

July 8, 2014

To: Mayor Bemrich and City Council

From: David Fierke, City Manager

Subject: Creation and Allocation of Building Official Position

ACTION: For vote Monday, March 24, 2014

Brief History

The City of Fort Dodge has had inspector positions working in various capacities throughout its history. Recently, the position of Building Inspector became vacant. This position performed a variety of inspections relating to the building code and worked closely with other city inspectors in the enforcement of various city codes.

Analysis of Issue

Growth is continuing to occur in Fort Dodge. This growth is occurring in both the commercial and residential sectors. There is now an opportunity to adapt our code enforcement and inspections to this new growth. Currently, inspectors communicate between themselves to discuss particularly difficult situations or problem properties. This cross-communication has resulted in the various inspectors informally gaining additional knowledge. To more fully realize this increase in knowledge, it will require the leadership of a broad based inspector who can work in harmony with the various inspectors to help train, teach, coordinate and implement technology to allow these inspectors to become better versed in code compliance and more efficient with their time.

To achieve this opportunity, the recommendation is to create a Building Official classification. This position will be given supervisory authority over all of the inspectors with the directive to organize their time, talents and skills to provide a consistent and efficient service level to our customers. This position will lead the inspectors as a group within the Business Affairs, Community Growth and Engineering Department.

The job description and recommended grade level are attached.

Budget Impact

Money for this position has been provided for in the 2014-2015 fiscal year budget. The grade level for this position is greater than the previous position due in large part to its supervisory authority. Adequate funds should be available to compensate this position in this current fiscal year as a result of the position not being filled for approximately 1.5 months.

Strategic Plan Impact

Comprehensive Plan Impact

Subcommittee or Commission Review / Recommendation

Staff Conclusions / Recommendations

The recommendation is to delete the position of Building Inspector and to create the position and adopt the classification of Building Official at Grade 29 of the non-union wage matrix.

Alternatives

Continue with the status quo which will likely hamper efforts to recruit and hire qualified personnel.

Implementation and Accountability


The Human Resource Director and BACG and Engineering Director will implement.

Signed

Approved

James Vollmer 7-8-14

James Vollmer
Human Resource Director



David R. Fierke
City Manager

RESOLUTION NO. _____

**A RESOLUTION IDENTIFYING AND ESTABLISHING PROPER
LABOR GRADE AND JOB DESCRIPTION FOR THE FOLLOWING
CITY EMPLOYEES**

WHEREAS, the City wishes to retain the highest quality of employees; and

WHEREAS, formal Council action is necessary to cause the following to be implemented; and

WHEREAS, Fort Dodge Municipal Code 2.68.040 permits the creation of position descriptions to be allocated to new positions by the personnel director; and

WHEREAS, such a request has been made and reviewed by the personnel director; and

NOW, THEREFORE, BE IT RESOLVED that the position of Building Inspector be removed and the position and job classification description of Building Official be created and allocated to grade 29 of the appointed and non-unionized salary matrix effective July 15, 2014 and the position classification plan be updated to reflect such allocation.

PASSED AND APPROVED by the City Council of the City of Fort Dodge this _____ day of _____, 2014.

Ayes: _____

Nays: _____

Other: _____

City of Fort Dodge

Matt Bemrich, Mayor

Attest:

Jeff Nemmers, City Clerk

Building Official

Description of Work

Code: 450

Grade: 029 Mgmt

Effective Date: 7/15/2014

General Duty Statement

This is an exempt position responsible for leading, planning, supervising, enforcing, coordinating and performing activities related to building inspection and code enforcement within the inspection division. This individual manages, supervises and implements programs in compliance with general city policy guidelines, standards, appropriate laws, codes and regulations related to inspection code enforcement. Performs complex technical work in administering the International Building Code and securing compliance with the code. This includes alterations and repair of residential and commercial structures. Exercises discretionary authority in making decisions concerning a broad range of code violations and compliance. Issues permits for construction and citations for violations of ordinances and code. This individual will be expected to lead change in the permit application process, scheduling process for inspections and the integration and use of various software and technological improvements to facilitate improved customer service levels.

Supervision Received

Employee works under the general supervision of the Director of Business Affairs, Community Growth and Engineering.

Supervision Exercised

Exercise's supervision of inspectors, contractors and assigned projects.

Competencies

Demonstrates a thorough knowledge of the International Building code and related ordinances for the City of Fort Dodge and the ability to appropriately interpret and apply those codes, ordinances and standards to the project or situation at hand through review of plans and onsite inspections.

Demonstrates the ability to effectively lead, supervise, train and evaluate assigned division personnel.

Demonstrates the ability to effectively interact and communicate with a wide range of individuals in obtaining compliance with city codes and regulations through the use of verbal, written and presentation skills.

Demonstrates a thorough knowledge in the use of a personal computer to maintain accurate records or permits and scheduling of inspections. Demonstrates functional knowledge in the operation of Microsoft Word, Excel, and Outlook.

Demonstrates the ability to effectively organize and plan work to complete assigned tasks within specified timeframes.

Demonstrates the ability to effectively organize, supervise, lead, manage and delegate assignments to assigned employees. Responsible for the completion of daily work assignments and the achievement of long term goals of the City. Ensures that assigned employees are meeting established goals for completion of inspections.

Demonstrates the ability to resolve technical code compliance issues within their authority and to provide assistance in the resolution of code compliance issues that are brought forth by inspectors including the issuance of work stop orders, correction notices and citations.

Demonstrates the ability to work in a wide variety of both interior and exterior work locations and weather conditions and to do so in a safe and efficient manner.

Demonstrates the ability to work effectively with co-workers, supervisors, vendors, contractors and the general public reflecting a positive image of the city at all times.

Provide highly responsible staff support to the Board of Appeals, Board of Adjustment, other boards, City Council, and other agencies including those at the State and Federal level.

Essential Functions

Clarity of speech and hearing which permits the employee to communicate well with building and construction personnel, property and business owners, real estate developers, city employees and the general public regarding code standards.

Vision at the level of 20/40 or better with or without corrective eyewear.

Manual dexterity which allows the employee to operate an automobile, operate a personal computer or other similar device used in the performance of the job, with the exertion of force of up to 50 pounds occasionally and 20 pounds of force frequently to move objects and physically inspect construction projects during all phases of construction.

Personal mobility which permits the employee to visit and inspect all aspects of construction projects to which building and electrical codes apply in order to closely observe those projects in process. This includes the ability to climb ladders and stairs.

Ability to pass employment physicals including drug testing.

Maintain mental capacity permitting the making of sound decisions and using good judgment, maintaining confidentiality, calculating mathematical equations necessary in the performance of the job, interpreting and enforcing codes and procedures.

Effectively handle a work environment and conditions which involve exposure to dust, dirt, sewage, loud noises, fumes and odors.

Regular attendance to work at the designated time and place.

Requirements

Completion of a high school diploma or equivalent; five years experience in the building construction industry with at least two years in a foreman or higher position. Prefer municipal building official experience and certification. Must have a valid drivers license. Certification by the International Code Council for building inspections within one (1) year of hire. The employee in this position must frequently lift, push, pull, climb, turn, reel, crouch, crawl, reach, twist, stand, walk, sit, hear, see. All physical demands such as hearing and smell may occasionally be used for safety reasons. Must have the ability to perform job responsibilities in all climatic conditions.