced staff to understand water treatment practices, hydraulic principles, and basic water quality regulations.

Employees may be assigned tasks of a similar or higher-level classification to gain experience and training in preparation for advancement.

Ability to visually detect color changes and correct problems when performing chemical titrations.

Ability to maintain mental alertness and awareness when reading, measuring, and treating water in compliance with regulatory standards.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and one year of experience in general laboring, construction work, and water operations work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid state health department Water Treatment Certificate II

Possession of a valid North Dakota Class B CDL and Air Brake Endorsement

Computer knowledge that relates to Microsoft email, Word Document, Excel Spreadsheet, keyboarding skills, and PowerPoint operations.

Three shifts maintain plant operations 24/7/365 including operating holidays and weekends

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and listen with meticulous accuracy. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and/or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to utilize ladders to necessary heights and depths for job functions.

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WATER PLANT OPERATOR LEAD

DEPARTMENT:	WTP	REPORTS TO:	Water Plant Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	56	DATE REVISED:	03/01/2026

NATURE OF WORK

This is a lead operator position that involves highly technical work to maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act. This facility plays a critical role in maintaining public health and meeting regulatory standards. Operators are essential to the day-to-day monitoring, operation, and maintenance of this system.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Gives instruction, training, and evaluation of the water plant staff in the proper operation and maintenance of the water plant and all auxiliary equipment.

Makes periodic rounds of treatment plant and off-site facilities observing operating conditions, recording meter/gauge readings; also collecting water samples and performing the laboratory tests.

Records data from meters, gauges, control panels and adjusts chemical feed as required.

Operates treatment basins, filters, and chemical feed systems in an effective manner.

Cleans and maintains treatment plant, pumping stations, wells and reservoirs

Maintains and repairs plant and off-site facility equipment; repairs pumps and motors, chemical feed equipment, and other equipment used in the water treatment process that includes preventative maintenance tasks.

Safe handling of chemicals and equipment including the transfer and storage of hazardous materials.

Train less experienced staff to operate a tandem axle truck while performing sludge removal.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Highly skilled and knowledgeable of laboratory and water maintenance practices.

Highly skilled and knowledgeable of safety standards and precautions related to the use of hand and power tools.

Must be able to communicate effectively with staff, users, and all related organizations.

Ability to train less experienced staff to operate Supervisory Control and Data Acquisition (SCADA) and other software systems

Ability to train less experienced staff to operate pumps, electric motors, control systems and other equipment common to water treatment facilities.

Ability to use, maintain, and train less experienced staff on bench and hand tools, and water testing equipment.

Ability to train less experienced staff to operate machinery that consist of motor vehicles, loader, skid steer, snowplow attachments, dump truck, crane, and any other equipment.

Ability to collect water samples and conduct routine laboratory tests.

Ability to understand and follow oral and written instructions.

Ability to train less experienced staff to understand water treatment practices, hydraulic principles, and basic water quality regulations.

Employees may be assigned tasks of a similar or higher-level classification to gain experience and training in preparation for advancement.

Ability to visually detect color changes and correct problems when performing chemical titrations.

Ability to maintain mental alertness and awareness when reading, measuring, and treating water in compliance with regulatory standards.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and one year of experience in general laboring, construction work, and water operations work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid state health department Water Treatment Certificate III or ability to obtain it.

Possession of a valid North Dakota Class B CDL and Air Brake Endorsement.

Computer knowledge that relates to Microsoft email, Word Document, Excel Spreadsheet, keyboarding skills, and PowerPoint operations.

Three shifts maintain plant operations 24/7/365 including operating holidays and weekends

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and listen with meticulous accuracy. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and/or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision,

color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to utilize ladders to necessary heights and depths for job functions.

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WATER PLANT OPERATOR

DEPARTMENT:	WTP	REPORTS TO:	Water Plant Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	NA
PAY GRADE:	50	DATE REVISED:	4/1/2022

NATURE OF WORK

This is an entry-level position that involves technical work to maintain the safe and efficient operation of the City's Water Treatment Plant and Water Supply System, including stations, towers, and reservoirs, in accordance with the Safe Drinking Water Act. This facility plays a critical role in maintaining public health and meeting regulatory standards. Operators are essential to the day-to-day monitoring, operation, and maintenance of this system.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Receives instruction and training from the water plant staff in the proper operation and maintenance of the water plant and all auxiliary equipment of all facilities.

This position will be performing plant operation and equipment maintenance.

Makes periodic rounds of treatment plant and off-site facilities observing operating conditions, recording meter/gauge readings; also collecting water samples and performing the laboratory tests.

Records data from meters, gauges, control panels and adjusts chemical feed as required.

Operates treatment basins, filters, and chemical feed systems in an effective manner.

Cleans and maintains treatment plant, pumping stations, wells and reservoirs.

Performs property maintenance and seasonal duties.

Maintains and repairs plant and off-site facility equipment; repairs pumps and motors, chemical feed equipment, and other equipment used in the water treatment process that includes preventative maintenance tasks.

Safe handling of chemicals and equipment including the transfer and storage of hazardous materials.

Learn to operate a tandem axle truck while performing sludge removal.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of laboratory and water maintenance practices.

Some knowledge of safety standards and precautions related to the use of hand and power tools.

Must be able to communicate effectively with staff, users, and all related organizations.
Ability to learn and operate Supervisory Control and Data Acquisition (SCADA) and other software systems

Ability to learn and operate pumps, electric motors, control systems and other equipment common to water treatment facilities.

Ability to use and maintain bench and hand tools, also water testing equipment.

Ability to learn and operate machinery that consist of motor vehicles, loader, skid steer, snowplow attachments, dump truck, crane, and any other equipment.

Ability to collect water samples and conduct routine laboratory tests.

Ability to understand and follow oral and written instructions.

Ability to learn and understand water treatment practices, hydraulic principles, and basic water quality regulations.

Employees may be assigned tasks of a similar or higher-level classification to gain experience and training in preparation for advancement.

Ability to visually detect color changes and correct problems when performing chemical titrations.

Ability to maintain mental alertness and awareness when reading, measuring, and treating water in compliance with regulatory standards.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Completion of high school and one year of experience in general laboring, construction, and water operations work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of valid North Dakota driver's license.

Computer knowledge that relates to Microsoft email, Word Document, Excel Spreadsheet, keyboarding skills, and PowerPoint operations.

Ability to obtain a ND Class B CDL and Air Brake Endorsement.

Three shifts maintain plant operations 24/7/365 including operating holidays and weekends

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and listen with meticulous accuracy. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and/or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to utilize ladders to necessary heights and depths for job functions.

WATER PLANT SUPERINTENDENT

DEPARTMENT:	WTP	REPORTS TO:	Utilities Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	WTP Staff
PAY GRADE:	74	DATE REVISED:	03/01/2026

NATURE OF WORK

This is supervisory, technical, and administrative work directing the operation and maintenance of a water plant, raw water collection system, potable storage reservoirs, booster stations, and elevated tanks. This facility plays a critical role in maintaining public health and meeting regulatory standards. The work is performed under the managerial direction of the Utilities Director. Considerable independence is exercised in the management of water treatment and maintenance activities. Supervision is exercised over personnel engaged in water treatment and plant maintenance activities through a subordinate supervisor.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Oversees the organization and activities of personnel in the operation and maintenance of a water plant including scheduling shift crews and work requirements.

Develops plans and procedures to ensure efficient plant operations to comply with established water purity standards, and also to understand and comply with the regulations set by the Safe Drinking Water Act, the US EPA, and the North Dakota Department of Environmental Quality

Analyzes and evaluates operational data; initiates and directs operational changes and practices.

Maintains operating records, compiles data, and prepares reports.

Oversees plant for conformance to prescribed operational modes and safe working conditions, investigates water quality complaints.

Decides remedial action in emergency situations when the Foreman is unable or needs assistance.

Prepares budget recommendations for plant needs including capital expenditures; prepares requisitions for plant equipment, materials, and supplies using an ERP system.

Determines special maintenance work and plant alterations; reviews and routes work orders for routine and breakdown maintenance requests when the Foreman is unable or needs assistance.

Participates in employee safety program and conducts on-the-job training.

Evaluates work of subordinates, issues commendations and disciplinary actions where warranted, and responds to employee complaints and grievances; confers with supervisor on difficult or particularly sensitive employee related problems.

Participates in the selection of candidates for employment in the water plant.

Conducts tours and lectures on the water treatment plant operation and its function.

Maintains employee payroll entries and annual evaluations in ADP.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Thorough knowledge of processes and equipment involved in water pumping and treatment, including basic chemical, bacteriological, biological, and hydraulic processes.

Considerable knowledge of maintenance needs of water plant equipment and machinery.

Considerable knowledge of computers, computer systems, and computerized SCADA Systems.

Considerable knowledge of state and federal water quality requirements and standards.

Considerable knowledge of methods and techniques used in the laboratory analyses of drinking water.

Considerable knowledge of effective supervisory methods and practices.

Ability to keep records, prepare reports, understand complex oral and written instructions including engineering plans, interpret data, and act effectively upon data presented or assembled.

Ability to communicate effectively both orally and in writing.

Ability to plan, organize, and supervise in a variety of operations functions.

Ability to establish and maintain effective working relationships with other employees, vendors, and the general public.

Ability to walk and climb stairs and ladders to conduct inspections. Ability to walk up and down stairs of the plant.

Ability to operate a motor vehicle. Ability to visually detect problems with water lines while on standby duty.

Ability to visually detect safety violations.

Ability to perform 24-hour standby duty for public works emergencies in the City of Minot.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in biology, chemistry, or sanitary/civil, chemical engineering, or related field and five years of practical experience in water treatment operations in a similar sized facility, including four years of supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a Class IV Water Plant Operator certification from the North Dakota Department of Environmental Quality.

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DRAFT

STORM SEWER FOREMAN

DEPARTMENT:	Public Works Utilities	REPORTS TO:	Utilities Director or Water/Wastewater Superintendent
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Storm Sewer Personnel
PAY GRADE:	63	DATE REVISED:	2/5/2026

NATURE OF WORK

This is skilled and supervisory work over personnel engaged in utility maintenance and operations of underground storm sewer lines, including collection, installation and repairs of storm sewer lines, catch basins, manholes and storm sewer lift stations. This work includes planning, organizing, coordinating, and assigning the work for storm sewer personnel and seasonal workers regarding Storm Sewer and Flood Control operations. Work is performed under the general supervision of the Utilities Director or Water/Wastewater Superintendent.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, schedules, coordinates, assigns and evaluates the work of subordinate storm water personnel; provides training and counseling, as needed.

Assures that proper safety equipment is used and that safety standards and precautions are followed.

Oversees and participates in storm sewer line, manhole, catch basin storm detention ponds and lift/pump station maintenance and repair; operates equipment as needed.

Oversees and participates in equipment maintenance and repair, such as pumps, motors, meters, SCADA storm lines detention ponds and the like.

Assures adequate supplies of materials and equipment are available to crew; orders supplies and materials as needed.

Prepares and maintains records for weekly and monthly reports; prepares reports; prepares time records for payroll purposes.

Inspects completed work; assures that work is completed properly; makes inspections of contractor work to assure compliance with City standards.

Assists in Locating storm sewer lines for utility companies, contractors and homeowners.

Ensures that equipment is in proper working order; oversees preventive maintenance on equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of installation, maintenance and repair of storm sewer lines, lift stations, manholes, catch basins and other underground apparatus.

Considerable knowledge of equipment maintenance and repair including pumps, motors, valves, meters, underground storm sewer pipes, storm water detention ponds and the like.

Must be on a continuous rotation for on-call duties.

STORM WATER FOREMAN (continued)

Considerable knowledge of medium motorized equipment operation.

Considerable knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment and hand and power tools, to working with and around electricity and in underground situations.

Ability to plan, organize, schedule, assign, evaluate and coordinate the work of subordinate employees.

Ability to train and counsel subordinate employees.

Ability to operate medium motorized equipment in a safe and effective manner.

Ability to use hand and power tools in a safe and effective manner.

Ability to keep records and prepare reports.

Ability to establish and maintain effective working relationships with other employees, contractors and the public.

Ability to communicate effectively, both orally and in writing.

Ability to walk and climb stairs and ladders to conduct field inspections.

Ability to operate a motor vehicle to inspect crews during underground installations.

Ability to visually detect safety violations.

Ability to walk to investigate storm sewer issues or other problems while on stand-by.

Ability to perform 24-hour standby duty for public works emergencies in the city.

Ability to visually detect problems with storm water lines, storm water pump stations, etc. while on standby duty.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of progressively responsible experience in storm sewer system maintenance and repair and some lead experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license and proper endorsements. Experience or training in the ND storm water runoff permitting process.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WATER/WASTEWATER SUPERINTENDENT

DEPARTMENT:	Water /Sewer	REPORTS TO:	Public Works Utilities Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	Water/Sewer Staff
PAY GRADE:	74	DATE REVISED:	12/5/2024

NATURE OF WORK

This is highly skilled, supervisory and administrative work over crews engaged in utilities maintenance work of all underground water distribution and service connections including all meter installations and maintenance. This also includes the direction and operation of all wastewater treatment and wastewater collection, including lift stations, aeration ponds, lagoon and wetland systems. Work is performed under the managerial direction of the Public Works Utilities Director. Supervision is exercised over subordinate supervisors of crews of utility service workers.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes, schedules, assigns and evaluates the work of subordinate supervisors over crews of utility service workers; provides training and counseling, as needed.

Establishes and implements a department performance management plan with goals, objectives, and metrics (key performance indicators) and reports on them monthly to executive management.

Establishes performance goals and individual development plans for direct reports and ensure the same for all members of the department.

Develops and recommends policies and procedures for the efficient management of the department's operations; oversees the operation and function of the asset and work order database including accuracy of data, preventive maintenance schedules, inspections, and automated reports. Prepares operational and statistical reports to reflect productivity of operations.

Organizes safety programs and other training for crew supervisors and other employees.

Assures that proper safety equipment is provided and that safety standards and precautions are followed.

Investigates and prepares incident reports, insurance documents for liability claims, injuries and vehicle or equipment accidents; assures work is completed according to City, State and Federal standards.

Prepares and presents annual budget for activities supervised; determines resource needs and financing requests; oversees departmental budgetary administration, analyzes data and maintains records and prepares reports related to the work using the enterprise resource planning and asset management information system.

Prepares council memos, contracts and other written communication for both internal and external customers and suppliers.

Controls the expenditure of budgeted funds; maintains general inventory of materials and supplies.

Analyzes and evaluates maintenance functions; initiates or recommends new or improved practices.

Coordinates and develops plans and procedures that will help to promote and assure the safety of the water and wastewater utilities in conjunction with federal and state regulations.

WATER/WASTEWATER SUPERINTENDENT (continued)

Coordinates underground utility locations with contractors and electrical and gas service utilities.

Investigates and initiates action or makes recommendations in response to citizen complaints or inquiries; initiates improvements to eliminate continuing problems. Coordinates activities between contractors and private citizens relating to water and sewer utility interruptions during emergencies and planned routine replacement projects.

Oversees underground inspections of water and wastewater line installation and repair. Assists in review of plans for both private and City owned water and sewer service installations.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Knowledge of installation, maintenance and repairs of underground water and sewer lines, lift stations, manholes and other underground apparatus.

Knowledge of equipment maintenance and repair including pumps, motors, valves, meters, hydrants and the like.

Knowledge of biological and chemical processes relating to natural processing of wastewater in a lagoon and wetland operation.

Knowledge of medium motorized equipment operation and maintenance.

Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment and hand and power tools, and working with and around electricity and in underground situations.

Knowledge of effective supervisory methods, practices and techniques.

Develops and maintains effective working relationships, especially in difficult situations. Engages and inspires others. Treats others with courtesy, sensitivity, and respect.

Works well in a dynamic team environment; works with other departments to promote collaborative relationships.

Exhibits a positive attitude and behaviors contributing to the City's values: professionalism, responsibility, integrity, dedication, and excellence. Shows a commitment to serve the public.

Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Ability to plan, organize, schedule, assign and evaluate the work of subordinate supervisors and other staff.

Ability to hire, train and counsel subordinate employees.

Ability to organize and implement effective safety and training programs for employees engaged in equipment operation and maintenance work.

Ability to keep records and prepare reports.

Ability to establish and maintain effective working relationships with other department employees, contractors, consulting engineers and the general public.

Ability to communicate effectively, both orally and in writing.

WATER/WASTEWATER SUPERINTENDENT (continued)

Ability to walk and climb stairs and ladders to conduct field inspections.

Ability to interpret and work from sketches, diagrams, and maps.

Ability to visually detect safety violations.

Ability to walk to investigate water main breaks or other problems while on stand-by.

Ability to perform 24-hour standby duty for public works emergencies in the city.

Ability to visually detect problems with water and sewer lines or other system related structures or equipment.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and possession of an associate's degree in Civil Engineering or a closely related field is preferred with a minimum of four (4) years of supervisory experience, or any such combination of education, experience in water and sewer system maintenance and repair work, and training.

NECESSARY SPECIAL REQUIREMENTS

Possession of a Class III water/wastewater operator certifications from the North Dakota State Health Department and a North Dakota Sewer and Water Installer's license is preferred; possession of a valid North Dakota driver's license is required.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WELDER/FABRICATOR (SHOP)

DEPARTMENT:	Public Works Operations	REPORTS TO:	Shop Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	57	DATE REVISED:	2/12/2026

NATURE OF WORK

This is skilled welding work in the fabrication or repair of machinery, equipment and vehicles. Work is performed under the general supervision of the Bus Services/Shop Maintenance Foreman.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Repairs machinery, equipment and vehicles using arc and acetylene welding techniques.

Reviews drawings, sketches and blueprints to understand the welding project, recommends changes to the requestor, then discusses it with the Foreman.

Determines the best approach to completing the welding project.

Provides new fabrication designs in situations where unique repairs are required.

Completes cost estimates for time and materials so the Foreman can approve the project.

Maintains welding and metal fabrication equipment to ensure safe and efficient operation.

Performs major welding repairs on various vehicles and equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the working properties of metals and alloys and the methods and techniques of welding, cutting, brazing, heating, forging and shaping metals.

Considerable knowledge of blueprints, shop drawings and specifications sufficient to interpret, draft, modify, and follow them to complete welding repair and fabrication projects.

Considerable knowledge of welding practices and techniques, including the inspection of various ferric metals sufficient to repair or fabricate equipment, parts or accessories.

Considerable knowledge of the occupational hazards of welding equipment and relevant safety standards and precautions.

Considerable knowledge of standard practices, methods, tools and equipment of the automotive and mechanical trades.

Ability to weld in all positions: vertical, horizontal and overhead.

Ability to maintain service records using asset management software.

Ability to establish and maintain effective relationships with other employees.

Ability to diagnose defects in parts, vehicles and equipment.

WELDER/FABRICATOR (continued)

Ability to maneuver around and in vehicles and equipment.

Ability to hear noises and the sounds of equipment.

Ability to drive a vehicle to make road calls.

Ability to lift heavy objects.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or vocational school and four years of progressively responsible experience in skilled combination welding.

NECESSARY SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid North Dakota commercial driver's license and proper endorsements.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ZONING/CODE ENFORCEMENT INSPECTOR

DEPARTMENT:	Community and Econ Development	REPORTS TO:	Principal Planner
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	52	DATE REVISED:	4/1/2022

NATURE OF WORK

This is responsible technical work performing a variety of engineering and planning support tasks including zoning/code enforcement. The work includes providing information and assistance to the general public. Work is performed under the direction of the Principal Planner.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Serves as intake for zoning/code complaints.

Investigates zoning/code compliance issues.

Enforces City ordinance including but not limited to occupancy, public nuisance, zoning, and land use regulations such as those for home occupation, storage vehicles, commercial stores, residences, and commercial establishments.

Answers inquiries and assists the public and developers with Planning Department issues.

Assists the City Planner with processing planning applications, permits, and technical documents.

Uses legal records, technical documents, and map specifications.

Uses maps and other graphic presentations to illustrate zoning violations.

Conducts field surveys and investigations to assist in documentation and mapping indicating planning and/or zoning cases.

Prepares and distributes correspondence, memoranda, agenda items/packets, and other assigned documentation for the Planning Commission when necessary.

Maintains planning files and records in accordance with records retention guidelines.

Operates personal computer and other office equipment.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

General knowledge of purposes and techniques of planning and zoning.

General knowledge of construction standards and inspection methods and techniques.

General knowledge of geometry and basic mathematical calculations.

Ability to collect, organize, evaluate, and present pertinent data and information regarding zoning/code issues.

Ability to learn and utilize municipal code, geography of the city, and regulations and to apply this knowledge to enforcement responsibilities.

Performs research/collects information for various special reports required by the supervisor.

ZONING/CODE ENFORCEMENT INSPECTOR (continued)

Conducts clerical research and completes data for administrative and public reports, ensuring accuracy and completeness.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course to work and to work collaboratively with City departments, elected officials, and business partners.

Ability to coordinate, organize, and execute various projects; ability to analyze problems and identify alternative solutions; ability to project consequences of proposed actions and implement recommendations in support of goals.

Ability to stand or sit for extended periods of time.

Ability to operate personal computers and other general office equipment.

Ability to work independently, must be self motivated and capable of executing daily work activities with little direction

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a high school diploma or general education degree (GED) and 2 years of experience handling ordinance or public policy administration or related work, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must have a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.