

**RESOLUTION NO. 11-03**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX APPROVING THE CHIEF BUILDING OFFICIAL/PUBLIC WORKS MANAGER POSITION, ESTABLISHING A SALARY RANGE FOR SAID POSITION, AND ADDING THE POSITION TO THE MANAGEMENT CLASSIFICATION**

**WHEREAS**, the Town wishes to create the position of Chief Building Official/Public Works Manager; 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 Chief Building Official/Public Works Manager is hereby created and the job specifications are hereby attached as Exhibit "A."
2. The position of Chief Building Official/Public Works Manager is hereby established as a management classification, with all the rights, privileges, and benefits afforded the Town management employees as specified in Resolution 09-67, a resolution of the Town Council of the Town of Fairfax Establishing Wages and Benefits for Management Employees for the period of July 1, 2009 through June 30, 2010.
3. The Monthly Salary Schedule effective January 1, 2011 shall be established as follows:

Position Title:	Step A	Step B	Step C	Step D
Chief Building Official/Public Works Manager	\$7234	\$7596	\$8061	\$8375

The foregoing Resolution 11-03 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 March, 2011 by the following vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Larry Bragman, Mayor

Attest:

\_\_\_\_\_  
Town Clerk, Judy Anderson

AGENDA ITEM # 5

# Town of Fairfax Job Class Specification

## CHIEF BUILDING OFFICIAL/PUBLIC WORKS MANAGER

### DEFINITION

Under general direction plans, schedules, and directs the work of the public works maintenance workers, which includes providing supervision of street improvements, permits, traffic control, pavement markings, parks and public landscaping, storm drains, building maintenance and performs related work as required.

### EXAMPLE OF DUTIES

#### Chief Building Official:

- Issues building permits at the front counter
- 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
- Checks plans for completeness and accuracy before issuing permits
- 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

#### Public Works Manager:

- Plans and supervises the street maintenance program, storm drain and disaster related repairs and all aspects and equipment related thereto
- Periodically inspects streets and all public facilities for deficiencies and recommends corrective actions and priority of work
- Estimates labor, materials, and oversees initiation of projects including street openings, retaining walls, flood control and drainage facilities
- Manages the Town's participation in the Marin County storm water pollution prevention program
- Participates in code enforcement and in other activities, as required

*Exhibit "A"*

## **EMPLOYMENT STANDARDS**

College graduation with a bachelor's degree in civil engineering or related field and a minimum of three (3) years experience public works, or related department is preferred but, comparable experience with a private engineering or construction firm, with a demonstrated record of progressively responsible work experience including project management and supervision of personnel may be substituted. Experience with maintenance of streets, storm drains, public improvements and general construction preferred. Valid California driver's license is required.

## **KNOWLEDGE OF**

### **Chief Building Official**

- 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

### **Public Works Manager**

- Methods, materials and equipment used in street and storm drainage maintenance and construction
- Engineering principles and methods
- Project management
- Contract management
- Supervision and evaluation of personnel

Principles, practices, and techniques of administration, organization, and departmental operation. Basic computer skills including word processing and spreadsheet programs.

## **ABILITY TO**

Plan, schedule and administer a work program. Supervise town personnel and outside contractors. Develop and control budgets. Interact with utility companies and their contractors. Prepare reports and maintain records. Operate personal computer. Establish and maintain effective relationships with Town personnel, peers, and the general public.

## **PHYSICAL DEMANDS**

Work outside in a variety of climatic conditions; operate various air, electric, gasoline and hydraulic power equipment used in the work; act quickly and calmly in emergency

situations; communicate clearly and concisely, both orally and in writing.

Intermittently, sit while driving, operating equipment, or completing forms/work papers; stand, bend, squat, climb, kneel, twist and reach while inspecting or repairing, digging or clearing, and using various tools and equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; distinguish colors used in marking utility facilities, and lift or carry weight of 100 pounds or less. Establish and maintain effective working relationships with those contacted in the course of work.

**WORKING CONDITIONS**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, works outdoors under adverse conditions such as in hot and/or humid or cold and/or stormy weather.

**MONTHLY SALARY SCHEDULE**

<b>Class Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
Chief Building Official/Public	\$7234	\$7596	\$8061	\$8375
Works Manager	\$86,808	\$91,152	\$96,732	\$100,500

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
**Town Manager**