

RESOLUTION NO. 4181

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
ESTABLISHING A REVISED SALARY RANGE AND APPROVING A REVISED
CLASS SPECIFICATION (JOB DESCRIPTION) FOR THE
BUILDING OFFICIAL CLASSIFICATION**

WHEREAS, on November 20, 2007, the City Council, Planning Commission and management team participated in a strategic planning retreat; and

WHEREAS, one of the three-year goals is; Recruit, Develop, and Retain Quality Staff; and

WHEREAS, the City of Soledad has been unsuccessful in recruiting qualified candidates for the Building Official job classification; and

WHEREAS, the City of Soledad wishes to establish a more competitive compensation package for the Building Official by increasing the salary range; and

WHEREAS, the City's Recruitment and Selection Committee has reviewed and concurs with the recommended job description and salary range.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Soledad as follows:

Section 1. The salary range of the Building Official job classification is hereby established as Range 69, \$6,864.51 to \$8,186.06 per month.

Section 2. The class specification (job description) for the Building Official classification attached hereto and marked as Exhibit A is hereby approved.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Soledad duly held on the 5th day of March 2008, by the following vote:

AYES, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

NOES, Councilmembers: None

ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None

ATTEST:


NOELIA F. CHAPA, City Clerk

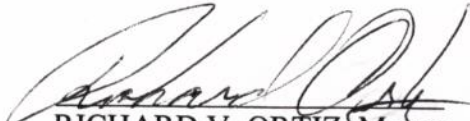

RICHARD V. ORTIZ, Mayor

EXHIBIT A

CITY OF SOLEDAD

FLSA: EXEMPT
Approved March 5, 2008

BUILDING OFFICIAL

DEFINITION

Plans, organizes, directs and performs building division functions and building code enforcement activities for the City, including the issuance of building permits, review of building plans and other applications, the conduct of building and construction field inspections, and the conduct of additional fire, health and safety inspections as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Community Development Director. The incumbent acts with significant independence; however, all activities are coordinated through the Community Development Director. May provide supervision and technical direction to lower-level professional, technical or clerical staff.

CLASS CHARACTERISTICS

This single-position classification has responsibility for the enforcement of building, fire and related codes and regulations, and for overseeing the activities of the building division. The incumbent is responsible for developing and carrying out programs within the City to ensure compliance with applicable State and local codes and regulations. This class is distinguished from the Building Inspector by the greater complexity and scope of duties assigned and performs the more complex inspection service assignments both in the office and the field.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in the development and implementation of the City's goals, objectives and priorities in areas of assignment; establishes divisional programs consistent with and supportive of these goals, objectives and priorities.
- Participates in the annual budgetary process, providing estimates of budget requirements; administers revenue collection and divisional purchases in support of planned and approved programs.
- Receives and processes applications for building permits; coordinates approval of permits with the Community Development Director; determines permit information required regarding occupancy, type of construction, soils, grading, drainage, fire flow and other applicable factors; determines and collects building and development permit fees.
- Reviews plans and specifications for conformance with municipal, building and construction, fire and health and safety codes;
- Reviews and recommends improvements to building division processes, systems and procedures; proposes adoption of new codes; establishes system controls for building permits, plan checks and inspections; maintains the integrity of the City's building program and ensures compliance with all City, State and Federal ordinances, guidelines, regulations and laws.

BUILDING OFFICIAL

Page Two

- Conducts code enforcement activities in relationship to overcrowding, sub-standard housing abatement, dangerous building abatement and specific housing complaints.
- Serves on various regional agencies and task forces representing the City and makes presentations before regional agencies; maintains effective liaison with colleagues in local, State and Federal agencies.
- Provides professional staff assistance and technical support to the Community Development Director; drafts correspondence in response to public inquiries; monitors departmental program activities for compliance with regulations and agency priorities.
- Inspects commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
- Examines plans and specifications of new construction additions and alterations to residential and commercial buildings to determine compliance with the provisions of construction codes, ordinances and regulations.
- Coordinates with all Departments to identify needs and project priorities.
- Perform a variety of activities including preparing Request for proposals and contracts, directing health and safety investigations, reviewing engineering calculations and documents, and directing the issuance of building permits and citations.
- Plan, organize, coordinate and direct the City's ADA compliance efforts; serve as ADA technical advisor to City departments; work with developers in the construction of barrier free parks, facilities and buildings; serve as Staff for the City's ADA Compliance Advisory Committee; maintain and update the City's ADA records and compliance history.
- Perform energy calculations.
- Performs other duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of building inspection processes and governmental and municipal administration.
- Principles and practices of supervision, training and evaluation.
- State and Federal laws and regulations governing building inspection.
- Standard office practices, procedures, methods and equipment.
- Personal computer use and application.
- Construction techniques and building safety.

Ability to:

- Apply and adapt established methods to a variety of building inspection and code enforcement transactions and problems.
- Develop, revise, install and maintain manual and computerized record keeping systems and procedures.
- Analyze and interpret plans, specifications and records.
- Prepare detailed reports and analyses.
- Communicate clearly and concisely both orally and in writing.
- Make public presentations.
- Become familiar and conversant with municipal ordinances applicable to division activities.
- Interpret and apply complex State and Federal regulations.
- Make mathematical computations rapidly and accurately.
- Perform energy calculations.

BUILDING OFFICIAL

Page Three

- Maintain accurate records and files.
- Use tact, initiative and independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of experience and education that would be likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Four years in any combination of building inspection, code enforcement, city planning, construction contracting or work that will have provided the required knowledge and abilities. Two years of supervisory or management/administrative experience in a municipal or governmental setting is highly desirable.

Education – Equivalent to completion of two years of college or possession of an Associate of Arts degree in planning, construction management or technology, public or business administration or a field related to the work. Completion of a Bachelors degree in the stated fields may be substituted for two years of the non-supervisory experience.

Licenses:

- Must possess a valid California class C driver's license with satisfactory driving record.
- Possession of an ICBO Certificate as a Building Official and Combination Building Inspector is required at time of hire.
- An ICBO Combination Plans Examiner certification will be required within one (1) year of hire.
- Able to become a Certified Energy Plans Examiner through CABEC within eighteen (18) months of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are frequently exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.