

Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting Date: November 19, 2019

To: Honorable Mayor and City Councilmembers

From: Ana Kwong – Administrative Services Director
Glenn Schainblatt – Building Official

Subject: Approval of Revised Job Description for Certified Building Official position

Recommendation That the City Council Approve the job description for Certified Building Official position

Funding: Currently Budgeted: Yes No N/A
Net General Fund Cost:
If Cost to Other Fund(s),

INTRODUCTION:

The item is to request that the City Council Approve the revised job description for certified Building Official position in the Building Department.

BACKGROUND:

The Building Department has 1.5 Full Time Employees (FTEs): (1) Building Official, (1) Senior Administrative Assistant as this position is job shared works 50% for Building Department and 50% for the Fire Department for administrative support. The City periodically reviews job descriptions and specifications to accurately reflect the current needs of the departments and City as a whole.

DISCUSSION:

The City of Sebastopol Building Department provides many of the basic services that affect the daily lives of everyone who lives and works in our City. Primarily, the department is responsible for administration, inspection, ADA compliance, and technical building of the City's infrastructure. The Building Official is designated the Floodplain Administrator and is responsible for the enforcement of flood zone regulations. The Building Official responds to code violations, housing complaints and is responsible of enforcement for compliance. Upon learning of the announcement for retirement of the Building Official, City staff reviewed the current job description and feel this is an opportunity to refine the duties and responsibilities to continue to provide great customer

service. This revised job description position is to fill the vacancy that will be created in January 2020 upon the retirement of Building Official Glenn Schainblatt.

FISCAL IMPACT:

Salary and benefits for this position has been budgeted for in the FY 2019-20 City Budget. There will be no increase for the Building Official position.

RECOMMENDATION:

That the City Council Approve the job description for the Certified Building Official position.

Attachments:

Job Description – Certified Building Official

**City of Sebastopol
Job Description**

Job Title:	Certified Building Official
Division	Management
Department	Building
Location	Located in Fire Department
Shifts	As Required
Reports to	City Manager
Prepared by	Building Official/Personnel Consultant
Approved by	City Council
Approved date	
FLSA Status	Exempt

SUMMARY

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Building Department, including building inspection and enforcement of state laws, codes, and local ordinances dealing with the construction of new buildings and the alteration, use, and ongoing safety of existing buildings to ensure that residential, commercial and industrial construction is in compliance with applicable Codes and Ordinances; individual is responsible for enforcing the Building, Housing, Electrical, Plumbing and Mechanical Codes of the City; performs inspection work; issues Building, Plumbing, Mechanical and Electrical permits and reviews all construction plans. Department Head positions serve a probationary period of one year!

DISTINGUISHING CHARACTERISTICS

This is a single position class department head classification and is distinguished from other Department head classifications by its responsibility to oversee the day-to-day operations of the Building Department. Department head classifications serve a probationary period of one year.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the City Manager. Responsibilities include direct supervision over assigned administrative office staff (administrative staff is 50% dedicated to the Building Department).

Example of Duties:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for assigned services and activities of the Building Department including enforcement, interpretation, and implementation of the City's building codes, customer service at the front counter, application intake, plan review, issuance of building permits, building inspections, and code enforcement.
- Direct, manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Oversee and participate in the development and administration of the Department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

- Provide effective management and leadership for the department in a manner that actively demonstrates a commitment to the City's core values, principles of continuous improvement, the City's safety programs and policy, characterized by an openness to innovative approaches.
- Actively promote the City's focus on effective and respectful communications to build better work relationships at all levels in the organization by emphasizing the concepts of self-awareness, emotional intelligence, productive conflict and conflict resolution, and prompt resolution of relational issues or miscommunication.
- Ensure preparation of high-quality, well-written, and logical Council communications, and provide well-considered, engaging, and responsive presentations to the Board, as needed, during regular, committee, and special meetings.
- Support the development and implementation of the City's Strategic Business Plan by directly engaging in periodic revisions to the overall plan and leading department-level discussions and multi-disciplinary teams to identify, prioritize, and implement Strategic Business Plan Initiatives on an annual basis.
- Support development and deliver the implementation of meaningful key performance indicators at the City and department level to measure performance relative to goals and drive organizational improvement over time.
- Ensure the completion of department work activities in a manner consistent with District policies and procedures, and applicable laws, codes, statutes, and regulations. Identify revised or new policies and procedures to address changes in work processes, legal requirements, and regulatory considerations.
- Administer the building permit appeals process; administer permit tracking system and building inspection records maintenance.
- Participate in and manage the building inspection function related to structural, plumbing, electrical and mechanical standards, and other building site issues, ensuring compliance with all applicable codes and regulations.
- Review plans and specifications relating to electrical, plumbing, mechanical, energy conservation, access compliance, and other building code requirements.
- Prepare and present staff reports and other necessary correspondence.
- Responsible for recommending modifications to inspection programs, policies, and procedures as appropriate.
- Responsible for preparing ordinances for the adoption of the State Codes.
- Attend and participate in professional group meetings and code hearings; maintain awareness of new trends and developments in the field of building inspection; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Issue citations for code and ordinance violations
- Perform related duties as required.

Typical Qualifications:

KNOWLEDGE OF:

Operational characteristics, services, and activities of a building and code inspection and enforcement program.

Principles and practices of building inspection

Principles and practices of program development and administration.

Methods and techniques of construction.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Legal processes and considerations involved in prosecution of violations of the building codes and ordinances.

Fire Codes and Uniform codes affecting building inspection.

Working knowledge of seismic and energy considerations in design and construction of buildings and structures.

Grading, erosion control, drainage and flood control methods and standards.

Pertinent federal, state, and local laws, codes, and regulations related to zoning, building construction, electrical work, plumbing and gas installations and mobile homes.

SKILL TO:

Read, interpret and analyze plans for major structures.

Visit construction sites and conduct building code inspections.

Conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.

Oversee and participate in the management of a comprehensive building inspection and enforcement program.

Oversee, direct, and coordinate the work of lower level staff.

Work with professional architects, engineers, builders, and the general public.

Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret and explain specific building codes, ordinances and administrative orders.

Research regulations, procedures and/or technical materials relating to building codes and enforcement.

Represent the City before other agencies and groups on building inspection and enforcement matters.

Make effective presentations before large and small groups of people.

Coordinate services with other departments with the city and with outside organizations, and agencies.

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

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.

ABILITY TO:

Work in a standard office setting and outdoor field environment with some travel from site to site.

Work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Work extended hours including evenings and weekends.

Stand or sit for prolonged periods of time.

Occasionally stoop, bend, kneel, crouch, reach, and twist.

Lift, carry, push, and/or pull light to moderate amounts of weight.

Use repetitive hand movement and fine coordination including using a computer keyboard.

Verbally communicate to exchange information.

Establish and maintain effective working relationships with those contacted in the course of work.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

EXPERIENCE AND EDUCATION

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

Experience:

Six years of increasingly responsible building inspection experience including four years of administrative and supervisory responsibility.

Six years' experience applying and interpreting provisions of the California Building, Housing, Plumbing, Electrical and Mechanical codes, Fire codes and related State and City codes and ordinances, including areas such as energy conservation, green building, access for the physically disabled, earthquake safety, and flood plain regulations.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to establish and maintain cooperative working relationships. Ability to operate communication equipment, utilize a personal computer and operate "over the counter" computer software.

Education:

A Bachelor's degree from an accredited college or university with major course work in architecture, engineering, construction technology, planning, or a related field.

License or Certificate:

Possession of a Chief Building Official certification.

Possession of a Plans Examiner certification from the International Code Council (ICC).

DSA CASp certification is desirable.

Possession of a valid driver's license.

Certification as a Certified Flood Plain Manager is not required at the time of appointment but will be required within one year of appointment.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with the City of Sebastopol. For continued employment with the City of Sebastopol, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.