

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 2, 2008 AGENDA**

| Subject: | Type: | Submitted By: |
|-----------------|---|--------------------------------------|
| JOB DESCRIPTION | RESOLUTION ORDINANCE ◆ RECEIVE/FILE | BRENDA S. GUNN CITY ADMINISTRATOR |

SYNOPSIS

A job description has been prepared for a Building Inspector II position and is attached for your review.

FISCAL IMPACT

Funds are included in the FY 08 municipal budget

RECOMMENDATION

Receive/File.

BACKGROUND

The creation of a Building Inspector II position was approved during the FY 06/07 budget process. The intent was not to hire additional employees, but rather to encourage the employees in the Building Inspector I position to become certified. As part of the FY 06/07 budget preparation, a salary analysis was conducted and it was determined that with certifications, the salary for Building Inspectors was not competitive. The Compensation Ordinance identifies a Building Inspector II at a pay range of 223 (\$37,710 - \$48,131). *The Building Inspector I pay range is a 218 (\$32,677 - \$43,805).* Both Building Inspectors are currently working on certification which it is anticipated they will receive sometime this spring.

Section 6.3 of the City of La Vista Personnel Manual states that the City Administrator shall conduct position classification studies whenever he/she deems it necessary or the duties and responsibilities have undergone significant change. If the City Administrator finds that a substantial change in organization, creation or change of position or other pertinent conditions make necessary the amendment of an existing class, he/she may amend the classification plan subject to review of the Mayor and City Council.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Building Inspector II
POSITION REPORTS TO: Chief Building Official
POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the Chief Building Official, assures citizen compliance with city ordinances and assists with primary construction inspections.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Reviews construction plans, development plans and proposals to assure compliance with the city ordinances and zoning requirements and prepares reports as required.
2. Identifies municipal code violations. Informs citizens of violations and takes appropriate action. Maintains accurate files/records regarding violations and any action taken.
3. Performs field inspections of new construction, alterations, renovations and repairs of all buildings within the city limits and the extra-territorial jurisdiction to ensure compliance with the appropriate adopted edition of the Uniform Code, applicable city ordinances and codes, and approved plans and specifications.
4. Maintains accurate files/records regarding construction inspections.
5. Issues residential light remodel permits.
6. Performs final inspections for certificates of occupancy.
7. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed outdoors year round, periodically during inclement weather, at construction sites, which may be dusty, noisy and hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hearing at normal conversation levels. Incumbents must have the ability to transport themselves to and from inspection sites and to lift up to 50 pounds. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain and at construction sites to conduct inspections. Work duties may also be performed indoors in an office setting.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Five years of construction experience or a combination of post-secondary education and experience.
3. Must possess a valid driver's license.
4. ICC Certification in one of the following: Building Official, Building Inspector, Plans Examiner, Plumbing Inspector, Mechanical Inspector, Electrical Inspector, Special Inspections Inspector.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of or ability to become familiar with municipal codes.
2. Knowledge of modern building construction practices, methods, materials and equipment. The ability to read and interpret building plans, plumbing, electrical and mechanical system schematics.
3. Knowledge of basic construction methods and techniques.
4. Ability to perform field inspections on new construction, alterations, repairs and remodels within the city limits and the extra-territorial jurisdiction as they relate to building construction.
5. Ability to utilize computers and software applications in the performance of job duties.
6. Ability to accurately perform mathematical calculations in the performance of job duties.
7. Ability to utilize independent judgment in the performance of job duties.
8. Ability to apply departmental policies and procedures in the performance of job duties.
9. Ability to work independently and effectively as part of a team and with the public.
10. Ability to communicate effectively, both orally and in writing.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

11. Ability to read blueprints and building specifications.
12. Ability to incorporate new regulations in duties.
13. Ability to maintain confidentiality.
14. Ability to enforce ordinances and other regulations with firmness, tact and impartiality.
15. Ability to prepare and maintain accurate departmental records and reports.
16. Ability to establish and maintain effective working relationships with building owners, contractors, engineers, architects, other governmental agencies and the general public.
17. Ability to maintain regular and dependable attendance on the job.

I have read and understand the requirements of this position description.

(Signature)

(Date)