

CITY OF BELVEDERE

RESOLUTION NO. 2012-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE
ADOPTING THE JOB DESCRIPTION AND PAY RANGE FOR THE
BUILDING OFFICIAL/CODE ENFORCEMENT OFFICER

BE IT RESOLVED by the City Council of the City of Belvedere as follows:

1. **Job Description Adopted.** Section 232.06 of the *City of Belvedere Administrative Policy Manual* is hereby amended as set forth in Exhibit "A" to adopt a revised job description for the position of Building Official/Code Enforcement Officer.

2. **Pay Range.** The City of Belvedere Salary Schedule as most recently adopted by Resolution 2012-11 is hereby amended effective October 8, 2012 by the addition of the following:

Position	Step A	Step B	Step C	Step D	Step E
<i>Building Official/Code Enforcement Officer</i>	7,569	7,947	8,344	8,762	9,200

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Belvedere on October 8, 2012, by the following vote:

- AYES: Siavash Barmand, Thomas Cromwell, Claire McAuliffe, Bob McCaskill, and Mayor Sandra D. Donnell
- NOES: None
- ABSENT: None
- ABSTAIN: None

APPROVED: 
Sandra D. Donnell, Mayor


ATTEST: 
Leslie Carpentiers, City Clerk

EXHIBIT A

232.06 BUILDING OFFICIAL/CODE ENFORCEMENT OFFICER

CLASSIFICATION: Exempt (salaried), full-time position

DEPARTMENT: Planning/Building

POSITION SUMMARY

This senior management position reports directly to the Community Development Director and serves as the Building Official and Code Enforcement Officer for the City. This position participates in the operations of all departments, but is directly responsible for the day-to-day operation of the Building Department.

The Building Official/code Enforcement Officer is responsible for directing the daily activities of, and evaluating one building inspector and one department secretary. The position is not assigned personal clerical support and generates his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Processes permit applications, reviews plans, and approve permits
- Enforces construction codes and a variety of City ordinances and responds to citizen complaints
- Performs non-structural plan checks
- Performs building and code enforcement field inspections when necessary
- Prepares and manages professional services contracts for building department consultants
- Administers the Construction Time Limit Ordinance, including chairing the Construction Time Limit Extension Committee and Construction Time Limit Appeals Committee
- Administers the Permit Fee Reevaluation program
- Administers the Floodplain Management program
- Serves as City's designated ADA Coordinator
- Determines necessity for emergency tree removal in cooperation with the Planning staff
- Determines necessity for emergency building permits to protect life and property
- Determines the amount of construction damage deposits and processes the return of deposits at project conclusion
- Assigns situs addresses, including those for newly-created second units
- Works on a daily basis with the city manager, executive staff and administrative support staff to implement City and departmental goals
- Participates in the current planning project review process, provides comments to the Planning staff for inclusion in Planning Conditions of Approval, attends Planning Commission meetings as needed and provides technical staff support to the Commission.
- Member of the Personnel Safety Committee

- Communicates daily with permit applicants, their representatives, contractors and the public both orally and in writing
- Leads pre-construction meetings with permit applicants
- Advises contactors in the development of Staging and Parking Plans for large projects, prior to submission to the City
- Drafts revisions to existing City ordinances, develops new ordinances, prepares and presents staff reports to the City Council.
- Prepares and administers the building department budget
- Develops Building Department policies related to Building Code and Municipal Code administration
- Assists in the development and implementation of Building Department systems and procedures including permit tracking software
- Performs related duties and responsibilities as required

KNOWLEDGE AND ABILITIES

Knowledge of:

Thorough knowledge of federal, state, county, and City codes and ordinances relating to building construction and structural requirements; types of building materials and variations in their quality; modern methods of building construction; acceptable health, safety, and fire standards in building construction; principles and techniques of building inspection; code enforcement and plan checking; federal floodplain management regulations.

Ability to:

- Administer City ordinances in a self-confident but courteous manner with a demanding public.
- Apply Codes to private construction in difficult topographical situations (e.g. steep hillsides, narrow roads, and limited parking).
- Communicate effectively in person and in writing.
- Understand and explain provisions of applicable state, federal, county and City construction-related codes and regulations.
- Use analytical and research skills to independently pursue solutions to complex code or construction related questions.
- Possess strong organizational and time-management skills to prioritize projects and meet deadlines.
- Keep accurate documentation and records.
- Work with a minimum amount of supervision.
- Learn and utilize new technology.
- Create and maintain cooperative working relationships.

Physical ability to:

- Work at a computer keyboard with a mouse for an average of 5-6 hours per day.
- Perform all aspects of building inspection services, which requires: walking on level, rough, and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping,

squatting, crawling, and grasping; fine coordination when measuring designated areas for proper conformance; dexterity in climbing up to roofs and on tall ladders, walking on roofs, and crawling under houses; near and far vision when comparing onsite construction conformance to approved plans; lifting, pushing, and moving barriers weighing greater than 25 pounds; making inspections in all weather conditions including wet, hot, and cold; working near and around power, noise, vibration producing tools, moving vehicles, and heavy equipment; maintaining alertness to avoid mechanical, electrical, and traffic hazards.

- Write, stand, reach, twist, turn, and stoop in performance of daily office activities .
- Use near and far vision in reading, reviewing plans, and using the computer monitor.
- Use hearing when working on the phone and avoiding hazards on job sites.
- Use speaking when communicating with groups and individuals.
- Lift, drag, and push files, paper, and documents weighing up to 20 pounds.
- Sustain prolonged periods of concentration to compose documents and perform analytical work amidst a visually and audibly distracting open office environment with frequent interruptions.

MINIMUM QUALIFICATIONS

- Five years experience in building inspection and code administration; practical knowledge of the code enforcement process .
- Possession of, or ability to obtain within one year of the date of employment, California State-required Building Official, Plans Examiner, and Building Inspector certifications .
- Possession of, or ability to obtain within one year of the date of employment, Certified Floodplain Manager certification.
- Possession of a Class C California Driver's License and an acceptable driving record.
- Some college background is preferred, particularly in a technical field related to building inspection and building code administration.

(Amended 12/13/0102 & 10/8/2012.)