



Commission Meeting

OCTOBER 8TH, 2024

Commission Meeting Agenda

October 8th, 2024

Chair J. Hart	—	Commissioner J. Bayliss	—
Commissioner J. Stokes	—	Commissioner J. Babich	—
Commissioner J. Sandstede	—	Legal Counsel A. Borland	—
General Manager L. Peterson	—	Auditors Abdo, LLP	—
Utility Operations S. Dickinson	—	Energy & Pricing P. Plombon	—
Customer Ser. & Finance J. Zallar	—	Admin & Comm E. Dixon	—
Electrical Operations S. Adams	—	Local 94 President Rich Kampsula	—

1. Management Updates: August 2024

- a. Samantha Adams – Electrical Operations Director
- b. Jill Zallar – Finance & Customer Service Supervisor
- c. Stefanie Dickinson– Safety & Facilities
- d. Paul Plombon – HREC & Heat

2. Budget Update

3. Items from September Commission Meeting



Item 1 – HPU Management Updates

Item 1 – HPU Management Updates

October 8th, 2024

Jeff Hart, Chairman
Hibbing Public Utilities Commission
1902 E. 6th Avenue
Hibbing, MN 55746

RE: Item 1 – Management Updates

Dear Commissioners;

Please find attached for your reviewal the HPU Managerial Updates for the month of September, 2024. Members of the management team will be present at the October 8th, 2024 Commission Working Session to provide updates and answer questions from Commissioners.

Sincerely;



Luke J. Peterson

September Monthly Highlights

ELECTRICAL DISTRIBUTION

The fall rush is on for construction season. Our crew continues to work on new services, upgrades, relocations. In September we saw some but fewer unplanned interruptions on our system. This kept our crew on planned work.

Electrical GIS

Overhead electrical distribution collection ~95% complete. Staff is in progress with our GIS consultant to get an underground distribution collection survey and application developed. The GIS data collected will provide many benefits. An example of a less known use from the overhead data is pole attachments were audited/collected and now digitized. This will make for an updated and more accurate billing process for joint use pole attachments.

Substation Projects

- Lakehead broke ground at our First Ave. sub project site. Other sub-contractors are schedule to begin their work that follows the ground break.
- Ansley parcel was identified to be zoned as residential. Staff worked with the city to retro this to I1, light industrial. In this process our water tower and the existing sub in same parcel were recognized in their place, as they exist, and to serve their utility purpose.
- Addresses were issued working with the city and county for the project sites. An audit was complete to verify 911 addresses for all sub. sites at the same time.

Vegetation

Our vegetation contractor is projected to complete work in the next 2 weeks. They are ahead of schedule. Some history on vegetation management: in the 1990's, the Utility Attorney required the HPUC to have an annual program for liability purposes after a major wind storm in town. We continue to see fewer call outs and faster restoration due to the program.

Streetlights

Our crew continues to work on overhead light maintenance and replacement requests as they come in. This work is a competing priority with service work and unplanned interruptions during construction season. Our excavation contractor is sourced to bore poly for another series of underground lighting repairs. After this series, new requests for URD lights will be held until thaw in 2025. A survey for maintenance with application and dashboard was piloted within line operations. This is being rolled out to our office staff and re-educated to our crew. The benefit will be a more effective and efficient way to report lighting problems and track progress.

Big Truck Day was an event hosted by the Hibbing Parks and Rec dept. on September 12th. HPU attended with a line crew bucket truck. Chad Adams, our line operations crew lead, provided demonstrations of the lift throughout the event. Community events like these are great opportunities to demonstrate the value of our municipal utility and inspire the next generation of utility workers. Thank you to Chad for his help throughout the evening, and to the Hibbing Parks & Rec. Dept. for planning the event.



September Monthly Highlights

Finance

Preliminary Rate study should be ready mid to end of October, staff have begun gathering end of year data.

Utility Billing

The utility bill final is done and we are running a test cycle before mailing to homes in October. The hardware is being upgraded currently which will help improve billing and accounting report processing time. Timeline below.

Customer Service

September Disconnection Stats:

- 261 Notice of Disconnection letters mailed September 16.
- Only 7 needed to be delivered to homes

Cold Weather rule began October 1.

Problem Submissions:

- Total emails received for problems submissions
- 44 emails on July 31 (Day of the storm)
- 15 emails in the month of August
- 9 emails in the month of September.

Working on collecting metrics for income phone calls.

Breakdown of the nine emails:

No power	1
Line down or power line issues	0
Tree issues	0
Street lights out	7
No water	1
No heat/steam issues - water (no heat/other) issues	0
Other	0
total emails rcv'd	9

Street lights:

We have 32 street lights that still need to be fixed (bulb(s) or eye. Oldest reporting light 8/28.

Metering

Staff is continuing to work closely with contractor on the lead and copper project and replacing the out dated meters while already at the home. On the next page you will see a timeline for the AMI project.

Warehouse

Warehouse staff have been working on making room for all of the AMI inventory – We pulled in an extra hand to get this done – Tom Monacelli and John Petron did excellent work!



Looking Forward

We will be looking into staffing as we have one retirement in metering and with AMI we are working numbers and seeing where we can aid this department.

Our customer service staff will be down by one temporarily come November. Right now, our usual temporary staffing company has only two candidates, one has very little experience and the other has not responded. Our hope is to get a qualified applicant now so they can train.

MONTHLY UTILITY RESOURCES UPDATE

IT PROJECTS WORKFLOW

Staff has been diligently reviewing map books for all utilities and working with staff from Bolton and Menk on accurately placing more data in GIS with the goal of utilizing the GIS data for locating in 2025.

FLEET

2025 priorities have been set. I look forward to providing an update to Commissioners. Feedback is needed on what items staff should prepare regarding a recommendation for a Capital purchase of a Digger Derrick for the line crew and 3 of the leased vehicles for meter readers will be considered for replacement in 2025.

The surplus fleet auction ended on October 3, where 7 items were sold for a total of \$22,110.00

The LEA yard auction for semi tractors and trailers is being scheduled to start in October.

FACILITY PROJECT UPDATES

The paint project at our transportation garage was completed on time and within budget. The final task for the project is to place an updated sign with our current logo.

HUMAN RESOURCES UPDATES

Abdo will begin collecting data from HPU for the Comp and Class study next month. Staff will plan to share more details on what to expect after the kick of meeting.

HPU management and Local 94 leadership attended labor training with the BMS, we will continue to meet with a representative to reform the labor management Committee meetings over the next couple months.

Re-advertising for the Superintendent of Instrumentation and Electrical

Maintenance has been started. There were 3 external applicants for the position, however none of them met the minimum requirements of the job.

Staff has been preparing for best next steps to replace of Safety and Facilities Coordinator. The recommendations for the vacancy are ready for review by Commissioners.

SAFETY UPDATES

There were no injuries and one incident in the month of September.

MMUA's safety training topic for October will be Forklift training.

Early stages of safety training planning for next year has begun with MMUA. HPU leaders will discuss and provide input on training for the 2025 training schedule.

LOOKING AHEAD...

Open Enrollment planning is still in the works. Benefits reconciliations are near complete and staff will schedule a review of current and available benefits with our employees.

Staff continues to work with Widseth to prepared for recommended 2025 facilities projects. Final touches on scope and drawings for more projects are near completed and will be ready to bid in late Q1 of 2025 with Commission approval.

Much of year end 2024 and the first parts of 2025 will require a lot of focus on year end tasks and assisting with data requests for the Comp and Class Study. Utility Resources and Accounting staff have been a great help and I look forward to our continued collaborations on shared priorities.

Before and after of the transportation building paint project completed in September 2024.



Hibbing Renewable Energy Center

Operations

HREC is currently operating with one turbine. Turbine 5 is currently averaging 5-8MW and fully supplying the city's heat line via extraction. Turbines 3 & 6 are in full overhaul status. Boiler 4 is running on mostly biomass with Boiler 3 as backup. Our South Header is isolated to facilitate long range repairs which are almost wrapped up.

Monthly Highlights

HREC has completed a major superheat replacement on Boiler 2 along with a complete replacement of the Boiler 2 ID fan and repairs to the front doors of the boiler shell. Turbine 6 has been pulled apart and is recommended for minor repairs. Auxiliary system inspections on Turbine 6 should wrap up by the beginning of November. Turbine 3 has had the shell removed and we are awaiting a recommendation for repair and maintenance from Ohman Industries.

Upcoming Schedule

October:

- Turbine 5 Isolation Replacement
- Boiler 4 shutdown for ID fan Replacement
- Continue TG 3 Rotor Repair
- Boiler 2 Front Replacement
- Completed Moving Wood Stockpile
- Balance Boiler 2 ID Fan
- Continue TG 6 Major
- MISO Outage week of 10/14
- MP Meter Conversion
- Compliance Testing
- FM Global Inspection 10/15
- Recommendation for MCC AC Unit
- Circ Pump Room Repairs
- Boiler Inspections Boilers 1 & 2

November:

- Blowdown Piping Bid Opening
- Wrap up TG 6 Major
- Begin Installation MCC AC Unit
- Boiler 4 ID Fan Wrap Up

Heat Crew

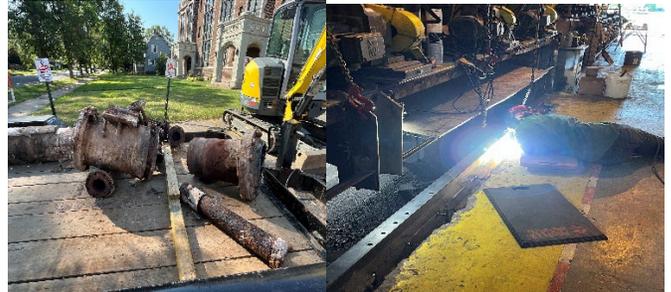
HPU Heat Crew has been diligently working on new gas services before winter starts and also repairs to the steam system with projects still remaining from the June storm/flooding. Interviews are ongoing for the vacant heat mechanic position.

Notable Projects

Old vs New 2A ID Fan TG 6 & TG 3 Inspections



Damaged Steam Component 2A Front Repairs



TG 6 Major Inspection





Item 2 – Capital Budget Update

Item 2 – Capital Budget Update

October 8th, 2024

Jeff Hart, Chairman
Hibbing Public Utilities Commission
1902 E. 6th Avenue
Hibbing, MN 55746

RE: Item 2 – Capital Budget Update

Dear Commissioners;

Please find attached the 2024 Capital Budget/Forecast approved at the December 2023 Commission Meeting. Staff has added a report on current progress of completed and active projects as well as a current estimate of HPU's year-end position.

We have also included in draft form an anticipated 2025 Capital Budget. We look forward to discussing this item with you in preparation for adoption prior to year-end.

Sincerely;



Luke J. Peterson

**PUC Planning
Capital Forecast Update**

DRAFT

\$ Thousands

	Capital Budget 2024	Actual 9 month 2024	Current Estimate 2024	Forecast 2025
Electric				
HREC	8,290	5,446	8,290	6,000
Electric Distribution*	500	93	500	3,000
Substation Construction	1,500	681	1,200	5,800
Electric Transmission				
Total Electric	10,290	6,220	9,990	14,800
Water				
Water Treatment existing	8,044	1,092	2,000	4,612
Water Treatment - Carey Valley	2,400	139	400	1,000
Water Distribution	6,700	2,517	6,700	7,000
Lead Service lines			580	1,000
Total Water	17,144	3,748	9,680	13,612
Gas				
Gas Distribution	100	23	100	150
Total Gas	100	23	100	150
Steam				
Condensate Return	1,000	12		1,000
June 18 storm damage		62	500	1,500
Steam System Optimization*	1,000			
Total Steam	2,000	74	500	2,500
Admin				
AMI	3,500	499	700	5,000



Item 3 – Items from September
Commission Meeting

Item 3 – Items from September Commission Meeting

October 8th, 2024

Jeff Hart, Chairman
Hibbing Public Utilities Commission
1902 E. 6th Avenue
Hibbing, MN 55746

RE: Item 3 – Items from September Commission Meeting

Dear Commissioners;

Please find attached for your reviewal the three items pulled from the Agenda of the September Regular Session. These items were pulled upon Commission request for additional and fall into the larger discussion topics of;

Fleet

Item 6.G.- Approve Purchase of 2024 Digger Derrick Line Truck from Sourcewell in the amount of \$474,144.65

Staffing

Item 7.B.- Approve Posting for Apprentice Lineman

Item 7.C.- Declare Vacancy and Approve Posting of a Human Resources Coordinator

As requested by the commission HPU management staff will discuss these items and answer any questions from the Commission.

Sincerely;



Luke J. Peterson



Item 6.G

Item 6.G – Approve Purchase of 2024 digger Derrick Line Truck from Sourcewell in the amount of \$474,144.65

September 24th, 2024

Jeff Hart
Commission Chair
1902 E. 6th Avenue
Hibbing, MN 55746

RE: Item 6.G – Approve Purchase of 2024 Digger Derrick Line Truck from Sourcewell in the amount of \$474,144.65

Dear Commissioners;

HPU's fleet mechanic, line crew and Director collaborated on reviewing line department fleet items as part of the HPU Fleet replacement program. Last year, staff had identified that the next recommendation for rolling equipment would be the Digger Derrick Truck. The line crew uses this truck to lift, dig and install power poles. This is what sets it apart from other multi use equipment in their fleet. The current digger truck is a 2008 and continues to become less reliable over time. It is needing more regular repairs and maintenance and at times leaving the line crew without a digger for weeks if it needs to be repaired out of town. Staff reviewed specifications for a new digger and would like to recommend moving forward with placing the order now in 2024 and will work with the vendor on opportunities to improve on the lead time if possible. Once the order is placed a fully upfitted digger derrick could take 1-2 years to receive. Currently lead times are looking more promising, closer to just over 1 year.

The total cost of the equipment is \$474,144.65 and we plan to fund this purchase through the annual fleet budget for the following two years in installments. We received a quote for a 2025 Digger Derrick and Kenworth T480 Truck from Sourcewell Contracts 110421-TER & 060920-KTC. Sourcewell is similar to the State of MN Cooperative Venture. Annual bids are collected for many items and contracts awarded to the lowest bidders to create a more efficient process for purchasers and also guarantees lowest dollar amount for qualified bidders. Purchasing through Sourcewell satisfies our bidding requirements as a public entity.

In conclusion, I strongly believe that the Digger Derrick Truck will be a valuable asset to our organization. I highly recommend its purchase and look forward to your approval.

Sincerely;



Luke J. Peterson



CUSTOMER ORDER ACKNOWLEDGEMENT

Terex USA, LLC dba Terex Utilities - 3140 15th Avenue SE - Watertown, SD 57201 - Phone: 605-882-4000

Date: 16-JUL-2024 **Quote Number:** QU32106-TU-V2 **Unit:** C5048
Sourcewell Contract Number: 110421-TER

Hibbing Public Utilities
1902 6th Ave E
Hibbing , MN 55746

Baseline Price: \$329,922.00

FET (If Applicable): \$593.65

Grand Total Each: **\$330,515.65**

This written description and attached specifications have been produced by Terex USA, LLC dba Terex Utilities and shall not be released, disclosed, nor duplicated without the written permission of Terex USA, LLC dba Terex Utilities, Inc.

Prices are subject to change until shipment. Applicable taxes and any applicable surcharges to be added. Taxes, shipping, handling and lead times are estimates and subject to change. Quoted prices are based on total package and subject to change if all items not purchased. All prices quoted are in U.S. dollars unless otherwise specified. Payment by cash or certified check only. **Chassis price based off current pricing available at time of quote. Pricing is subject to change based on vehicle sourcing; final price to be confirmed prior to time of invoice.** Chassis payment is due within 30 days of chassis receipt at our facility. Quote withdrawn after 60 days.

Please ensure the accuracy of the specifications and drawings you provide. Changes made after receipt of order may incur additional charges. If you are trading equipment in, you warrant that: You have good title to the trade-in; it is free of all liens and encumbrances; all information you have provided related to the trade-in is true and correct.

Terex purchased chassis through Terex preferred International Dealer will include at no additional cost a special tow package for 12 months/unlimited mileage to nearest International Dealership for a warrantable failure. Coverage limited to \$550 per incident. For roadside assistance call 1-800-448-7825.

Terex-purchased chassis through Terex preferred Freightliner Dealer will include at no additional cost a special tow package for 12 months/unlimited mileage/KM extended towing coverage \$550 cap FEX applies. For roadside assistance call 1-800-FTL-HELP.

Notes:

- 1) Delivery Terms are CPT - 2020 .
 - Delivery to customer included.
- 2) Payment Terms are Net 30 Pending Approval .
- 3) Delivery days from receipt of order shall be 520-720 Days .

Buyer hereby agrees to purchase the products in this quotation, subject to acceptance by Seller. Buyer has read and agrees to Seller's Terms and Conditions of Sale.

Buyer agrees that it shall not export or re-export Terex equipment or parts, technology, information or warranty related services directly or with its knowledge indirectly into: (a) Russia, Belarus or the following regions of Ukraine: Crimea, Sevastopol, Donetsk People's Republic (DNR), Luhansk People's Republic (LNR), Kherson and Zaporizhzhia; or (b) Iran, Cuba, Syria or North Korea without first obtaining written approval from Seller.

Terex USA, LLC dba Terex Utilities

Project Leader:	Jason Tvedt	Accepted By:	_____
Account Manager:	Erik Dahl	PO Number:	_____
		Quantity:	_____
		Grand Total:	_____
		Date:	_____



RIHM KENWORTH

4501 Tower Ave
 Superior WI 54880
 Phone: (715) 395-5350

QUOTE

Date: 07/23/2024
 Quote#: DE-12410
 Type: Cash
 Salesperson: Chuck Rupar

Bill To: 237172 HIBBING PUBLIC UTILITIES PO BOX 249 PO BOX 249 HIBBING MN 55746-0249 P:(218) 262-7700	Ship To: HIBBING PUBLIC UTILITIES PO BOX 249 PO BOX 249 HIBBING, MN 55746-0249
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Stock#: T480Digger VIN:Order Out	Price:	\$141,679.00
New 2025 KENWORTH T480		
Added Freight (driver, fuel, chase driver) from Body Co to Rihm KW, MN DOT, engine and transmission programming for proper PTO operation		\$1,750.00
	Total Price	\$143,429.00
	Admin Fees	\$200.00
	Total	\$143,629.00
<p>*Pricing based on Sourcewell Kenworth Trucks Contract 060920-KTC as per July 2023 Update The vehicle covered by this order is NEW and the written Manufacturer's Warranty delivered to the purchaser with such vehicle shall apply.</p>		
<p>Price does not include applicable taxes</p>		

THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE MANAGER.

Purchaser's Signature	Date	Sales Representative
	07/23/2024	Manager



Item 7.B

Item 7.B

Item 7.B – Approve Posting for Apprentice Lineman Position

September 24th, 2024

Jeff Hart
Commission Chair
1902 E. 6th Avenue
Hibbing, MN 55746

RE: Item 7.B – Approve Posting for Apprentice Lineman Position

Dear Commissioners;

HPU Management is requesting permission to post internally and externally for an Apprentice Lineman Position. This hiring will bring our current line crew to 7 workers to address construction and perform additional feeder rebuilds. This will provide a cost savings over contracting the same work.

Sincerely;



Luke J. Peterson

Hibbing Public Utilities

Position Description

Title	Line Worker - Apprentice
Classification	Non-Exempt
Department	Electric Distribution
Job Class	13

Date of last evaluation

Points Total

Commission Approved February 27, 2024

Supervisor: Electrical Operations Director, Line Crew Leader, Assistant Line Crew Leader

Supervisory Responsibility: None

Work Environment Works on energized equipment and lines up to 23 kV, rubber gloving and with hot sticks. Works in confined space areas, works with power outages in all weather conditions. Required to be on stand-by duty rotation.

Equipment: Operates aerial line truck, digger derrick, dump truck, pick-up, backhoe, trencher, forklift, and other heavy mobile equipment. Also operates appropriate test equipment, and all appropriate line worker hand, power tools, and equipment.

Work Hours: Monday to Friday, 7:00 am to 3:30 pm, may be required to be on standby duty rotation

Overview: Installs, repairs, and maintains all power transmission lines, distribution-overheads and undergrounds, transformers and related equipment, substations and street lighting systems in area served by the Public Utilities.

Duties:

- Receives instructions from supervisor, office, Line Crew Leader
- Receives wiring diagrams, specifications, and instructions covering emergency repair, installation, or inspection work to be performed.
- Interprets prints and wiring diagrams to locate and install circuits and equipment to determine material or replacement needs and a logical approach to troubleshooting and repair work.
- Plans working procedure for job as follows: Observes all safety precautions and the proper isolation of circuits to cause a minimum of interference to operations. Determines necessary tools and materials. Plans and performs work requiring a general working knowledge of electrical principles, wiring specification codes, properties of various materials and wiring specification codes, properties of various materials and principles of operation and applications of power transmission lines, transformers, circuits breakers, switch gears, and other related equipment, voltage regulators, capacitor
- Located sources of trouble by tracing and testing circuits and inspection for faulty operations. Isolates circuits, dismantles, inspects, repairs, and adjusts or replaces faulty parts and wiring on transmission lines or equipment. Works in close proximity to live high-tension lines. Works on hot lines. Works overhead on poles and buckets. Operates digger derrick to dig holes; erect poles; and installs cross arms, insulators, pole hardware, pole transformers, etc.
- Installs conduit, fitting, fixtures, and wiring. Makes electrical connections as required for new installations or replacement of facilities. Makes all required connector joints and splices for rubber or lead covered cable 25kV to120v.
- Installs street lighting. Digs trenches, lays cable, erects standards, connects leads and power. Installs feeders and lights. Handles lighting complaints, checks tests and repairs. Trouble shooting URD faults
- Maintains and rebuilds substations, changes transformers voltage regulators and auxiliary equipment.
- Remove and installs overhead wire, place on reels and store. Installs underground wiring and pad-mounted transformers.

- Operates line equipment to assist other crews.
- Keeps work areas in clean and orderly condition.
- Competent person for excavating.
- Vegetation management – line clearances, tree trimming, removal of trees on energized lines
- Public relations – disconnecting (especially non-pay disconnects), reconnecting, and installation
- Primary and current metering
- Snow removal
- Lawn mowing
- PCP's in transformer and clean-up, etc.

Qualifications (Minimum): Graduate from an accredited Line School, or the ability to within 6 months. Qualified per OSHA Standard 1910.269 including but not limited to CPR/First Aid, pole top and bucket rescue, pole climbing to Level 3, etc.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties may be assigned.

Required Education and Experience

- Graduate from an accredited Line School, or the ability to graduate in Spring 2024

Preferred Education and Experience

- Completion of a State of MN accepted apprenticeship program
- Qualified Electrical Worker per OSHA Standard 1910.269 including but not limited to CPR/First Aid training, pole top and bucket rescue, pole climbing to Level 3, etc.
- Over 3 years journeyman level experience in distribution construction and maintenance, with substantial distribution experience

Minimum qualifications

- Class A Driver license A with air brake endorsement, or the ability to obtain within 6 months

Physical Requirements

- Regularly travels to job sites and operates heavy equipment and is also exposed to vehicular traffic when working on road shoulders.
- Frequently lifts material weighing up to 70 pounds.
- Occasionally lifts and carries materials weighing up to 50 pounds and up to 75 pounds while in a truck bucket.
- Occasionally lifts materials or tools overhead of up to 25 pounds.
- Frequently performs physical labor requiring twisting, pushing, pulling, bending, kneeling and crawling movements.
- Occasionally positioning self in awkward positions while in a truck bucket.
- Occasionally climbs on equipment and trucks, uses a bucket trucks and climbs utility poles with belt and hooks, exposed to high places.
- Frequently grips and grasps tools and equipment to perform field duties. Significant force exerted on occasion for crimping connectors / objects or other tasks.
- Regularly exposed to heavy equipment machinery and other equipment with moving parts and loud noise.
- Occasionally operates vibrating tools such as chain saws for extended periods.
- Frequently works with computer for receiving work/service orders and to find map locations.
- Frequently communicates via radio or phone while performing work.
- Occasionally exposed to various chemicals used on materials and equipment.

Safety

Responsible for compliance with all OSHA, Utility, and regulatory agency safety regulations and requirements, as applicable to the duties of the job.

- Frequently in vicinity of high voltage electricity. Able to wear FR protective clothing and footwear.
- Frequently works from heights on ladders or in a bucket truck. Able to wear fall arrest equipment while working from a truck bucket.
- Occasionally exposed to heavy equipment machinery and other equipment with moving parts and loud noise.
- Occasionally exposed to various hazardous chemicals.
- Travels to job sites and frequently exposed to vehicular traffic while working near roads.
- Frequently exposed to extreme weather / temperature conditions.

Signatures

This job description has been approved by all levels of management.

General Manager

Signature Date

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee

Signature Date



Item 7.C

Item 7.C

Item 7.C – Declare Vacancy and Approve Posting of a Human Resources Coordinator

September 24th, 2024

Jeff Hart
Commission Chair
1902 E. 6th Avenue
Hibbing, MN 55746

RE: Item 7.C – Declare Vacancy and Approve Posting of a Human Resources Coordinator

Dear Commissioners;

With the recent resignation of our facilities and safety coordinator, I would like the Commission to consider a rebranded version of that role at HPU. After careful consideration, it made sense to utilize some internal resources to share responsibilities for facility needs and have a stronger focus be on Occupational Health and Safety. With the renewed focus the individual would be responsible for managing pre-employment screenings and physicals, our drug and alcohol screening program, all aspects of Work Comp cases and claims, overseeing MMUA's safety training program, creating safety training for departmental needs and managing the apprenticeship program. This individual would also be cross trained into payroll and benefits administration and be able to fill in for our other human resources coordinator when they are away from work.

I would like to recommend the Commission declare a vacancy for a Human Resources Coordinator – Occupational Health and Safety and approve posting beginning September 25, 2024 and approve the enclosed job description.

Sincerely;



Luke J. Peterson

Hibbing Public Utilities Position Description

Title Human Resources Coordinator – Occupational Health and Safety
Classification Exempt
Department Utility Resources

Date of last evaluation
Points Total
Commission Approved

Supervisor: Utility Resources Manager

Supervisory Responsibility: None

Work Environment: Indoor, controlled office setting, outdoor work near office building entrances.

Overview: This position, plans, directs, manages, and coordinates human resources programs and confidential activities of the Hibbing Public Utilities Commission. The programs are part of the occupational health and safety functions. This position assists applicants and employees with pre-employment and other required occupational health and safety needs. They also coordinate the safety and training programs at HPU.

Duties:

HUMAN RESOURCES – performs human resources programs including but not limited to:

- Creates and updates health and safety policies to comply with legal standards and best practice
- Prepares FMLA documentation and tracks FMLA usage
- Schedules random and pre-employment drug testing and receives results
- Works closely with HPU management on various occupational health needs and schedules appointments for employees
- Manages the incident reporting program, logging workplace injuries and illnesses
- Develops and maintains an employee wellness program to promote overall employee health and well being
- Assists the Utility Resources work group in new employee training and onboarding

Manages the Functional Joint Apprenticeship Committee program

- Acts as the chair of the Committee
- Creates agendas, meetings minutes and all other documents for the review process
- Works closely with the Department of Labor and Industry on entering new apprentices in their portal and participates annual compliance reviews
- Assists managers in creating apprenticeship program curriculum
- Orders apprenticeship books
- Reviews monthly apprenticeship timesheets and book work for compliance
- Assists the committee in reviewing and making recommendations regarding the FJAC standards

Manages Workers Compensation program

- Completes First Report of Injury reports and all other subsequent injury forms and provides information as requested
- Receives reports of work ability and tracks restrictions on duty

- Maintains all yearly and employee work-related injury files
- Serves as contact person for employees, LMC claims adjusters and QRC's
- Monitors open work comp claims
- Assists Managers in coordinating return-to-work and light-duty assignments
- Completes OSHA 300 logs and 300A Summaries for each Utility location

SAFETY – Coordinates all safety program activities in conjunction with HPU Management and external vendors:

- Conducts and oversees safety training programs to ensure employees are aware of workplace hazards and safety protocol
- Coordinates the Safety Committee and maintains all records of the committee
- Performs annual OSHA reporting in consultation with Management technical safety recommendations
- Coordinates with HPU Managers and other internal and external safety subject matter experts to ensure that HPU's policies remain in compliance with State, Federal and other local agencies
- Assists Managers with updating and maintaining the Emergency Response plans and conducts drills
- Manages record of annual employee safety training and ensures employees meet annual safety training requirements
- Conducts contractor safety training
- Implements and maintains ergonomics solutions to reduce strain and injury in the workplace

Other Comprehensive Human Resources tasks

- Assists with developing and revising HPU employee policies
- Ensures compliance with Federal and State poster regulations
- Assists with annual employee driver license verification (CDL and non-CDL)
- Completes employee boiler affidavits for testing
- Monitors all employee boiler, Water Operator, Professional Engineer licenses
- Monitors the HPU Registered Electrical Employer, Master Electrician, and Unregistered Electrician certificates
- Maintains regular communication to keep employees informed about health and safety
- Encourages a culture of safety

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties may be assigned.

Required Education

- A Bachelor's degree in Human Resources, Occupational Health and Safety, Business Administration or a related field
- OR**
- A minimum of 5 years of relevant experience in lieu of a degree

Required Experience

Entry Level: 1-2 years of experience in Human Resources, Occupational Health, Safety or a related field
 Mid Level: 3-7 years of experience in Human Resources, Occupational Health, Safety or a related field
 Senior Level: 7+ years of experience in Human Resources, Occupational Health, Safety or a related field

Preferred Experience

- Certification as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or similar
- Human Resources Manager Certification

Additional Eligibility Qualifications

- Understanding Occupational Safety and Health Administration (OSHA) standards and other relevant laws
- Ability to conduct risk assessments and implement safety measures
- Strong verbal and written communication skills to effectively train and inform employees
- Ability to identify hazards and develop solutions to mitigate risks

Minimum qualifications

- Class D Driver License

Physical Requirements

- 50% sitting, 25% standing, 25% walking, lifting up to 25 lbs

Safety

Responsible for compliance with all OSHA, Utility, and regulatory agency safety regulations and requirements, as applicable to the duties of the job.

Signatures

This job description has been approved by all levels of management.

General Manager

Signature _____ Date _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee

Signature _____ Date _____