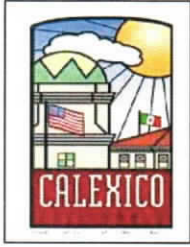


**AGENDA  
ITEM**

**7**



# AGENDA STAFF REPORT

**DATE:** December 21, 2022

**TO:** Mayor and City Council

**APPROVED BY:** Esperanza Colio, City Manager *Esperanza Colio*

**PREPARED BY:** Denise Garcia, Human Resources/Risk Management Manager *Denise Garcia*

**SUBJECT:** Adoption of the Job Description and Pay Range for the Position of Building Inspector I.

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**Recommendation:**

Adopt the Job Description and Pay Range for the Position of Building Inspector I.

**Background:**

The City allocated one (1) full time permanent Building Inspector I position for the fiscal year 2022/23. There is not a properly approved job description or salary range for the position of Building Inspector I currently on file. For auditing purposes and to reduce exposure to liability, it is necessary for City Council to formally approve all job descriptions and salary ranges.

**Discussion & Analysis:**

An approved job description and salary range must be approved prior to the recruitment and/or hiring process being initiated. Approval of this classification enables the City to begin the first steps of implementing a succession plan in the Building and Planning Department. By developing and training entry level positions the Department will be better prepared for promotions, retirements, or other departures by having their replacement ready to start. Formal job descriptions allow supervisory staff to set performance measures and organize accountability with the position, and track progress, for the completion of annual evaluations.

**Fiscal Impact:**

None.

**Coordinated With:**

City Administration

**Attachment:**

Exhibit A Building Inspector I Job Description





## EXHIBIT A

### CITY OF CALEXICO

#### **CLASS TITLE: BUILDING INSPECTOR I**

**MONTHLY: \$4,330 - \$5,264**

**RANGE: G-35**

#### **BASIC FUNCTION:**

Under the direction of the Planning and Building Development Director, with general guidance from the City Building Official, inspect buildings in various stages of construction for compliance to approved plans and applicable codes; review complex blueprints for code compliance; respond to questions and concerns from the public regarding building construction inquiries.

#### **DISTINGUISHING CLASSIFICATION FEATURES:**

The Building Inspector II is distinguished from the Building Inspector I by assignments requiring the application of greater specialized knowledge of two or more building codes and of City building inspection procedures, and by the expectation to typically resolve public relations conflicts with little supervision or assistance. The Building Inspector I incumbent usually works independently in the field and is responsible for decisions requiring discretion, judgment, and familiarity with a variety of codes and ordinances. Difficult or procedural problems are referred to the Building Inspector II and/or the Building Official. Employees in the Building Inspector I class may progress by a competitive promotion to Building Inspector II upon meeting the specific criteria-based on promotion requirements of performance, certification, education, and training and meeting the minimum qualifications for a Building Inspector II.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Inspect buildings in various stages of construction for compliance with approved plans and applicable codes; respond to questions and concerns from the public regarding building construction inquiries.

Inspect buildings for compliance with the California Building Standards Code; inspect footing and foundation and sub-base, framing of exterior and interior walls and roofs, and roof material applications; perform file inspection to assure code compliance of new and existing construction.

Inspect installations and maintenance of fire protection life safety systems and appliances, spray finishing, proper storage of hazardous and flammable materials for compliance of the Uniform Fire Code.

Respond to questions by telephone, in person or in the field regarding construction.

Prepare and maintain a variety of records and reports related to daily and periodic construction

**December 2022**