


CITY OF CALISTOGA
CITY MANAGER'S OFFICE
MEMORANDUM

To: Honorable Mayor and City Council
From: James C. McCann, City Manager 
Date: September 16, 2008
Subject: Establishment of the Building Official classification and associated salary range

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ISSUE: Consideration of a Resolution authorizing the establishment of the classification of Building Official and an associated salary range.

RECOMMENDATION: Adopt Resolution.

BACKGROUND: The City Council discussed the proposal to establish a new job classification of Code Official during the June 23, 2008 City Council meeting. Staff suggested that the proposed classification would allow a better description of duties and classification of staff involved in administering our Building services functions. The City Council discussed and tabled the matter for further evaluation and input. Council members noted their concern with some of the duties suggested in the proposed classification especially those related to Fire Code interpretation, inspection and enforcement as well as to the salary range which had been suggested.

DISCUSSION: Following the Council's June discussion, staff has revised the proposed job classification to amend the proposed title from Code Official to Building Official and deleted reference to "Fire Officer" in the qualifications/license and certification requirements portion of the classification. Additionally, the proposed salary range has been revised from non-represented employees Range 22 (\$6,636-\$8,066 per month) to non-represented employees Range 18 (\$5,460 - \$6,636 per month). The City has utilized a survey of nine nearby communities for compensation comparison purposes over the recent years. Current data from these communities indicates that the proposed range is within the market of the four communities with a similar classification (St. Helena, American Canyon, Healdsburg and Sebastopol). Range 18 is the same pay scale as assigned to our Maintenance Superintendent, Plant Superintendent, and Recreation Superintendent positions.

33 The revised proposed title of Building Official is a more common title in the field
34 and reflects better the duties and responsibilities of the position versus Code
35 Official. The changes to the required qualifications to delete reference to "Fire
36 Officer" also makes clear that the classification is a building inspector,
37 construction code expert, plan checker and building division manager avoiding
38 any confusion which might be created regarding decision making authority
39 regarding application of the Fire Code (this is the responsibility of the Fire Chief)
40 or authority over other Fire services.

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42 **FISCAL IMPACT:** Creation of the new classification does not have a direct fiscal
43 impact. However, it is my intent that if authorized a promotional opportunity will
44 be available and will be filled; no increase in the number of full time employees
45 will result. The adopted Fiscal Years 2008/2010 budgets contain sufficient funds
46 in the Planning and Building Department for this action.

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48 **ATTACHMENTS:**

- 49
50 1. Draft Resolution.
51 2. June 3, 2008 Council staff report and minutes excerpt.
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CITY OF CALISTOGA

CODE OFFICIAL
EXEMPT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs a variety of supervisory, administrative and technical work in the areas of building inspection, plan review, fire prevention planning, permit processing, code enforcement and compliance activities; plans, organizes, supervises, reviews and participates in the work of technical and office support staff; coordinates activities with other City departments and divisions and outside agencies and organizations; develops and implements programs and procedures within the Building Division; enforces applicable sections of Title 15 of Calistoga's Municipal Code, and others as specifically referenced; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Code Official** is a division manager within the Planning and Building Department, and exercises full responsibility for planning, organizing and directing the work activities of Building Division. This classification is distinguished from the next higher classification of Director of Planning and Building in that the latter is responsible for the overall management and administration of the Planning and Building Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Planning and Building regularly and from the Fire Chief on occasion. Exercises direct and indirect supervision over technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reviews plans and specifications for commercial, industrial and residential sites; ensures compliance with applicable laws, ordinances and codes (including, but not limited to, building, plumbing, mechanical, electrical, fire safety and energy codes) and municipal codes to ensure the health, safety and welfare of the public; keeps informed of changes and new legislation pertaining to building codes and related regulations; reviews codes published by the State for adoption, recommends amendments to those codes based on local conditions and submits recommendations to the City Council for adoption and inclusion in the City's Municipal Code; issues standard construction and occupancy permits and approves final inspection certifications.
- Performs and/or coordinates the review of plans and specifications to ensure compliance with building standards and codes; monitors the work of consulting engineers in the plan review process.

- Conducts periodic field inspections before and during construction, remodeling or repair; ensures compliance with building and related codes and regulations; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, electrical, plumbing and other construction work; makes final inspections to clear permits.
- Interprets codes and regulations; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken.
- Conducts field inspections to check for fire code and zoning compliance; conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.
- Assist with the City's Annual Fire Inspection Program; assists with inspections of schools for compliance with Title 19 and California Fire Code.
- Accepts management responsibility for activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of technical employees to ensure that codes are properly enforced with uniformity, equity and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved.
- Participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; proposes and presents fee updates, code updates and amendments to City codes and ordinances; prepares and coordinates reports and presentations on current building issues for City Council, community groups and regulatory agencies; develops and maintains records, statistics and reports on construction activity.
- Monitors and keeps informed of current trends in the field of building and fire inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Maintains and ensures compliance with the Seismic Hazard Mitigation Program for the City, including processing reimbursements, monitoring special inspections and structural observations of retrofits.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the division with other City

departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the division.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Act as a secretary of the Fire and Building Code of Appeals and shall keep detailed records of all its proceedings as prescribed in the City Municipal Code, Chapter 15.50 Board of Appeals.
- Coordinate the completion of State mandated mobile home inspections of all Mobile Home parks located within the City of Calistoga
- Assist with coordination of our code enforcement activities.
- Perform duties as required of the Building Inspector.
- Perform other duties as assigned.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Code Official** as outlined in the CBC Appendix A. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience equivalent to that of a Combination Building Inspector, and an associate of arts degree in engineering, construction, architecture or a closely related field. Additional qualifying work experience may substitute for education on a year for year basis.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license and possession of an Combination Building Inspection certificate, Building Official certificate, Plans Examiner certificate, Fire Officer Or Inspector I certificate issued by the International Code Council (ICC) or Equal Organization is required.

A Fire Code Official Certificate shall be required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the Knowledge/Abilities/Skills necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and methods used in various building construction areas, including structural, plumbing, electrical and mechanical; principles and practices of plan review; principles and practices of program and budget development, administration and evaluation; operational characteristics and use of standard equipment used in building inspection and the building trades; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including laws, ordinances and codes related to building construction and zoning; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; read, interpret and review complex plans and specifications to ensure compliance with building standards; analyze complex building inspection and code enforcement issues, maintain I.C.C. certification through continuing education programs; attend evening meetings as required; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

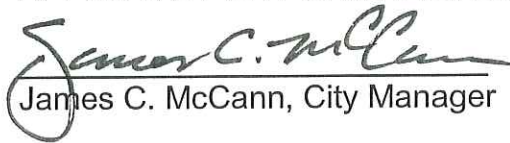
Safely and effectively operate tools and equipment used in building and fire inspection; operate an office computer and a variety of word processing and software applications, including permit tracking.

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council Members
FROM: James C. McCann, City Manager
DATE: June 3, 2008
SUBJECT: Establishment of a Code Official Position and Reclassification of the Building Inspector

APPROVAL FOR FORWARDING:


James C. McCann, City Manager

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2 **ISSUE:** Consideration of a Resolution authorizing the establishment of the
3 position of Code Official and associated salary range and reclassification of the
4 Building Inspector to Code Official.

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6 **RECOMMENDATION:** Adopt Resolution

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8 **BACKGROUND:**

9 The City maintains formal job descriptions for the full time regular employees.
10 From time to time new positions are necessary and reclassification from one
11 position to another is appropriate. Presently the City has one classification in the
12 Building Division of the Planning and Building Department: Building Inspector.
13 Staff has found that over the years this position has changed, has become more
14 independent, responsible, and involved in a broad array of building codes, fire
15 code, code enforcement, and education responsibilities. A new classification of
16 Code Official is warranted and a reclassification of the City's Building Inspector to
17 the more broad and responsible description of Code Official is appropriate.

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19 **DISCUSSION:**

20 The State Health and Safety Code as well as the California Fire and Building
21 Codes call for a position of Code Official to administer and interpret complex
22 construction and life safety codes. The City's Municipal Code identifies the
23 Director of Planning and Building as the Chief Building Official (Code Official).
24 The duties of the Chief Building Official are delegated by the Director to the
25 Building Inspector given the highly specialized nature of the work. Many
26 communities in California designate the most senior Building Inspector as the
27 municipality's Chief Building Official or Code Official. This practice is reasonable

Reclassification of the Building Inspector Position to Code Official

June 3, 2008

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1 given the nature of the position and the technical knowledge and certifications
2 necessary to perform building construction plan check, inspection, and code
3 enforcement. The Code Official is commonly a division level manager and works
4 under the administrative oversight of a department director (much like Calistoga's
5 arrangement).

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7 Staff believes that a reclassification of our current position to the more suitable
8 Code Official is appropriate to reflect the level of independent judgment and
9 responsibility which we require of our Building staff. Additionally, our current
10 Building Inspector is cross trained in the application of the California Fire Code
11 and regularly performs both plan check, inspection and advice services for both
12 the California Fire Code as well as the balance of the Building Standards Code.
13 Our Inspector performs a variety of the duties typically within the range of
14 responsibility of a Fire Marshal and works very closely in these efforts with the
15 Fire Chief.

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17 Subsequent modification of the California Fire Code (adopted by the City) will be
18 necessary to clarify the authority of the Code Official relative to the Fire Chief. It
19 is the intent to retain the Fire Chief's authority as the final arbiter of Fire Code
20 application and enforcement. Additionally, work in the future (following the
21 Council's development of a strategic plan will be necessary relative to the
22 development of a master staffing plan) evaluating the City's workforce needs into
23 the future. It is anticipated that no additional employees in the Building Division
24 or in Fire Code areas will be necessary in the future. The City has used
25 consultant services for specific technical code plan checking services (structural,
26 specialized, mechanical, etc.) and to assist during peak construction periods for
27 additional construction inspection. We similarly use consultant services for
28 specialized plan check relative to Fire Code issues, particularly fire sprinkler
29 system evaluations and will continue this practice in the future. We will examine
30 the best method for delivering new construction and required annual Fire
31 inspections to insure efficiency and familiarity with the facilities.

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33 I suggest we place this position at pay range 22 of the unrepresented employee
34 group. This range (\$6,636 - \$8,066/month) is the same range as the Senior
35 Planner and Associate Civil Engineer position and reflects the median of salary
36 ranges for our relative comparator cities.

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38 **FISCAL IMPACT:** Staff will update the adopted 2008/2009 budget to reflect the
39 change in the salary schedule for the new position. It is recommended that the
40 position be established at a Range 22 of the unrepresented Salary Schedule
41 (\$6,636 to \$8,066/month).

42 **ATTACHMENTS:**

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45 1. Draft Resolution

MINUTE EXCERPT
CITY COUNCIL – REGULAR MEETING
TUESDAY, JUNE 3, 2008

GENERAL GOVERNMENT

- 13. Consideration of a Resolution authorizing the establishment of the position of Code Official and associated salary range and the reclassification of the Building Inspector.**

City Manager McCann introduced this item. He stated that the Building Inspector position has become a broader role with the addition of complex responsibilities which require independent action. He stated that it make better sense to change this position title to Code Official.

Councilmember Kraus stated that he is unable to support the proposed title change at this time and suggested that a salary survey of “like” communities be done to justify the pay increase. He stated that given the range of specific code enforcement responsibilities/activities it might make better sense for these duties to be performed by the Fire Chief. He inquired about the following: (1) how the need for this title change origination, and; (2) the City’s obligation to the labor association regarding the proposed title and salary change, and (3) he asked why the salary is the same as for the Senior Civil Engineer and the Senior Planner.

City Manager McCann stated the salary range was determined by a survey of similar communities which he will bring back to Council at a future date.

There was Council consensus to table this item.