

RESOLUTION NO. 2017-105

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB
DESCRIPTION FOR DEVELOPMENT ENGINEERING MANAGER IN THE
DEVELOPMENT SERVICES DEPARTMENT**

WHEREAS, staff conducted an assessment of its operational needs and determined that an upgrade of the current Building Official position to include broader oversight of general development engineering would improve operations and service to customers, and

WHEREAS, staff recommends that the existing Building Official be modified to create an alternate job classification of Development Engineering Manager; and

WHEREAS, staff recommends placement of the Development Engineering Manager in the existing Management Unit salary range 94; and

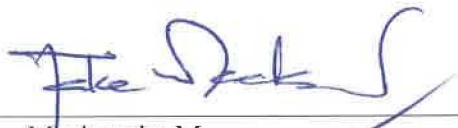
WHEREAS, the Fiscal Year 2017-18 staffing plan and operational budget for the Development Services Department included this modified and upgraded position; and

WHEREAS, staff has developed a job description for the new position that reflects the expected duties and performance for the position.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby approve the position title, salary ranges and associated job description for Development Engineering Manager | Chief Building Official, which is attached hereto as Exhibit "A" and incorporated by this reference.

DULY AND REGULARLY ADOPTED this 22nd day of August, 2017.

CITY OF ROHNERT PARK



Jake Mackenzie, Mayor

ATTEST:



Caitlin Saldanha, Deputy City Clerk

Attachment: Exhibit A

AHANOTU: Aye BELFORTE: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

Development Engineering Manager Building Official

Bargaining Unit: Management

Class Code: _

SALARY RANGE

\$8,070.55 - \$9,809.19 Monthly

DESCRIPTION:

Plans, supervises, coordinates, and performs activities related to development engineering including site work, building inspection and enforcement of the Municipal Code, including the adopted Building Code. Reviews, issues, processes, and approves permits issued by the engineering and building divisions. As the Building Official is the designated authority charged with the administration and enforcement of the California Building Standards Code.

Distinguishing Characteristics

The Development Engineering Manager is a division manager within Development Services and responsible for managing activities related building and engineering approvals for new development and redevelopment, including review and approval engineering and building plans and permits, building and site work inspection and enforcement. The Development Engineering Manager manages subordinate staff and consultants and designs and implements programs and systems in conformance with general policy guidelines, standards, appropriate laws, codes and regulations.

Supervision Received/Exercised

Administrative direction is provided by the Director of Development Services. The Development Engineering Manager provides supervision of Building Inspection and Plan Check staff, Engineering Technicians, Community Development Assistants, Office Assistants, Code Compliance Officers, assigned to the Development Engineering Division, as well as managing consultants who perform work related to the review, approval and inspection of private development work.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Provides complex, technical guidance to staff and external organizations, agencies and businesses related to site development and building construction;
- Explains and interprets applicable codes and ordinances for contractors and the general public
- Facilitates the resolution of development related problems by identifying the issues of concern and working collaboratively with all stakeholders;
- Represents the City in meetings with representatives of governmental agencies, architects, engineers, contractors, property and business owners and the public
- Handles difficult inquiries, complaints, and code enforcement issues and makes final determinations in situations requiring a Building Official's opinion
- Reviews building and site construction plans for adequate design and compliance with the City's development conditions and Municipal Code;
- Calculates appropriate permit and development fees; approves plans and issues permits

- Performs and supervises field inspections of all types of site development and building construction; assures that construction conforms to approved plans and specifications
- Conducts studies, prepares reports of findings, including recommendations and prepares updated codes for adoption;
- Makes oral and written reports to Commissions and City Council.
- Plans, organizes, assigns and coordinates field and office work related to new development and redevelopment including coordination with other City departments, outside agencies and consultants;
- Supervises, trains, mentors, develops and evaluates the performance of assigned staff;
- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, checklists and budgets;
- May be called out any time of the day or night to determine safety of structures following emergencies and natural disasters
- Performs related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Sufficient education, training and experience to successfully perform the duties of a Development Engineering Manager and Building Official in a municipal agency. A typical way of obtaining the required qualifications is to possess:

- A Bachelor's Degree in a related field;
- Four years of work experience in a combination of building inspection, code enforcement, and plan checking of varied residential, commercial and industrial facilities, including two years in a lead or supervisory capacity;
- Certification as a Building Official.

Certificate/License Requirement:

- Within one year of appointment, the incumbent shall obtain a Building Official certification by the International Code Council (ICC) or its successor agency and undergo the necessary requirements to maintain this certification throughout employment.
- Possession of a Class C California driver's license by date of appointment.

Knowledge of:

- Federal, State, County, and City codes and ordinances relating to site development, plan review and building construction and structural requirements including low impact development and water efficient landscape requirements.
- Methods, materials and techniques used in the design and construction of a variety of site development and building projects.
- Procedures and legal processing of administrative hearings; subdivision improvement agreements; bonding securities; and insurance.
- Acceptable health, safety, and fire standards in building construction.
- Principles and techniques of building inspection, code enforcement and plan checking.
- Principles and practices of supervision, training and customer service.

Ability to:

- Assign, direct, plan coordinate and evaluate the work of technical staff and consultants.
- Establish goals and objectives and meet firm deadlines.
- Interpret and explain provisions of applicable standards, ordinances, codes and conditions enforced by the City
- Handle difficult complaints and inquiries utilizing a collaborative, consensus-building, flexible and inclusive team approach.
- Apply technical knowledge analyze conflicting information and develop solutions to problems;
- Use sound inspection methods to explain workmanship and materials, and to detect deviations from plans, specifications, and standard installation practices
- Read and interpret plans, diagrams, and specifications in order to check for proper design, code, and ordinance compliance
- Make complex arithmetic calculations quickly and accurately
- Write clear and concise reports and prepare and deliver presentations
- Learn and apply new technology
- Establish and maintain cooperative working relationships, and provide excellent customer service
- Comprehend and draw inferences from codes, policies, and technical literature.
- Conduct meetings using effective communication skills;
- Exercise individual and innovative judgment and make timely and difficult decisions.

WORKING CONDITIONS:

The work is performed both indoors in an engineering office environment and in the field at a variety of types of construction sites, including rough terrain, existing street areas and structures under construction.

The position requires sitting, standing, walking on level, rough, and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crawling, grasping and making repetitive hand movements in the performance of daily duties. The position also requires dexterity in climbing up to roofs, walking on roofs, and crawling under structures, along with the necessity of near and far vision, when comparing onsite construction conformance to approved plans. The need to lift, push, and move barriers weighing greater than 25 pounds when doing field inspections is also required. Individuals in this position work in all weather conditions including wet, hot, and cold. The nature of the work may require climbing unusual heights on ladders, being around power, noise, and vibrating tools and being around moving vehicles and heavy equipment which subjects the employee to mechanical, electrical, and traffic hazards.

Individuals in this classification also communicate orally, both face to face and using the telephone, with the public and co-workers. Individuals in this position sit at a desk or in meetings for extended periods of time with the ability to move about at will. Individuals in this position data into computers, tablets and keyboard devices; this involves making fine, highly controlled muscular movements and repetitive arm-hand movements.