

November 3, 2005

Honorable Mayor and Members of
The Hermosa Beach City Council

City Council Meeting of
November 8, 2005

**Review and Approval of Revised Class Specification for Senior Building
Inspector**

Recommendation

Staff recommends that the City Council approve the class specification for Senior Building Inspector

Background

The Senior Building Inspector position is currently vacant. The City conducted a recruitment to fill the vacant position which was unsuccessful. The Community Development Director reviewed the duties and responsibilities of the position, the structure of the building division functions and the current class specification to determine if any changes were necessary in the job to make it more attractive and competitive in the market to attract highly qualified candidates. The proposed changes are indicated with strikeouts of language to be deleted and underscore of the new language.

Analysis

The most significant change to the specification was to add duties and responsibilities relating to the class functioning as a Deputy Building Official.

In addition, the Senior Building Inspector classification has received a 10% premium for performing duties as the division manager of the Building Division of the Community Development Department. There are specific duties, responsibilities and prerequisites for this assignment that are currently contained in the memorandum of understanding. As this assignment is an integral part of the duties of the position and key in the Department's structure, it is appropriate to include the duties in the class specification. The associated premium pay would be added into the base salary and the salary range amended appropriately.

The education requirements have been changed to reflect the deputy building official function and are consistent with other comparable classifications in other cities.

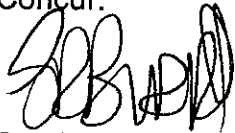
The Civil Service Board reviewed and approved the proposed class specification at their meeting of October 26, 2005. Following approval by the City Council, staff will begin a recruitment and examination to fill the position.

Respectfully Submitted:



Michael Earl
Personnel & Risk Management Director

Concur:



Stephen Burrell
City Manager

CITY OF HERMOSA BEACH
Class Specification

SENIOR BUILDING INSPECTOR

DEFINITION

~~Under the administrative direction of the Community Development Director, the Senior Building Inspector coordinates and supervises the plan check and inspection activities of the department; acts for the Director in his absence on matters concerning the Building Division; and serves as staff liaison to the Board of Appeals.~~

Under general direction of the Community Development Director, supervises and coordinates building code compliance and work of code inspection personnel, activities and operations within the Building Division; coordinates assigned activities with other divisions and City Departments; serves as Deputy Building Official and assumes responsibilities of the Building Official in the absence of the Director, provides highly responsible and complex staff assistance to the Director on building code related matters and serves as staff liaison to the Board of Appeals.

EXAMPLES OF DUTIES

Duties of this position include, but are not limited to: Supervisiones of building inspectors and other department personnel; conducts inspections of residential, commercial, and industrial buildings and other structures for compliance with applicable codes; reviews plans for projects including construction, repair, maintenance, or alterations for code compliance; coordinates review of plans by other departments or agencies as required; schedules and coordinates sub-contractor plan review process; investigates violations concerning the provisions in the California State Building Standards Codes and takes appropriate actions to ensure professional execution of field operations; provides information to contractors, architects, and the general public regarding applicable code provisions; responsible for training and evaluation of inspection personnel. Prepares Building Division reports; manages code enforcement activities; completes special projects as assigned; prepares and presents reports for Planning Commission and City Council; and prepares and monitors division budget.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of California State building standards code and ability to become familiar with and interpret local building, planning and zoning code regulations. General knowledge of construction law and legal enforcement procedures; structural analysis and energy analysis of buildings; methods of construction and quality of materials. Ability to read and interpret engineering and architectural drawings, plans and specifications; interpret and explain city building inspection policies and procedures; provide technical review of new codes and code adoptions; resolve building plan check and inspection related problems with staff and the general public; understand and

implement automated permitting, permit tracking and workflow systems and maintain effective working relationships staff and the public. Ability to supervise; direct, coordinate and evaluate staff; ability to respond to inquiries, complaints and requests for services in responsive, tactful and fair manner; maintain complete records and logs and reports on field investigations; establish and maintain cooperative working relationships with the public and other City personnel. Knowledge of the permit review process and code adoption process. Ability to prepare concise written reports and letters.

Education and Experience: ~~Educational equivalent to graduation from an accredited college or university with an AA degree in Construction Technology, engineering or a related field.~~ Educational equivalent to graduation from an accredited college or university with a Bachelor's degree in Construction Technology, engineering or a related field, or alternately an AA degree from an accredited college or university and I.C.C. or C.A.L.B.O. certification as a Building Official. Four years experience in building trade construction work; and four years experience as a building inspector. Previous experience in supervisory capacity is required.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment. ICBO Certification in building inspection, plans-examiner and combination dwelling inspection and ICBO Certification as a Certified Plans Examiner.

Approved by the Civil Service Board: October 26, 2005
Approved by the City Council: