

## RESOLUTION NO. 2019-061

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING THE POSITION TITLES, SALARY RANGES AND ASSOCIATED JOB DESCRIPTIONS FOR BUILDING INSPECTOR AND SUPPORT SERVICES MANAGER

**WHEREAS**, the City's proposed budget for fiscal year 2019-2020 includes the addition of new positions in the Development Services and Public Safety Departments; and

**WHEREAS**, in Development Services, the building inspection function needs additional hours to continue to provide services to numerous construction projects in Rohnert Park and the hourly part time Building Inspector is being converted to a regular full time position; and

**WHEREAS**, in Public Safety, the budget proposes replacing a Public Safety Sergeant with a non-sworn Support Services Manager to oversee Dispatch, Records, Property and Evidence, and the Animal Shelter which will allow command staff to focus on sworn officers; and

**WHEREAS**, staff developed new job descriptions for the Building Inspector and Support Services Manager positions that reflect the expected duties and performance of these positions; and

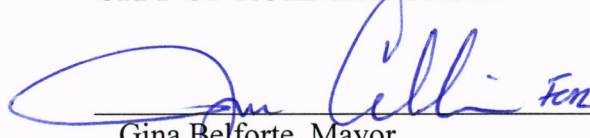
**WHEREAS**, staff consulted with the Rohnert Park Employees' Association (RPEA) regarding the Building Inspector as this position will be placed in the RPEA unit and RPEA had no objection to the job description; and

**WHEREAS**, staff recommends placing the Building Inspector in RPEA salary range 85X and the Support Services Manager in Management salary range 94M.

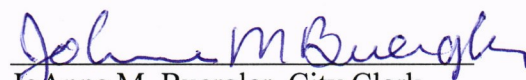
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby approve the position titles, salary ranges and associated job descriptions for the Building Inspector and Support Services Manager which are attached hereto as Exhibits "A" and "B" respectively and incorporated by this reference.

**DULY AND REGULARLY ADOPTED** this 28th day of May, 2019.

**CITY OF ROHNERT PARK**

  
Gina Belforte, Mayor

**ATTEST:**

  
JoAnne M. Buergler, City Clerk

Attachments: Exhibit A and B



ADAMS: Aye MACKENZIE: Aye STAFFORD: Aye CALLINAN: Aye BELFORTE: Absent

AYES: ( 4 ) NOES: ( 0 ) ABSENT: ( 1 ) ABSTAIN: ( 0 )

## **EXHIBIT "A"**

### **City of Rohnert Park**

## **BUILDING INSPECTOR**

### **DEFINITION**

Under general supervision, the position is responsible for performing technical duties in support of the City's building inspection programs and services; conducting building inspections during all phases of construction, alteration and repair; enforcing compliance with national, state and city mandated building codes, regulations and ordinances; ensuring the provision of safe structures for building occupancy; and working with developers, architects and contractors to maintain code requirements.

### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Building Inspector series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION RECEIVED/EXERCISED**

General supervision is provided by the Building Official.

### **ESSENTIAL JOB FUNCTIONS**

These duties are a representative sample; position assignments may vary.

- Perform a variety of technical duties in support of the City's building program operations and services to enforce compliance with national, state and city mandated building codes, regulations and ordinances.
- Conduct onsite electrical, mechanical, plumbing, structural and fire inspections during all phases of construction, alteration, remodel or repair; inspect foundation, concrete, framing, plastering, plumbing, electrical and mechanical installations and other building elements; conduct repeated inspections from inception of construction project to release for occupancy.
- Interpret and enforce compliance with applicable codes and ordinances including, but not limited to, approved construction plans and documents, electrical, mechanical, plumbing, structural, fire, City zoning ordinances, and state and federal accessibility standards for the disabled.
- Review on-site construction documentation including approving final inspections and releasing the Certificate of Occupancy.
- Examine and review construction plans and specifications for new construction, additions and alterations to determine compliance with applicable building and construction codes, ordinances and regulations; review blueprints, drawings and specifications to ensure project complies with plans; calculate fees; verify contractor credentials; stamp plans; issue permits.
- Confer with fire departments, engineers, designers, architects, developers, contractors, builders and the general public on building code enforcement issues; research, interpret and explain codes, ordinances, rules and regulations.
- Receive and resolve issues and complaints from the general public on building

code enforcement and zoning issues; investigate code violations; issue notices for correction, stopwork orders and citations; serve as liaison with all parties to ensure corrective measures are taken and that issues are resolved in a timely and efficient manner.

- Maintain a variety of logs, records and files; generate reports and records as required.
- May be called out at any time of the day or night to determine the safety of structures following an emergency or natural disaster.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### Education, Training, and/or Experience:

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

### Experience:

At least two years of increasingly responsible building inspection experience.

### Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in construction and building trades or a related field.

### License and Certification Requirements:

- Possession of a valid Class C California Driver's License with a safe driving record.
- Possession of a Combination Residential Building Inspector certification through the International Code Council (ICC) at date of hire/appointment.
- Commercial Building Inspector certification through ICC within 6 months of hire date/appointment.
- Combination Commercial Building Inspector certification through ICC within 12 months of hire date/appointment.

### Knowledge and Skills:

- Operations, services and activities of a municipal building inspection and code enforcement program
- Laws, ordinances and codes regulating building construction and zoning
- Methods and techniques of conducting building, fire, electrical, mechanical, plumbing and structural inspections
- Pertinent codes and ordinances related to building, fire, plumbing, mechanical and electrical system requirements
- Industry standards of building and construction materials and craftsmanship
- General building construction methods and materials
- Principles and procedures of record keeping and maintenance
- Mathematical principles

**City of Rohnert Park**  
**Building Inspector**  
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- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications
- Occupational hazards and standard safety practices
- Pertinent Federal, State and local codes, laws and regulations.

**Abilities:**

- Perform journey level building inspection duties in commercial, industrial and residential buildings including electrical, mechanical, plumbing and sprinkler systems
- Read and interpret building plans, drawings, blueprints and specifications
- Detect deviations from approved construction plans and specifications
- Prepare clear and concise technical reports
- Maintain complex files and records
- Interpret, explain and enforce applicable building codes and zoning ordinances
- Communicate clearly and concisely, both orally and in writing
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work

**Working Conditions:**

Incumbents are required to perform light lifting and carrying, stand, walk, stoop, reach, bend, climb or crawl to perform inspections; incumbents may also be required to work at heights on scaffolding or ladders, or work on uneven surfaces. Vision sufficient to read small print, computer screens and printed documents, to distinguish colors and operate assigned equipment. Incumbents may be required to work at both indoor and outdoor environments; travel from site to site; construction site environment; individuals may be exposed to noise, dust and inclement weather conditions. Incumbents may be required to travel within City boundaries; operate City vehicles (if available); or operate personal vehicles and obtain mileage reimbursement.

**FLSA Status:**           **Non-exempt**  
**Employee Unit:**       **Rohnert Park Employees' Association (RPEA)**  
**Approved By:**  
**Date Approved:**

## **EXHIBIT "B"**

**City of Rohnert Park**

### **SUPPPORT SERVICES MANAGER**

#### **DEFINITION**

Manages the overall day-to-day operations of the Support Services Division in the Public Safety Department and performs highly responsible administrative functions in support of department operations. Units may include Dispatch, Records, Facilities, Property or Animal Shelter, other duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The **Support Services Manager** is a civilian classification within the Department of Public Safety with full administrative responsibility and accountability for the personnel and activities of the Support Services Division. The Support Services Division is a multi-function civilian administration and support services bureau within the Department. Under the direction of the Director of Public Safety, or Public Safety Deputy Chief, the Support Services Manager exercises considerable independent judgment and decision-making in directing and managing the services provided by the Division. Responsibilities of the Division may include, but are not limited to, operation of the 9-1-1 Communications Center, Records, Property and Evidence Storage, and Animal Shelter. The Support Services Manager may provide support to the Director in the preparation and management of the Department budget.

This position requires skill to manage public money, skill to use spreadsheets and other computer applications related to financial operations; skill to analyze, interpret and quickly act upon data, to make independent decisions and to solve practical operational problems.

#### **SUPERVISION RECEIVED/EXERCISED**

Direction is provided by the Director of Public Safety, or Public Safety Deputy Chief. The incumbent may be assigned to perform a variety of departmental administrative duties, such as budget development and administration, report preparation, and planning and research for special projects. The Support Services Manager is distinguished from other civilian supervisory personnel by a broader scope of supervisory responsibility and the performance of higher-level management functions.

#### **ESSENTIAL JOB DUTIES**

The following duties are considered essential for this classification:

- Assist with the development and administration of division budget; forecast additional funds needed for staffing, equipment, materials, and supplies.
- Assit in the planning, development and preparation of the Department of Public Safety annual budget



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**SUPPORT SERVICES MANAGER**  
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- Plan, direct, and manage the personnel and activities of the Support Services Division
- Direct the development and oversee implementation of goals, objectives, strategies, and performance measures of the Division
- Monitor and review the activities of the Division to assure efficient and effective utilization of resources while conforming to established regulations, policies, and procedures
- Select, train, supervise, and evaluate subordinate supervisors and staff
- Plan and direct, in coordination with appropriate City departments, the personnel administration activities associated with recruitment, hiring, training, employee relations, risk management, and medical leaves for staff assigned to Support Services
- Coordinate the activities of the Support Services Division with other Divisions, Bureaus, and sections or units, of the Department
- Obtain and manage the City's State 9-1-1 funds
- Serve as a liaison, conferring with citizens and City, State, and Federal officials on law enforcement concerns, and assisting in the identification of service needs and priorities and resolving issues related to Division or department functions
- Advise the Director of Public Safety regarding the activities of the Division relative to the Department goals
- Prepare, review, validate, revise and manage the preparation and maintenance of reports, records, and logs
- Plan and direct the research, preparation of specifications, procurement, upgrades, and maintenance of Department technology through representation as a member of the Sonoma County Consortium
- Interpret and implement changes in policies, codes, regulations and laws governing communications, use and confidentiality of police records, and property and evidence control
- Interpret and implement changes in Federal Communications Commission rules and regulations, maintain the City radio licenses with the Federal Communications Commission, and oversee the development and implementation of radio equipment and maintenance records
- Prepare and present a variety of reports to the Director of Public Safety, City Manager, City Council, and the community
- Direct, review, and conduct investigations of complaints against Division personnel as assigned by the Director of Public Safety
- Research available grants; prepare and compose grant requests; monitor grant expenditures and comply with reporting requirements.
- Respond to difficult community concerns and requests for information
- Provide input to the Public Information Officer on press releases, news conferences, and requests for information from the press
- Act as a disaster service worker in the event of an emergency or disaster
- Perform related duties as assigned

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**SUPPORT SERVICES MANAGER**  
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**QUALIFICATIONS**

Education/Training/Experience:

Sufficient experience, education and training in the management of a similar department, division, bureau or operation in a public organization to perform the duties of the Support Services Manager. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree in Public Administration or a closely-related field, or a combination of education, training, and experience, and
- Five years of increasingly responsible management or supervisory experience
- A Master's Degree in Public Administration or related field is highly desirable
- A P.O.S.T. Dispatcher, Civilian Supervisor, Instructor and/or Records Supervisor Certificate, or completion of training required for one or more of these certificates is desirable.

Special Requirements:

- Valid California Class C Driver's License
- Attendance at evening meetings necessitates work outside normal working hours
- Independent travel is required

Knowledge of:

- Modern principles, laws, and methods of management, organization, administration and supervision, including appropriate delegation of authority
- Computerized public safety systems, including; CAD, RMS, MDC, AFR, AVL emergency telephone and radio systems, and CLETS and NCIC
- Principles, laws, policies, methods, practices and regulations pertaining to the dispatch of emergency police, fire and medical services
- Police and Fire Department systems and practices
- Principles and practices of budget preparation and administration
- State 9-1-1 funding and operations system
- Laws and regulations relating to the release and purge of information and records, including the Public Records Act
- Internal investigations and citizen complaint process
- Rules governing the control of Property and Evidence
- Federal Communications Commission rules and regulations
- NENA, APCO, CCUG, and CLEARS resources and practices

Skill to:

- Type accurately at a speed adequate to complete work in a timely manner
- Meet deadlines

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**SUPPORT SERVICES MANAGER**  
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Ability to:

- Effectively plan, direct, and manage the personnel and activities of the Support Services Division
- Establish and maintain cooperative working relationships
- Communicate clearly and concisely, orally and in writing
- Recommend and implement sound departmental policies
- Properly interpret and make decisions in accordance with laws, regulations and policies
- Exercise sound judgment in emergency situations
- Focus on long-range possibilities and implications, and facilitate positive changes
- Recognize, address, and mediate workplace conflict
- Identify, coordinate, and resolve a wide variety of issues related to emergency dispatch operations, records operations, and law enforcement technology
- Develop and direct innovative plans to deliver excellent customer service
- Make effective presentations before City Council and community groups
- Learn and utilize new technology
- Attend meetings at various locations in the City
- Work occasional, unscheduled evenings, holidays and weekends

Working Conditions:

Position requires working in a standard office environment and involves sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing reports using a computer keyboard. Additionally, the position requires near, far, and color vision in reading reports and using the computer. Hearing is required when communicating on the phone or in person. The incumbent also must be available to be called for local emergencies, attending meetings in various cities, work irregular or extended hours to attend various meetings, and work with constant interruptions.

**FLSA Status:** Exempt  
**Bargaining Unit:** Management  
**Approved By:**  
**Approved On:**