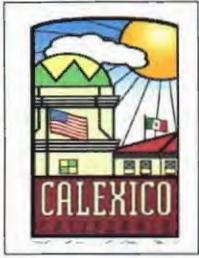


AGENDA
ITEM
10



AGENDA STAFF REPORT

DATE: September 18, 2019

TO: Mayor and Council Members

APPROVED BY: David B. Dale, City Manager *DD*

PREPARED BY: Denise Garcia HR/RM Manager *Denise Garcia*

SUBJECT: Approve & Adopt Job Description for Building Official

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Recommendation:

Approve and adopt the attached job description for the position of Building Official.

Background:

Over the past several months, the City has experienced some difficulty in recruiting for the executive level position of Planning and Building Director in the City. Coupled with the recent elimination of the Building Manager and Associate Planner Positions, City Administration is seeking creative strategies to continue providing quality service in the Development Services Department. Without a director, the need for someone in a lead capacity to provide day to day oversight and to complete projects is essential to a progressive and productive workflow. Currently, the department consists of one building inspector, one project inspector, two code enforcement officers, one administrative assistant, one temporary office technician, and two private consultants.

Discussion & Analysis:

The Building Official position will absorb the duties of the building inspector in addition to providing oversight with building and development operations and projects. The job description that has been provided for the position of Building Official enables the employee and the department to have a clearer prospective as to what duties and functions this position will perform and the needs the City will expect of them. This will also allow supervisors to set performance measures and organize accountability within the position, easing the completion of annual evaluations. Additionally, job descriptions can provide legal protection when assigning duties, or hiring with respect to disability accommodations and discrimination claims.

At this time, it is preferred for Council to take action to approve the Building Official job description as presented so that staff may recruit and fill this position as soon as possible.



Fiscal Impact:

Salary schedule is provided to reflect the base wage ranges. Funding and overall fiscal impact to the 19/20 budget is provided by the Finance Department in their staff report requesting a budget amendment to fill the position.

Coordinated With:

C.M.E.A. Representatives

Attachments:

1. Building Official Job Description
2. Proposed Salary Schedule



CITY OF CALEXICO

CLASS TITLE: BUILDING OFFICIAL

SALARY: \$4,708 - \$5,723

RANGE: G-42

BASIC FUNCTION:

Under direct supervision of the Development Services Director, this position oversees the day to day operation of the Development Review process including; coordinating and supervising the current building functions and building/rehabilitation inspection; provides interpretations of and recommendations for codes, plans and ordinances relating to building inspection and design review; provides assistance to the City Planner and does related work as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervises the implementation of various departmental policies programs and makes recommendations for changes.

Participates in and supervises the design review process and plan checking procedures.

Assists in the process of issuing permits relating to building, construction and alterations.

Directs and participates in the City's building/rehabilitations inspection program.

Coordinates and reviews the work plan for assigned staff; assign work activities, projects and programs; meet with staff and permit applicants to identify and resolve problems.

Makes field inspections of buildings and related structures to determine that construction, repairs and alterations are in compliance with applicable state and local codes and ordinances.

Prepare and present staff reports and other necessary correspondence.

Works in cooperation with the Planning Commission, design review committee and other governmental agencies, and community groups, as needed.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection and plan checking.

Provides sound technical and administrative policy recommendations to maintain objective interpretations of plans and proposals, designs and related projects within the City.

Consults with and advises contractors, developers and builders regarding existing laws, rules and procedures.

Reports to and advises department head of departmental progress and as conditions require.

Oversee the maintenance of records and files including those related to applications, permits, fees and correspondence related to building matters in line with the City's records retention policy.

Directs and participates in the preparation of complaints for legal action against violations of building codes as related to substandard buildings, unsightly premises and obvious health and safety hazard.

Makes recommendations to and performs Public Works inspections in cooperation with the Engineering division of Public Works.

September 2019

May perform other special projects and tasks as directed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Building construction, repair methods, alterations, and building materials; state and local building and planning codes, ordinances, rules and regulations; Proper building inspections methods.

ABILITY TO:

Understand and interpret technical building, planning and design codes, ordinances, plans and specifications;

Oversee, direct, and train subordinate staff;

Create and maintain effective relationships with contractors, general public, and city staff.

Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals;

Enforce necessary regulations with firmness and tact;

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

PHYSICAL:

Sufficient physical ability to work in an office setting and operate office equipment; sit , walk on uneven surfaces, stand and walk for extended periods, lift, climb, (i.e.: ladders, scaffolds, slopes, roofs, trenches), crawl (in attics or under flooring), and/or kneel for prolonged periods of time; sufficient mobility to work in and around construction projects; requires safely operating motorized vehicles.

VISION:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress, have sufficient eyesight to read plans, hard copy reports and computer images, and sufficient hand/eye coordination to perform semi-skilled repetitive movements including typing.

HEARING:

Hear in the normal audio range with or without correction at normal conversational levels in person and over the telephone.

ENVIRONMENT:

Office, field and construction site environment; travel from site to site; work at public counter; exposure to dust, noise, heat, cold, outdoors, and electrical energy.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the abilities and/or certifications would be:

College course work with emphasis in building inspection or related programs and five (5) years building inspection experience. Municipal government experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid I.C.B.O. certificate, valid California driver's license, and Continuing Education Courses as required by AB 717 to maintain a Building Official Certificate.

G-40	Hourly	25.854	27.147	28.504	29.929	31.426
	Pay Period	2,068	2,172	2,280	2,394	2,514
	Monthly	4,481	4,705	4,941	5,188	5,447
	Annual	53,777	56,466	59,289	62,253	65,366

G-41	Hourly	26.50053	27.82556	29.21683	30.67768	32.21156
	Pay Period	2,120	2,226	2,337	2,454	2,577
	Monthly	4,593	4,823	5,064	5,317	5,583
	Annual	55,121	57,877	60,771	63,810	67,000

G-42	Hourly	27.163	28.521	29.947	31.445	33.017
	Pay Period	2,173	2,282	2,396	2,516	2,641
	Monthly	4,708	4,944	5,191	5,450	5,723
	Annual	56,499	59,324	62,290	65,405	68,675

Building Official - PROPOSED

G-43	Hourly	27.84212	29.23423	30.69594	32.23073	33.84227
	Pay Period	2,227	2,339	2,456	2,578	2,707
	Monthly	4,826	5,067	5,321	5,587	5,866
	Annual	57,912	60,807	63,848	67,040	70,392

G-44	Hourly	28.538	29.965	31.463	33.037	34.688
	Pay Period	2,283	2,397	2,517	2,643	2,775
	Monthly	4,947	5,194	5,454	5,726	6,013
	Annual	59,359	62,327	65,444	68,716	72,152