City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: September 15, 2016	Department: Human Resources
Meeting Date: September 20, 2016	Department Head: Cari Kragovich
	Presenter: Cari Kragovich

Subject:

Consideration of a resolution amending the City's FY17 Classification Plan to add the position of Building Inspector.

Background/Alternatives:

The Community Development Department would like to add the position of Building Inspector to the FY17 Classification Plan in order to utilize an employee from another department on an as-needed, part-time basis to assist with inspections during peak construction periods. In order to properly account for this employee's time, we need to have the position approved as part of the FY17 Classification Plan. By cross-utilizing an existing full-time employee, we will not increase our overall employee headcount.

Attachments:

Resolution; Amended FY17 Classification Plan; Building Inspector Job Description

Fiscal Impact:

None at this time.

Staff Impact:

No increase in employee headcount.

Legal Review:

N/A

Resolution No. R17-31

A RESOLUTION AMENDING THE CITY'S CLASSIFICATON PLAN

WHEREAS, the City of Green River has previously adopted a Classification Plan setting forth the titles and job descriptions for all positions of employment with the City; **and**

WHEREAS, the purpose of the Classification Plan is to assist in the internal management of the City, specifically its employees and staff, and as such is a policy that needs to change as often as the needs of the City change;

NOW, THEREFORE, BE IT RESOLVED, BY THE COVERNING BODY OF THE CITY OF GREEN RIVER, WYOMING, THAT THE CLASSIFICATION PLAN, ADOPTED ON THE 21ST DAY OF JUNE, 2016, IS HERE BY AMENDED AS FOLLOWS:

- ADDITION OF THE BUILDING INSPECTOR POSITION TO PAY GRADE 16.

APPROVED, THIS 20th DAY OF SEPTEMBER, 2016.

SIGNED:

_____

Pete Rust, Mayor

ATTEST:

_____

Chris Meats, City Clerk

City of Green River Positions

Position	Grade
Director of Community Development	25
Director of Finance/City Clerk	25
Director of Human Resources	25
Director of Parks and Recreation	25
Director of Public Works	25
Fire Chief	25
Police Chief	25
Assistant Fire Chief	22
Police Lieutenant	22
Accounting Supervisor	21
Battalion Chief	21
Engineer	21[1]
Utility Superintendent	21[2]
Parks, Facilities, and Project Manager	21
Fleet Maintenance Supervisor	19
IT Specialist II	19
Police Sergeant	19
Public Works Projects Specialist	19
Purchasing/Payroll Supervisor	19
Recreation Supervisor	19
Sanitation Supervisor	19
Senior Building Inspector	19
Streets Supervisor	19
GIS Specialist	17
IT Specialist I	17
Public Affairs & Grants Administrator	17
Police Officer III	17
Urban Renewal/Main Street Administrator	17
Animal Control Supervisor	16
Building Inspector	16
Engineering Technician	16
Lead Fleet Technician	16
Police Officer II	16
Clerk of Court	14
Deputy City Clerk	14
Fleet Technician III	14
Police Officer I	14

Effective 9/20/2016

Senior Administrative Assistant	14
Streets Maintenance Crew Leader	14
Utility Technician III	14[2]
Accounting Technician III	13
Animal Control Officer III	13
Administrative Assistant III	12
Fleet Technician II	12
Nuisance Enforcement/Work Restitution Officer	12
Parks Maintenance Operator III	12
Recreation Facility Coordinator	12
Sanitation Operator III	12
Streets Maintenance Operator III	12
Utility Technician II	12
Accounting Technician II	11
Animal Control Officer II	11
Administrative Assistant II	10
Animal Control Officer I	10
Fleet Technician I	10
Head Lifeguard	10
Parks Maintenance Operator II	10
Sanitation Operator II	10
Streets Maintenance Operator II	10
Utility Technician I	10
Accounting Technician I	9
Administrative Assistant I	9
Parks Maintenance Operator I	9
Sanitation Operator I	9
Scalehouse Operator	9
Streets Maintenance Operator I	9
Meter Reader	9
Laborer	7
Recreation Assistant	5
Instructor	4
Shift Supervisor	4
Building Custodian	3
Lifeguard	3

Animal Shelter Attendant	1
Crossing Guard	1
Operations Assistant	1
Seasonal Worker	S

[1] Place at grade 22 if Professional Engineer in the State of Wyoming.
[2] If in possession of multiple certifications, an incumbent in this position may exceed the maximum of the pay range by 10%.

CITY of GREEN RIVER
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WYOMING

Building Inspector

DEFINITION

Under direction, perform inspection work enforcing compliance with building codes and ordinances; check plans, compute building permit fees, and issue permits; conduct zoning, housing, and code enforcement; and provide information as requested.

SUPERVISION RECEIVED

Reports to the Senior Building Inspector or the Director of Community Development.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform inspections of various phases of residential building construction for compliance with the various building codes; review plans and issue permits.

Field check electrical, plumbing, and mechanical plans, layouts and site plans of residential buildings for proper installation and use of materials to ensure compliance with appropriate codes.

Inspect and approve work at each of the required stages of completion and order corrective action if necessary; make final inspections for compliance to pertinent laws, regulations, and codes; prepare reports of inspections and work completed; investigate code violations; prepare reports of findings.

Advise and interpret codes to lay persons, contractors, architects, and others as required; coordinate construction progress with other City departments or divisions and outside agencies.

Conduct studies and investigations of such problems as converting the use of a building, condemning a building, or assessing damage to buildings caused by fire or vehicles.

Inspect and approve construction of signs and sign locations, directional signals, and related structures.

Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

Inspect existing buildings, structures, and properties to determine their conformity with City, state, and federal standards and laws pertaining to zoning, housing, building, and other related codes to prevent blight in the City; conduct re-inspections to ensure compliance.

Abate public nuisances such as vacant structures, abandoned vehicles, signs, and property maintenance.

Maintain current field activity inspection logs; issue correction notices; prepare detailed police reports, inspection warrants, abatement warrants, and staff reports; submit statistical data for monthly reports and other correspondence.

Confer and coordinate enforcement activities with members of other departments and agencies.

Initiate contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards.

Prepare notices of violation or noncompliance and citations according to applicable codes and regulations; issue letters to property owners notifying them of violation.

Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action and administrative hearings; present testimony at hearings in court.

Provide information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries.

Conduct land surveying as assigned.

Attend meetings of the Board of Adjustments as an alternate.

Operate ArcInfo software, including information input and maintenance of the system and software.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and techniques of code violation investigation and enforcement.

Methods and procedures used in code compliance including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.

Principles and techniques of building inspection and structural design.

Accepted safety standards and methods used in building construction for residential buildings.

Major types of building construction materials and methods.

Occupational hazards and standard safety practices necessary in the area of building and facility inspection and construction and code compliance.

Federal, state, and local building codes, ordinances, and regulations relating to zoning, building construction, electrical work, plumbing, and mechanical installations.

Modern office practices, methods, and computer equipment.

Principles and concepts of land surveying.

Principles and practices used in dealing with the public.

Principles of recordkeeping, case management, and reporting.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Perform the full range of residential inspection work independently.

Analyze, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including International Building Codes, zoning ordinances, and state and county health codes.

Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.

Read, interpret, and understand building permit plans, specifications, codes, and regulations.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.

Enforce necessary regulations with firmness and tact.

Perform mathematical computations quickly and accurately.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Perform drafting using AutoCAD and/or other computerized drafting programs.

Respond to complaints or inquiries from citizens, staff, and outside organizations.

MINIMUM QUALIFICATIONS

Experience:

Six years of building construction, code enforcement, and/or land surveying experience.

Training:

Equivalent to a high school diploma supplemented by college level coursework in construction technology.

License or Certificate:

Possession of, or ability to obtain within one year of appointment, certification as a Residential Building Inspector by the I.C.C.

Certification as a Residential Plumbing, Mechanical, and Electrical Inspector is desired.

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, stoop, crawl, twist, climb, and lift 50 lbs.; exposure to heat, cold, outdoors, confining work space, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective date: October 2003
Revised: June 2004; February 2009