

RESOLUTION NO. 11-04

A RESOLUTION OF THE TOWN COUNCIL APPROVING THE BUILDING INSPECTOR/SENIOR MAINTENANCE WORKER POSITION, AND ESTABLISHING SALARY RANGE FOR SAID POSITION, AND ADDING THE POSITION TO THE SEIU LOCAL 949 BARGAINING UNIT

WHEREAS, the Town wishes to create the position of Building Inspector/Senior Maintenance Worker; and

WHEREAS, the Town Council is required to approve any revisions to the Town's approved list of classifications.

NOW THEREFORE BE IT RESOLVED that:

1. The position of Building Inspector/Senior Maintenance Worker is hereby created.
2. The position of Building Inspector/Senior Maintenance Worker is hereby established as a SEIU Local 949 classification, with all the rights, privileges, and benefits afforded employees as specified in Resolution No. 2453, as resolution of the Town Council of the Town of Fairfax Establishing Wages and Benefits for Management Employees for the period of July 1, 2006 through June 30, 2009, and as further specified by any subsequent resolutions amending or superseding Resolution No. 2450.
3. The Monthly Salary Schedule effective February 3, 2011 shall be established as follows:

Position Title:	Step A	Step B	Step C	Step D	Step E
Building Inspector/Senior Maintenance Worker	\$4412	\$4633	\$4864	\$5107	\$5363

The foregoing Resolution No. 11-04 was duly and regularly passed and adopted at a Regular meeting of the Town Council of the Town of Fairfax held in said Town on the 2nd day of February, 2011 by the following vote, to wit:

AYES:
NOES:
ABSENT:

Larry Bragman, Mayor

Attest:

Town Clerk, Judy Anderson

**Town of Fairfax
Job Class Specification**

Building Inspector/Senior Maintenance Worker

DEFINITION

Under direction, inspects buildings, examines plans and specifications in the enforcement of laws regulating the construction of buildings in the Town of Fairfax, issues building permits and collect fees. Performs skilled and supervisory work in the construction, maintenance, and repair of streets, storm drains, traffic safety systems, and building and park maintenance; to assign and direct the work of a maintenance crew; to operate power drive equipment.

EXAMPLE OF DUTIES

Building Inspector:

- Makes inspections in the field of building construction, plumbing, electrical and gas installations in residential, business, industrial and public buildings
- Conducts final inspections in the field of completed buildings giving approval to acceptable standards
- Reviews and investigates violations of building code laws
- Tours City to check structures for compliance with building codes
- Provides information to the public regarding building requirements
- Maintains files and reports concerning inspection activities and findings
- Prepares written reports and notices pertaining to code violations
- Performs related duties as required

Senior Maintenance Worker:

- Evaluate and inspect assigned personnel and equipment
- Maintain discipline and ensure that Town policies and procedures are followed
- Assist in the budget preparation and administration; pay some vendor invoices
- Supervise and participate in repair of sidewalks; curbs and gutters, paving, grading, and minor repair of streets; cement construction; trimming brush in the right-of-way; traffic striping; lighting and marking; install signs; maintenance of planting and grounds; playground equipment and structures in Town Parks; repair of fences, retaining walls and drinking fountains; planting, watering, mowing or pruning, fertilizing or other

maintenance of trees, flowers, shrubs and lawns, raking of leaves and cleaning walks, fields, courts, and other facilities, loading trimmings on trucks; general grounds cleaning; maintenance and preparation of athletic field; grading, filling and shaping of baseball diamond

- Supervise and train subordinate maintenance personnel in the operation of equipment and other maintenance activities
- Inspect assigned areas for the entire public works maintenance activities and take appropriate action
- Drive vehicles to transport materials, tools and equipment
- Order necessary materials used in street repair and maintenance
- Maintain Town buildings by performing carpentry, plumbing and minor electrical work
- Complete a variety of reports and forms including time and equipment records and work orders
- Survey Town streets to identify maintenance needs
- Identifies training opportunities and needs and makes recommendations to higher level staff
- Responds to questions and concerns from the general public and provides information as is appropriate and resolves complaints
- Reports problems to Public Works Director or appropriate management staff and trouble shoots construction, maintenance and repair problems on job sites
- Exercises independent judgment on the work site and makes field decisions concerning assigned project or task
- May be required to respond to call-outs on emergency road work or other storm related projects
- Review and process encroachment permits
- Perform related duties as assigned

EMPLOYMENT STANDARDS

Graduation for an accredited high school or equivalent based on courses taken from an accredited educational institution. (Additional qualifying experience may be substituted or the required education on a year-for-year basis). Five (5) years of progressively responsible experience in a variety of building construction work; at least two (2) years must be in an inspection capacity.

CERTIFICATES, LICENSES, REGISTRATIONS - Special Requirement:

Ability to obtain a California driver's license and maintain a satisfactory driving record. Within two (2) years of appointment must obtain I.B.C.O. certification as a condition of continued employment.

LANGUAGE SKILLS:

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak to contractors, architect, homeowners and other employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

KNOWLEDGE OF:

- Federal, State and Municipal Codes, ordinances and regulations relating to building construction, plumbing and gas installations
- Building construction safety standards
- Principles, techniques of building inspection and engineering mathematics
- Accepted safety standards and methods of construction
- Building codes and ordinances including Uniform Code
- Materials, methods, practices and equipment used in construction, maintenance, ground maintenance work and repair activities
- General building maintenance and construction procedures, methods and techniques
- Occupational hazards and standard safety precautions necessary in the work
- Street and park maintenance, drainage systems, and building maintenance activities
- Principles and practices of supervision and training

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ABILITY TO:

- Resolve disputes concerning code requirements and effect compliance
- Deal effectively with people involved with building construction, particularly contractors, architects, developers, engineers, and property owners
- Reviewing construction plans and conducting field inspections of buildings subdivisions, improvements, and site development projects
- Analyze, interpret and accurately check building plans and specifications
- Prepare clear and comprehensive written reports
- Maintain cooperative working relationships with engineers, architects and contractors, officials, employees and the general public
- Apply building related codes and ordinances, including the Uniform Building, Electrical, Plumbing, Mechanical Codes and zoning codes
- Supervise, train, motivate, guide and direct maintenance personnel in the performance of public works maintenance activities
- Perform highly skilled construction, street and park maintenance
- Operate a variety of equipment used in municipal street and park maintenance
- Identify and correct unsafe conditions in the work environment
- Perform heavy manual labor
- Read and interpret construction plans and specifications
- Schedule and plan the work of others
- Understand and carry out oral and written instructions
- Exercise independent judgment in the absence of direct supervision

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but occasionally loud.

The nature of the work requires the individual to climb ladders or scaffolding in order to access and walk on rooftops. A sense of balance is required to walk on pitched rooftops. The job also requires the ability to access and enter cramped quarters such as crawl spaces located under homes, or spaces such as attic areas. Working within the crawl space may bring the Building Inspector into contact with reptiles, insects and/or rodents. While conducting an inspection, it may require the incumbent to walk over rough, uneven, and rock surfaces.

SALARY SCHEDULE

<u>CLASS TITLE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Building Inspector/Senior Maintenance Worker	\$4,412	\$4,633	\$4,864	\$5,107	\$5,363
Annual Salary	\$52,944	\$55,596	\$58,368	\$61,284	\$64,356