

## RESOLUTION NO. 1868

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
 AUTHORIZING AND ESTABLISHING THE POSITION  
 DESCRIPTION AND SALARY FOR BUILDING  
 OFFICIAL IN THE FISCAL YEAR  
 1988/1989 BUDGET

THE CITY COUNCIL OF THE CITY OF SOLEDAD DOES HEREBY  
 RESOLVE AS FOLLOWS:

Section 1. That the position description for Building Official is approved in the form of the document hereunto attached, marked Exhibit "A", and by reference made a part hereof.

Section 2. That said position is funded as part of the Fiscal Year 1988/1989 budget and that the position is classified as management upon the successful completion of a 180 probationary period with a starting salary of \$26,000 per annum.

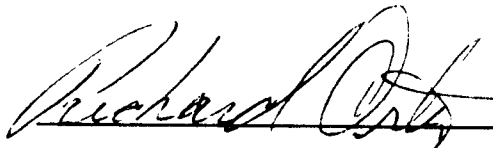
Section 3. That the Mayor shall sign and the City Clerk attest to the adoption of this resolution.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 9th day of August, 1988, by the following vote:

AYES, and in favor thereof, Councilmembers: Campos,  
 Ledesma, Untalon, Mayor Pro Tem Slagle, Mayor Ortiz

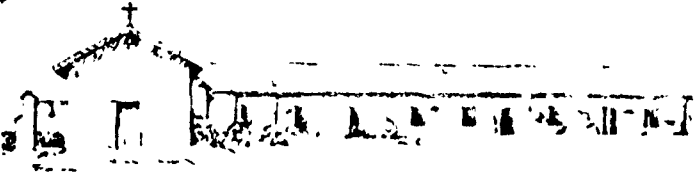
NOES, Councilmembers: None

ABSENT, Councilmembers: None

  
 \_\_\_\_\_  
 MAYOR OF THE CITY OF SOLEDAD

ATTEST:

  
 \_\_\_\_\_  
 CITY CLERK OF THE CITY OF SOLEDAD



MISSION NUESTRA SEÑORA DE LA SOLEDAD FOUNDED 1791

## City of Soledad

647 Front Street  
Post Office Box 156  
Soledad, California 93960  
(408) 678-3963

### BUILDING OFFICIAL POSITION DESCRIPTION

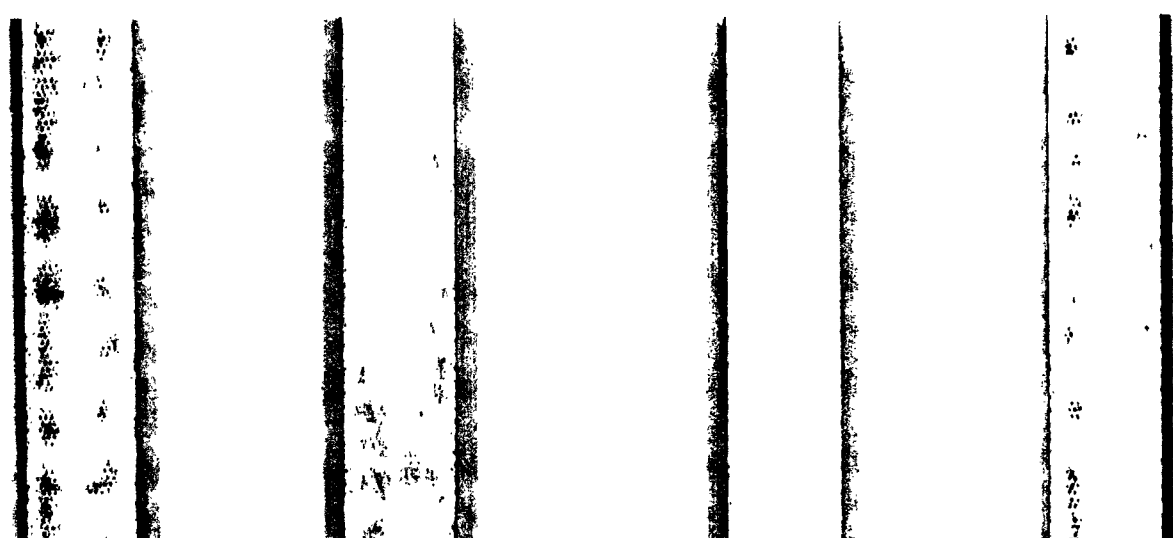
#### POSITION SUMMARY

Under the direction of the City Manager, the Building Official is responsible for the enforcement of all applicable building codes, fire and other health and safety regulations. Summary duties include but are not limited to: supervising the daily operation of the Building Department, receiving and processing building permit applications, review of building plans and other development applications, conduct of building and/or construction field inspections and other fire/life safety inspections as required. Establishes and collects fees for building, plan checking, encroachment, and other development applications. Prepares written reports on the activities of the Department. Recommends and keeps the City advised and in compliance with changes in federal/state law and other national standards for building construction and fire safety.

#### EXAMPLES OF PRINCIPAL DUTIES

1. Receives and processes all applications for building permits; reviews plans and specifications for conformance with Municipal Codes and standard building and construction codes. Receives and reviews plans and reports required for development. Determines permit information on occupancy, type of construction, soils, grading, drainage, fire flow and other applicable factors. Establishes and collects building and other development permit fees.
2. Reviews and checks construction and development plans for private structures and other improvements. Receives and checks for completion of building plans, structural calculations and soil reports for tract developments, commercial and industrial construction.
3. Performs construction inspection and enforcement work to secure compliance with building construction codes and development standards, applicable ordinances and other health

Exhibit "A"



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and safety requirements relating to construction and development activities. Reviews construction plans and specifications for conformance with all applicable codes. Advises contractors and general public as to technical interpretations of the requirements of codes and ordinances. Assists with the operation of the housing rehabilitation program.

4. Conducts required physical inspections of job sites for code compliance. Advises contractors and general public as to technical interpretations of the requirements of codes and ordinances. Prepares reports of inspection activities and maintains related records. Inspects commercial buildings and businesses on a regular basis for fire code compliance and other City occupancy requirements.

5. Coordinates and enforces the Dangerous Building Code. Identifies and recommends for abatement substandard buildings and other structures not in compliance with fire and other health and safety standards.

6. Participates in the review of development and land use applications.

7. Coordinates the review and approval of affected departments such as Planning, Public Works, and Fire on plan checks and building permits.

8. Maintains files and logs of all activities and prepares written reports and correspondence.

9. Assures that appropriate records and logs are maintained on department activities; prepares reports of inspection activities and, as requested by the City Manager reports on other activities related to code enforcement.

10. Controls departmental budget expenditures; attends public and private meetings as required; undertakes special assignments and other duties as may be required by the City Manager.

KNOWLEDGE, SKILL AND ABILITY

Extensive knowledge of modern principles and practice of the materials, methods and techniques used in construction and maintenance of buildings; knowledge of building and

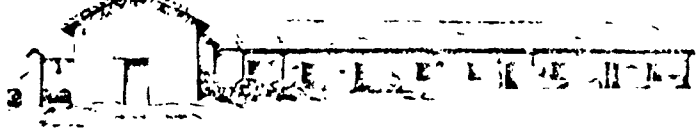
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construction materials, building and related codes and ordinances governing construction and maintenance of buildings; knowledge of national fire code requirements; ability to develop long-term plans and programs and to make sound decisions on matters; ability to establish and maintain effective working relationships with other City officials, contractors, engineers, architects and property owners and the general public. Ability to communicate effectively in speech and in writing. Fluency in the Spanish language is desirable.

EDUCATION, EXPERIENCE AND TRAINING

Two years of building inspection experience and two years of journeyman level experience in the building and construction trades and I.C.B.O. Combined Inspector Certification or four years of journeyman level experience in the building and construction trades and I.C.B.O. Combined Inspector Certification; or any satisfactory equivalent combination of experience, training and skills. A valid California Driver's License is required. The minimum level of education accepted is a high school diploma or GED equivalent. College education with an "Associate in Arts" degree in building technology is desirable.

AA/EEO



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## BUILDING OFFICIAL Summary of Benefits

I. STARTING SALARY:

\$26,000 per annum or \$2,167 per month

II. MANAGEMENT INCENTIVE:

After successful completion of 180 probationary period, 6 days annual leave and \$100 monthly expense allowance

III. VACATION AND HOLIDAYS:

Ten (10) days paid vacation and twelve (12) employee holidays

IV. HEALTH:

Medical includes PCS card for prescriptions, vision and dental coverage. Coverage for employee is fully paid and, \$80.00 monthly toward cost of dependent coverage paid by City. A \$10,000 life insurance policy on employee life is provided.

V. LIFE AND DISABILITY:

Disability coverage at 66% of employee salary for one year. Life insurance at 1-1/2 times employee's yearly salary fully paid by City.

VI. RETIREMENT:

City belongs to a 401k pension plan fully approved by the IRS. Employee contributes 5-1/2%, City contributes 6-1/2%. If employee has no dependents on Health Plan, City will pay the 5-1/2% as other income thus resulting in no cost to employee for employee share. Full vesting in five (5) years.