

**CITY OF SAN MATEO
RESOLUTION NO. ____ (2019)**

**AUTHORIZING NEW CLASSIFICATIONS, ESTABLISHMENT OF NEW JOB
SPECIFICATIONS AND SALARIES, AMENDMENTS TO EXISTING POSITIONS,
ABOLISHMENT OF CLASSIFICATIONS, REALLOCATIONS, RECLASSIFICATIONS AND
REVISIONS TO EXISTING JOB SPECIFICATIONS**

WHEREAS, pursuant to the San Mateo Municipal Code Section 2.57.030(d), approval of new classifications and related job specifications, salary schedules, compensation changes, elimination of positions, reallocation of positions, reclassifications, and revision of job specifications must be approved by City Council Resolution; and

WHEREAS, the proposed changes are as detailed below:

- Approve the job specification and salary range for the new classifications of Inspection Supervisor, Permit Center Supervisor, Senior Development Review Technician, Development Review Technician I/II, and Vehicle Abatement Officer, and;
- Set the monthly salary for Inspection Supervisor at \$8,871.02 - \$10,580.06, Permit Center Supervisor at \$8,871.02 - \$10,580.06, Senior Development Review Technician at \$6,375.07 - \$7,603.98, Development Review Technician II at \$5,797.59 - \$6,914.11, Development Review Technician I at \$5,217.23 – \$6,222.54, and Vehicle Abatement Officer at \$4,815.10 - \$5,744.15 and;
- Approve the job specification combining the Plan Checker I/II and Plan Check Engineer into a flexibly staffed classification, and;
- Reallocate the vacant Deputy Building Official position to Permit Center Supervisor, and;
- Reallocate the Development Review Supervisor to Senior Development Review Technician, and;
- Reallocate the vacant Fire Plan Checker to Plan Checker I/II/Engineer, and;
- Reclassify the incumbent Senior Building Inspector to Inspection Supervisor, and;
- Reclassify the incumbent Development Review Supervisor to Senior Development Review Technician, and Y-rate her salary, and;
- Reclassify the incumbent Development Review Technicians to Development Review Technician II, and;
- Convert a vacant Limited Term Associate Planner position to permanent, and;
- Add one FTE each of Code Enforcement Officer I/II and Administrative Assistant in the Community Development Department, and;
- Add two FTE's of Vehicle Abatement Officer in the Police Department, and;
- Reallocate a vacant Systems Specialist position to Systems Analyst I/II in the Department of Information Technology, and;
- Revise the job specifications for the classifications of 1) Senior Building Inspector; 2) Code Enforcement Officer I/II; 3) Senior Code Enforcement Officer; 4) Stormwater Program Coordinator; and 5) Wastewater Treatment Plant Operator-In-Training.

- Abolish the classifications of Deputy Building Official and Development Review Supervisor.

WHEREAS, the employee associations representing the impacted classifications have reviewed the proposed changes and have not brought forth any objections or concerns;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, RESOLVES that:

- The Council approves the job specification and salary range for the new classifications of Inspection Supervisor, Permit Center Supervisor, Senior Development Review Technician, Development Review Technician I/II, and Vehicle Abatement Officer, and;
- The Council approves setting the monthly salary for Inspection Supervisor at \$8,871.02 - \$10,580.06, and;
- The Council approves setting the monthly salary for Permit Center Supervisor at \$8,871.02 - \$10,580.06, and;
- The Council approves setting the monthly salary for Senior Development Review Technician at \$6,375.07 - \$7,603.98, and;
- The Council approves setting the monthly salary for Development Review Technician II at \$5,797.59 - \$6,914.11, and;
- The Council approves setting the monthly salary for Development Review Technician I at \$5,217.23 – \$6,222.54, and;
- The Council approves setting the monthly salary for Vehicle Abatement Officer at \$4,815.10 – \$5,744.15, and;
- The Council approves the job specification combining the Plan Checker I/II and Plan Check Engineer into a flexibly staffed classification, and;
- The Council approves reallocating the vacant Deputy Building Official to Permit Center Supervisor, and;
- The Council approves reallocating the Development Review Supervisor to Senior Development Review Technician, and;
- The Council approves the reallocation of the vacant Fire Plan Checker to Plan Checker I/II/Engineer, and;
- The Council approves the reclassification of the incumbent Senior Building Inspector to Inspection Supervisor, and;
- The Council approves the reclassification of the incumbent Development Review Supervisor to Senior Development Review Technician and Y-rating her salary at \$9,622.84, and;
- The Council approves the reclassification of the incumbent Development Review Technicians to Development Review Technician II, and;
- The Council approves converting the vacant Limited Term Associate Planner position to permanent, and;
- The Council approves adding one Code Enforcement Officer I/II FTE, and;
- The Council approves adding one Administrative Assistant FTE in the Community Development Department, and;

- The Council approves adding two FTE Vehicle Abatement Officer in the Police Department, and;
- The Council approves reallocating the vacant Systems Specialist position to Systems Analyst I/II, and;
- The Council approves revising the job specifications for the classifications of 1) Senior Building Inspector; 2) Code Enforcement Officer I/II; 3) Senior Code Enforcement Officer; 4) Stormwater Program Coordinator; and 5) Wastewater Treatment Plant Operator-In-Training.
- The Council approves abolishing the classifications of Deputy Building Official and Development Review Supervisor.



INSPECTION SUPERVISOR

DEFINITION

To supervise and coordinate work of the building inspection section; to conduct complex inspections of buildings for compliance with applicable codes, regulations, ordinances and professional standards; to act as a technical expert and to provide information on City building codes, regulations and building plans processing to staff and the public; to coordinate and collaborate with the management of the Building Division as well as Community Development on processes and procedures and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position supervisory classification in the Building Division of the Community Development Department. It is responsible to provide supervision and training of staff engaged in the building inspection process; to provide technical expertise and respond to queries; to perform the most sensitive or complex inspections; and to coordinate permitting and inspection processes with other divisions within the department and departments within the City.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Building Official or higher level department personnel.
Exercises direct supervision over professional, technical and support personnel.

EXAMPLES OF ESSENTIAL DUTIES – Depending upon assignment, duties may include, but are not limited to, the following:

Plan, organize, assign and supervise the work of staff engaged in field and office building inspection activities.

Assist Building Inspectors with code interpretations and the resolution of field and office problems; explain code and ordinance requirements to City staff, builders, architects, contractors, and the general public.

Ensure that requests for building inspections are processed in a timely manner and in accordance with established procedures, the adopted building codes, state laws, and local ordinances.

Assist with complex and difficult building inspection work; conduct special investigations and studies.

Review construction documents for residential, commercial and industrial construction; ensure compliance with applicable codes and regulations; approve final inspection.

Participate in development and administration of the budget, goals, objectives and work programs for the building inspection section.

Coordinate and audit special inspectors and contracted inspector performance.

Maintain records of inspections, violation notices, investigations, and other related data.

Select and recommend appointment of personnel; monitor employee performance objectives;

Prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; develop work schedules, assign tasks and review work.

Establish and communicate division priorities, goals and objectives.

Respond to information inquiries and complaints regarding commercial and residential construction projects and possible violations of State and local codes, laws, and regulations.

Coordinate section activities with other City departments and divisions, and with outside agencies.

Provide information to interested parties on the City's building inspection program, including code provisions, procedures, required submittal and plan processing, and inspection schedules.

Participate in meetings with architects, engineers, property owners, developers, contractors, City staff and others to discuss issues involving activities of the Building Inspection section.

Prepare letters to owners or contractors regarding non-compliance; carry negligent cases through prosecution channels when required.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Assist with special projects as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, techniques and practices employed in building design, construction, repair, alteration and inspection.

Civil engineering principles as they pertain to building construction.

Adopted Building Codes and Ordinances; appropriate municipal codes and ordinances; and state laws concerning the inspection and development review system.

Principles and techniques of supervision, training and performance evaluation.

Practices and techniques of problem solving and conflict resolution.

Principles and techniques of project and workload planning.

Organization, establishing policies and procedures.

Office practices, procedures, methods and equipment.

Ability to:

Plan, organize and supervise section activities.

Read, interpret, explain, apply and enforce laws, regulations and codes.

Prioritize, coordinate and assign work; monitor, evaluate and train staff.

Read and understand plans, specifications and blueprints.

Review construction plans and conduct field inspections of buildings including structure and electrical, plumbing, heating, air conditioning and ventilation systems.

Establish and maintain effective working relationships with contractors, developers, architects, City staff and officials; deal tactfully and effectively with those encountered in the course of work.

Communicate and interact effectively with others; read, understand, interpret and apply rules and regulations; organize and maintain records; meet deadlines; work independently; write clear and accurate communications; operate modern office equipment, including computers and applicable software.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities; which may include walking, standing or sitting for extended periods; and operating assigned equipment and vehicles.

Communicate with others, understand and implement information in a manner consistent with the essential job functions.

Make sound decisions in a manner consistent with the essential job functions.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of building inspection work which involved the interpretation, application and enforcement of building codes and regulations, including two years in a supervisory role.

Education:

Equivalent to completion of the twelfth grade, supplemented by college level coursework in

construction trades, or a related field.

License or Certificate:

Possession of, or ability to obtain, a valid State of California driver's license and appropriate license classification as required upon appointment.

Ability to obtain an International Code Council certification as a Combination Inspector, or equivalent certification from a recognized agency within 12 months of appointment.

ADA Special Requirement

Essential duties require the following physical abilities and work environment. Typically, work is conducted in an office and construction site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

ADOPTED:

BARGAINING UNIT: MANAGEMENT UNIT

PERFORMANCE APPRAISAL: MANAGEMENT

FLSA: EXEMPT

DOT: NO

PRE APPT MEDICAL: YES

SAFETY SENSITIVE: NO

FORM 700: YES

JOB CODE: 2093



PERMIT CENTER SUPERVISOR

DEFINITION

To plan, organize, supervise, coordinate and participate in the work of the team assigned to assist customers with successfully interfacing with the City's planning, building, development and permit processes; to provide technical expertise in building and/or zoning code administration or development review processes; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position supervisory classification in the Building Division of the Community Development Department. It is responsible to provide supervision and training of staff engaged in the plan checking and building permit processes; and to coordinate permitting processes with other city divisions and departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Building Official or higher level department personnel.

Exercises direct supervision over technical and support personnel.

EXAMPLES OF ESSENTIAL DUTIES – Depending upon assignment, duties may include, but are not limited to, the following:

Plan, organize, and supervise the work of staff engaged in building permit issuance, development application review, and plan check activities.

Provide direct oversight of all permit functions including proper coordination of all applications received; manage timely and proper routing of all submittals.

Ensure that permits for construction and associated fees are processed in a timely manner and in accordance with established procedures, the uniform codes, state laws, and local ordinances governing land use development.

Select and recommend appointment of personnel; monitor employee performance objectives;

Prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; establish and communicate Development Center priorities, goals and objectives.

Coordinate activities and development reviews with other City departments and divisions, and with outside agencies as determined necessary.

Ensure proper input and maintenance of all statistical permit processing data.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications and establish policy and procedures; prepare various reports on operations and activities.

Assist with special projects as assigned.

Be an integral team player, which involves flexibility, cooperation and communication

QUALIFICATIONS

Knowledge of:

Principles and practices of design, construction, and scheduling involved in building and related development projects.

Processes and procedures of development and building plan review and permitting processes.

Building, mechanical, plumbing, energy and electrical codes; City codes and ordinances; and state laws concerning the development review system.

Principles and techniques of supervision, training and performance evaluation.

Practices and techniques of problem solving and conflict resolution.

Principles and techniques of project and workload planning.

Organization, policies and procedures of the department and the City.

Office and public counter practices, procedures, methods and equipment.

Computer technology for public record tracking and storage.

Ability to:

Effectively manage assigned staff and operations.

Read, interpret, explain and apply laws, regulations and codes.

Prioritize, coordinate and assign work; monitor, evaluate and train staff.

Read and understand plans, specifications and blueprints.

Manage multiple projects and coordinate tasks with staff and other departments.

Establish and maintain effective working relationships with contractors, developers, architects, City staff and officials; deal tactfully and effectively with those encountered in the course of work.

Interact and communicate both orally and in writing with others in an effective manner; read, understand, interpret and apply rules and regulations; organize and maintain records; meet deadlines; work independently; write clear and accurate communications; operate modern office equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities; which may include walking, standing or sitting for extended periods; and operating assigned equipment and vehicles.

Strong communication (verbal and written) skills to engage with others and to assimilate and understand information in a manner consistent with the essential job functions.

Make sound decisions in a manner consistent with the essential job functions.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience working in building permitting, land development, planning, building inspection or construction management, including two years in a supervisory role.

Education:

Equivalent to completion of the twelfth grade, supplemented by college level coursework in management, architecture, construction, civil engineering, planning, or a related field.

License or Certificate:

Possession of, or ability to obtain, a valid State of California driver's license and appropriate license classification as required upon appointment.

Ability to obtain a plans examiner certificate and permit technician certificate from International Code Council or equivalent within the first 12 months of employment.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment. Typically, work is conducted in an office environment. Ability to sit, stand, walk, kneel, stoop, reach, twist, and climb, lift and carry 25 pounds; some exposure to noise, outdoors, electrical hazards, dust, and mechanical hazards.

ADOPTED:

BARGAINING UNIT: MANAGEMENT UNIT

PERFORMANCE APPRAISAL: MANAGEMENT

FLSA: EXEMPT

DOT: NO

PRE APPT MEDICAL: YES

SAFETY SENSITIVE: NO

FORM 700: YES

JOB CODES: 2089



SENIOR DEVELOPMENT REVIEW TECHNICIAN

DEFINITION

To provide lead direction to technical and support staff; to perform a wide variety of complex and advanced technical duties requiring specialized knowledge related to building permits and development; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Development Review Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision (day to day operations) over assigned personnel and performing the most complex duties assigned to the series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Permit Center Supervisor or higher level department personnel.

Exercises technical and functional supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of development review support duties.

Assist the general public with questions regarding building and development review/permit requirements.

Accept building permit and development review applications; act as lead on complicated plan check input and questions.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Compile building related data as directed; prepare various reports.

Perform the most difficult and complex work related to building permit and development review applications.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional leadership.

Principles and techniques of plan checking.

Policies and procedures of fee assessment and collection.

Principles and practices of customer service.

Public counter customer service methods, procedures, computer equipment, and computer software applicable to assignment.

English usage, spelling, grammar and punctuation.

Ability to:

Provide technical and functional leadership over assigned staff; effectively train staff.

Perform the most complex duties related to building permit issuance, development review applications and plan checking.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of up to 25 pounds.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible journey level experience similar to Development Review Technician II with the City of San Mateo or permit technician positions in other jurisdictions.

Education:

Equivalent to the completion of an Associate's degree from an accredited college with major courses work in planning, architecture, construction technology or a related field.

Licenses and Certificates

Possession of an International Code Council Permit Technician Certificate is highly desired and required within 12 months of employment.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment. Typically, work is conducted in an office environment. Ability to sit, stand, walk, kneel, stoop, reach, twist, and climb, lift and carry up to 25 pounds; some exposure to noise, outdoors, electrical hazards, dust, and mechanical hazards.

ADOPTED CC:

FORMER TITLES:

BARGAINING UNIT: GENERAL UNIT

PERFORMANCE APPRAISAL: WHITE COLLAR LEAD / PROGRAMS

FLSA: NON EXEMPT

DOT: NO

PRE APPT MEDICAL: YES

SAFETY SENSITIVE: NO

FORM 700: YES

JOB CODE: 5177



DEVELOPMENT REVIEW TECHNICIAN I/II

DEFINITION

To perform a wide variety of technical, paraprofessional support, and customer service duties related to building permits and development or planning applications. To serve the public at the front counter.

DISTINGUISHING CHARACTERISTICS

Development Review Technician I - This is the entry level class in the Development Review Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Development Review Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Development Review Technician II - This is the journey level class in the Development Review Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Development Review Technician in that the latter performs the most difficult and complex duties of the unit and provides technical and functional leadership and guidance over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Development Review Technician I /II

Receives immediate supervision from the Permit Center Supervisor or higher level department personnel and may receive technical and functional direction from Senior Development Review Technician.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the general public at the front counter, in writing, or by phone regarding building and development review/permit requirements, including but not limited to permit and plan check fees, plan review and plan check filing procedures and processing, and permit inspection status.

Accept building permit and development review applications; review applications for completeness; enter permit data into an automated database; route plans to other City departments and/or outside agencies for review and track plan review process.

Compile building permit and related data as directed, prepare various reports.

Review and issue permits for minor applications for conformance with ordinances and department's standards, policies and guidelines.

Calculate various fees, prepare fee estimates and apply fees to permits or other development review billings.

Approve and issue over-the-counter permits.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Development Review Technician I

Knowledge of:

Concepts and techniques of customer service.

Correct English usage, spelling, grammar and punctuation.

Public counter customer service methods, procedures, computer equipment, and computer software applicable to assignment.

Basic arithmetic calculations.

Ability to:

Learn and apply front counter and permitting policies, concepts and techniques.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less (including blueprints).

Maintain, update, and ensure the accuracy of fiscal and customer records and data.

Make mathematical calculations.

Use sound judgment in recognizing scope of authority.

Operate and use office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of responsible office or clerical experience involving customer service is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in business or accounting.

Development Review Technician II

In addition to the qualifications for the Development Review Technician I:

Knowledge of:

Operations, procedures, policies and precedents of the City and the development review process

Principles, methods and practices of plan checking.

Principles and techniques of work planning and coordination.

Basic knowledge of building codes and permitting

Ability to:

Balance multiple and complex work assignments and manage time wisely.

Understand and apply customer service concepts and techniques, internally and externally.

Coordinate and collaborate internally with various divisions and departments on the development review process

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Development Review Technician I with the City.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in business or accounting.

Licenses and Certificates

Possession of an International Code Council Permit Technician Certificate is desirable.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment. Typically, work is conducted in an office environment. Ability to sit, stand, walk, kneel, stoop, reach, twist, and climb, lift and carry up to 25 pounds; some exposure to noise, outdoors, electrical hazards, dust, and mechanical hazards.

ADOPTED CC: 8-07-94
REVISED CC: 5-20-02, 6-21-04
FORMER TITLES:

BARGAINING UNIT: GENERAL UNIT
PERFORMANCE APPRAISAL: WHITE COLLAR TECHNICAL
FLSA: NON EXEMPT
DOT: YES
PRE APPT MEDICAL: NO
SAFETY SENSITIVE: NO
FORM 700: YES
JOB CODES: DEVELOPMENT REVIEW TECHNICIAN I 5176
DEVELOPMENT REVIEW TECHNICIAN II 5174



VEHICLE ABATEMENT OFFICER

DEFINITION

Under general supervision, investigates, monitors and enforces vehicle abatement code and ordinance violations; issues citations for parking violations; arranges for towing; responds to public questions and concerns; performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Traffic Sergeant or higher-level department personnel.

Incumbents in this classification do not exercise supervision over other personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Respond to and investigate complaints, either from the public or self-initiated, of abandoned vehicles in violation of the San Mateo Municipal Code and the California Vehicle Code.

Process and abate abandoned vehicles as outlined in the California Vehicle Code, San Mateo Municipal Code, and Police Department Policy, including issue parking citations, conduct private property vehicle abatements, establish and maintain protocols for large vehicle (RV, bus) abatement, ensure vehicle owners and/or lien holders are provided with up to date information.

Annually review all applicable abandoned vehicle fees to ensure financial integrity.

Coordinate with other City departments for abandoned vehicle issues.

May assist with administrative or citation reviews to include tow hearings.

Respond to questions and concerns from business representatives, the general public, departmental staff, and other agencies.

Provide information as appropriate and resolve service issues and complaints.

Establish and maintain working relationships with towing agencies, vehicle dismantling agencies and other vehicle recyclers and provide all necessary documentation.

Create and maintain guidelines and information for private property owners for reporting and legally abating vehicles.

Assist dispatchers with data entry, and prepare and maintain reports, records, statistics or other documents regarding citation and towing activities as necessary.

Transport patrol vehicles, radios, and other equipment for maintenance to appropriate destination.

Respond to requests for assistance involving traffic control, direct traffic and perform other traffic control related duties at accident scenes and community events.

Perform other related duties as assigned.

QUALIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Experience:

One (1) year of experience involving heavy public contact in an enforcement, inspection, investigation, or high demand customer service capacity. Experience that includes enforcement of municipal codes is highly desirable.

Training:

Equivalent to completion of the twelfth grade or equivalent. Specialized training or coursework in criminal justice, police science or a related field desirable.

License or Certificate:

Possession of, or ability to possess, an appropriate valid California Driver's license upon appointment.

A successful candidate must be willing to submit to a personal background investigation as required by the Police Department.

Knowledge of:

Vehicle code and municipal ordinances regarding control of parking.
Court proceedings.

Basic principles of mathematics.

Methods and techniques for record keeping and report preparation and writing.

Proper English, spelling and grammar.

Occupational hazards and standard safety practices.

Ability to:

Deal effectively with the public

Patrol and assess the assigned area for abandoned vehicle violations

Issue parking citations.

Perform mathematical calculations quickly and accurately.

Interpret, explain, and apply applicable laws, codes, and regulations.

Read, interpret, and record data accurately.

Organize, prioritize, and follow-up on work assignments.

Remain calm under stressful situations.

Operate a three-wheel motor scooter.

Operate a computer and basic office equipment.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Analyze a complex issue and develop and implement an appropriate response.

Write concise report.

Maintain records.

Follow written and oral directions

Observe safety principles and work in a safe manner

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships.

Safely and effectively operate a variety of equipment used in parking enforcement, including vehicles and handheld citation issuing devices.

Work with members of the public who may be unhappy or upset.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift, push, pull and drag 25 pounds; work outdoors in all weather conditions, including wet, hot, and cold and incumbents may be exposed to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to operate a vehicle and work in heavy vehicle traffic conditions and often work with constant interruptions. Will be required to work evenings, weekends, and/or holidays depending on meetings and/or special events. May be required to respond to after hours emergencies and call-outs and to wear department-issued uniform.

ADOPTED CC:

BARGAINING UNIT: GENERAL

PERFORMANCE APPRAISAL: COMPLIANCE AND INSPECTION

FLSA: NON EXEMPT

DOT: YES

PRE APPT MEDICAL: YES

SAFETY SENSITIVE: YES

FORM 700: YES

JOB CODES: 4536

ABOLISHED:



PLAN CHECKER I/II/ENGINEER

DEFINITION

To perform routine to complex work involving the review of residential, commercial, industrial, construction and development plans and specifications for structural integrity and compliance with applicable building codes and regulations, permit requirements and basic structural practices; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level departmental personnel.

May exercise technical or functional direction over lower level plan checking or technical and office support personnel.

DISTINGUISHING CHARACTERISTICS

Plan Checker I – is the entry-level class in this technical series, allowing an incumbent with a strong background in building inspection, construction or an engineering technology the opportunity to learn this technical discipline. This class is alternately staffed with Plan Checker II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the requirements of the higher level class.

Plan Checker II – is the experienced class in this series, with incumbents performing plan reviews for a wide variety of projects. The majority of the work relates to conformance with uniform building codes and basic structural requirements; however, some review for zoning conformance may also be performed.

Plan Check Engineer – is normally filled by advancement from the lower class of Plan Checker II, or when filled from the outside require 3 years of experience in plan check or building review. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. The incumbents in this class review all commercial, industrial, and large multi-residential buildings and development plans for structural integrity and compliance with applicable code and permit requirements, and performs other

related work as required. This class is distinguished from Plan Check Supervisor which directs the work of Plan Checkers in addition to performing the most complex plan checking duties.

EXAMPLES OF ESSENTIAL DUTIES - Depending upon class level and assignment, duties may include, but are not limited to, the following:

Review and examine construction documents, plans and specifications for one and two family, and multi-family residential, and basic commercial and industrial projects.

Conduct plan checks on commercial and residential building structures; review structural calculations, fire resistance requirements, earthquake resistance and soils engineering. Conducts plan checks for commercial buildings to be remodeled and/or altered.

Confer over the phone or in person with homeowners, builders, engineers, contractors, architects and the public to give information and interpret building codes and regulations and permit requirements; recommends necessary changes to obtain compliance with applicable building and zoning codes and regulations.

Review corrected plans for conformity with requirements; ensures that proper building permit requirements are met.

Receive and assess fees for new development and construction projects. Issue and process building permit applications.

Maintain records of incoming plans and those completed.

Conduct field inspections as required. Make on-site construction inspections on occasion, when required to confirm that construction complies with approved plans and specifications.

Coordinate plan check activities with other City departments and with outside agencies.

Initiate appropriate action to enforce code compliance.

Prepare reports and written correspondence to architects, engineers, contractors and others related to the correction of plans and engineering detail.

Confer with building inspectors on building-related problems arising in the field during construction.

Coordinate construction plans examination processes with those of other City departments and units.

Monitor changes and legislation pertaining to assigned work; investigate new materials and substitute materials, and new methods of structural design; recommend appropriate changes in the building codes and regulations to the Deputy Building Official.

Assist in staffing the public counter; issue building permits as required. Maintain accurate records and write reports regarding the work as required.

QUALIFICATIONS

PLAN CHECKER I/II

Knowledge of:

Plans examination techniques and methods.

Techniques, materials and practices in the structural, plumbing, mechanical and electrical construction fields.

Residential, commercial and industrial construction materials, methods and equipment.

California Energy Conservation requirements.

Disabled Access Standards.

Applicable codes and ordinances governing housing and building construction, rehabilitation, alteration, use and occupancy.

Appropriate health and safety and fire prevention construction and building methods.

Basic structural guidelines and calculations.

Basic planning and zoning codes and ordinances.

Engineering mathematics related to the plan checking function.

Ability to:

Perform detailed analysis and examination of building and construction designs, specifications and plans.

Apply basic engineering and architectural principles and techniques to the solution of one and two family residential and industrial construction.

Analyze and evaluate building plans, data and reports.

Interpret, apply and explain building and zoning codes and ordinances, procedures and construction methods and requirements.

Make accurate mathematic calculations.

Maintain accurate records and files and prepare correspondence and other materials related to the work.

PLAN CHECK ENGINEER

Knowledge of:

Principles, methods, and techniques of structural engineering.

California building, fire, plumbing, electrical codes, and applicable state laws and local ordinances.

Principles of advanced mathematics and their application to engineering work.

Applicable laws, regulatory codes and basic legal requirements governing engineering and architecture.

Recent developments, current literature and sources of information regarding structural engineering.

Ability to:

Make engineering design computations and check engineering plans and studies.

Make comprehensive studies and prepare reports and recommendations.

Understand and interpret engineering construction plans, specifications and other contract documents.

Perform technical research and solve difficult engineering problems.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Plan Checker I: Two years of experience in building inspection, or engineering technical support work on construction projects which have involved the review and/or preparation of building plans and specifications.

Plan Checker II: Two years of plan checking experience at a level equivalent to the City's class of Plan Checker I.

Plan Check Engineer: Three years of increasingly responsible experience in building structural design and/or structural plan checking.

Training:

Plan Checker I and II: Equivalent to graduation from high school supplemented by mathematics through trigonometry. College level coursework in pre-engineering or construction technology is desirable and may be substituted for the experience at the II level on a year for year basis.

Plan Check Engineer: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, mechanical, or structural engineering, architecture, or a closely related field.

License or Certificate:

Plan Checker I and II:

Possession of, or ability to obtain within probationary period, a Plan Examiner Certificate issued by the International Code Council, or other equivalent state, national or international association.

Plan Check Engineer:

Possession of a Certificate of Registration as professional engineer in the State of California. Possession of, or ability to obtain within probationary period, a Plan Examiner Certificate issued by the International Code Council, or other equivalent state, national or international association.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to sit, stand, walk, kneel, stoop, reach, twist, and climb. Some exposure to noise, outdoors, electrical hazards, dust, and mechanical hazards.

PLAN CHECK I/II

ADOPTED: 6-15-92

REVISED: 5-20-02, 6-21-04, 11-07-16

FORMER TITLES:

BARGAINING UNIT: GENERAL UNIT

FLSA: NON EXEMPT

DOT: NO

PRE APPT MEDICAL: YES

SAFETY SENSITIVE: NO

FORM 700: YES

JOB CODES: PLAN CHECKER I – 5061, PLAN CHECKER II - 5060

PERFORMANCE APPRAISAL: WHITE COLLAR TECHNICAL

PLAN CHECK ENGINEER

ADOPTED:

REVISED:

BARGAINING UNIT: GENERAL UNIT

FLSA: EXEMPT

DOT: NO

PRE APPT MEDICAL: YES
SAFETY SENSITIVE: NO
FORM 700: YES
JOB CODE: 5035
PERFORMANCE APPRAISAL: ANALYTICAL TECHNICAL



SENIOR BUILDING INSPECTOR

DEFINITION

Under direction, acts as a technical lead and performs highly skilled combination and specialty inspection work involving the interpretation and enforcement of codes and regulations for building and related health and safety areas; performs periodic review of less complex plans; performs related work as assigned.

SUPERVISION RECEIVED & EXERCISED

Receives general direction from the Building Official or higher level department personnel. May exercise technical and functional supervision over professional and support staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Building Inspection series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Assignments also involve performing combination inspections including the more complex or sensitive inspections and performing periodic review of less complex plans. The incumbent is expected to have a high degree of technical expertise and to exercise considerable independence and discretion on assignments.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Reviews construction documents for residential, commercial and industrial construction; ensures compliance with applicable codes and regulations; approves final inspection.

Assists in developing and administering the budget, goals, objectives and work programs for building inspection.

Reviews and revises policies and procedures; monitors code changes and updates City practices as required.

Conducts combination inspections of complex or sensitive construction or remodeling work under permit to enforce building, health and safety and City codes to ensure safe application and installation practices; makes final inspection to clear permits.

Advises property owners, contractors and others on matters relevant to construction and repair methods and materials; interprets codes and regulations and explains inspection programs; investigates and resolves complaints and problems.

Makes inspections of existing buildings for hazardous conditions, structural failures or the need for maintenance or repair.

Prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution channels in situations of noncompliance.

Performs periodic review of less complex plans.

May provide training to and review the work of less experienced plan check staff.

Provides public assistance and information over the counter.

Maintains records and files of permits and inspections.

Maintains current knowledge of new construction methods, materials and techniques.

Uses standard office equipment, including a computer, in the course of the work; drives a City or personal vehicle to on-site inspections or to attend meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision, including work planning and instruction.

Principles and methods used in building construction craft areas, including plumbing, electrical, mechanical, building construction, foundations, remodeling, and zoning.

Applicable City, state and federal laws, ordinances and codes.

Appropriate safety and fire prevention methods in construction.

Building construction practices, materials and plans and the methods involved in construction and building inspection.

Computer applications related to the work.

Ability to:

Provide technical and functional supervision to assigned staff; effectively train less experienced staff.

Perform the most complex duties related to building inspection.

Provide expert technical building inspection assistance.

Review plans and specifications for building related construction and determine practicability of plans, compliance with regulations and validity of permits.

Perform thorough and accurate inspections, alteration or repair of buildings, construction and enforce a wide range of building, zoning and related codes and regulations.

Interpret, apply and explain complex codes, regulations and procedures.

Maintain accurate records and prepare clear and concise reports and documentation.

Exercise sound independent judgment within established guidelines.

Deal courteously and communicate effectively with a variety of individuals in the course of work, including resolving job-related problems with property owners and contractors, architects, engineers, realtors and representatives of lending institutions and utility companies.

Work cooperatively with all contacted in course of work.

Experience and Training Guidelines:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to graduation from high school and three years of journey level building inspection experience at a level equivalent to the City's class of Building Inspector II. Some prior lead experience is highly desirable.

Licenses and Certificates:

Possession of a valid California driver's license. Possession of or ability to obtain a Building Inspector certification issued by the International Code Council or other equivalent state, national or international association within 12 months of appointment.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

ADOPTED CC:	6-20-94
REVISED CC:	5-20-02, 6-21-04
BARGAINING UNIT:	GENERAL UNIT
PERFORMANCE APPRAISAL:	COMPLIANCE AND INSPECTION
FLSA:	NON-EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
FORM 700:	YES
JOB CODE:	5032



CODE ENFORCEMENT OFFICER I/II

DEFINITION

Performs investigative abatement work and enforcement work for State and City codes, ordinances and approval conditions related to use, maintenance and safety of land and structures; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I

This entry level classification in the Code Enforcement Officer series reports to the Senior Code Enforcement Officer and Code Enforcement Manager and is characterized by the responsibility to learn to conduct investigations related to land use, zoning, dangerous structures, health and safety, signs, weed abatement and related municipal codes and ordinances, to determine violations and to gain compliance. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine and standardized tasks and duties assigned to positions within the series.

Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Code Enforcement Officer II

This fully qualified journey level classification in the Code Enforcement Officer series reports to the Senior Code Enforcement Officer and Code Enforcement Manager and is characterized by the responsibility to conduct investigations related to land use, zoning, dangerous structures and related municipal codes and ordinances, to determine violations and to gain compliance, and to provide training to other staff. Assignments and objectives are specified, with the employee responsible for planning and organizing work. Work review is periodic, usually upon employee initiative with the employee presenting alternative courses of action.

SUPERVISION RECEIVED AND EXERCISED

Code Enforcement Officer I - Receives immediate supervision from the Code Enforcement Manager and Senior Code Enforcement Officer

Code Enforcement Officer II - Receives general supervision from the Code Enforcement Manager and Senior Code Enforcement Officer. May exercise technical and functional supervision over lower level staff.

Code Enforcement Officer I

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – Duties may include, but are not limited to the following:

Receives complaints of violations of city codes and ordinances for residential, commercial and industrial property.
Reviews case files, zoning, general plan and tract maps and other documentation relating to property involved in complaint.
Conducts interviews, field investigations and site surveillance.
Determines compliance requirements.
Explains violations and alternative mitigation measures.
Issues Warning Notices.
Coordinates enforcement activities with other agencies.
Generates reports and conducts research using computer.
May review planning applications for enforceability of variances and use permit conditions.
Prepares written reports and legal documents.
Prepares case information for and present evidence at appeal hearings and other legal proceedings.

Code Enforcement Officer II

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to the following:

Receives complaints of violations of city codes and ordinances for residential, commercial and industrial property.
Reviews case files, zoning codes and ordinances, general plan and tract maps and other documentation.
Conducts interviews, field investigations and site surveillance.
Determines compliance requirements.
Explains violations and alternative mitigation measures.
Issues Warning Notices.
Refers cases to other agencies.
Coordinates enforcement activities with other agencies.
Generates reports and conducts research using computer.
Provides technical expertise and participates in the training of other staff.
Assists processing of abatement orders.
May review planning applications, draft ordinance amendments, variances and development proposals for enforceability of conditions of approval.
Prepares written reports, legal documents, memos and letters.
Prepares case information for and presents evidence at appeal hearings and other legal proceedings.
Work independently without supervision.

Code Enforcement Officer I

QUALIFICATIONS

Knowledge, Skills and Abilities

Investigation principles and practices, principles of customer service elements of effective public education and community relations, basic principles, practices and techniques of building and safety inspection, working in a diverse community, safe and efficient work practices as they relate to code enforcement, basic computer knowledge regarding word processing and data bases.

Ability to Learn and apply City codes, ordinances and procedures, interviewing, investigatory and safety techniques and practices; conduct research; read and follow maps; explain the provisions of codes and ordinances to the general public; inspect property with unknown hazardous conditions; analyze and evaluate observations and information; communicate effectively both verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds; use protective clothing and apparatus; write technical reports; exercise sound judgment in potentially hazardous or dangerous situations; learn land use planning principles and practices; learn to take photographs and measurements; learn to prepare and present evidence and cases at hearings and judicial proceedings.

Code Enforcement Officer II

QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of: State and City codes and ordinances related to land use and zoning; investigation and safety techniques and practices; evidence collection and preservation; basic principles of land use planning; property owner rights; photography; property descriptions; assessor's map systems; court systems and legal procedures; construction materials and methods; conflict resolution techniques; research practices and techniques; technical report writing; public speaking techniques; practices and techniques of public contact with individuals from diverse socio-economic and cultural backgrounds; map reading; practices of supervision. International Property Maintenance, Electrical, Mechanical, Plumbing, and Building Codes.

Ability to: Apply interviewing, investigatory and safety techniques and practices; read, understand and enforce codes and ordinances; perform research; read and follow maps; make sound judgments in stressful situations; explain the provisions of codes and ordinances to the general public; identify different materials, other conditions which might result in immediate or potential health, safety or fire hazards; analyze and evaluate observations and information; direct and determine compliance; communicate effectively both verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds; use protective clothing and apparatus; write technical reports; inspect property with unknown hazardous conditions, including uneven terrain; take photographs and measurements; maintain accurate records. Work independently without supervision.

Code Enforcement Officer I

Education/Experience

Any combination of education and/or experience, which has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be: Two years of undergraduate course work from an accredited college

or university and one year of experience with the public in enforcement, inspection, investigative or public relations work, or six months of experience enforcing codes and ordinances relating to planning, zoning, building, or health and safety.

Code Enforcement Officer II

Education/Experience

Any combination of education and/or experience which has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be: Two years of undergraduate course work from an accredited college or university and two years of experience enforcing codes and ordinances relating to planning, zoning, building, or health and safety.

Code Enforcement Officer I & II

Licenses/Certificates/Special Requirements

Ability to obtain a valid Class C California Driver's License by date of hire is required. Valid required license shall be maintained.

ICC Certification Property Maintenance and Housing Inspector within one year of hire

Certified Code Enforcement Officer with California Association of Code Enforcement Officers (CACEO) within one year of hire

Successful Completion of a POST 832PC class required within one year of hire

ICC Residential Building Inspector Certification highly desirable

Work Environment:

Works indoors, works outdoors, driving required, use of computer, iPad or other mobile devices, works around others, works alone.

ADA Special Requirements:

Essential duties require the following the physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist and climb; exposure to cold, heat, outdoors, electrical hazards, vibration, chemicals, dust, toxic waste and mechanical hazards, exposure to slippery or uneven walking surfaces.

ADOPTED CC:	4-12-81
REVISED CC:	7-05-89, 6-17-96
FORMER TITLES:	
BARGAINING UNIT:	GENERAL UNIT
FLSA:	NON EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
FORM 700:	YES
JOB CODES:	CODE ENF OFFICER I – 5263, CODE ENF OFFICER II - 5262



SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under general direction, assigns and supervises code enforcement activities; to participate in the work of technical staff engaged in the enforcement of various State and City codes and ordinances; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Code Enforcement Officer series. The incumbent is responsible for the day to day supervision of section staff engaged in the enforcement of State and City codes and ordinances related to use, maintenance and safety of land and structures. Methods of performing assigned responsibilities are largely at the discretion of the incumbent within the framework of Department policy, rules and regulations. Particularly sensitive matters are referred to and jointly decided with the Code Enforcement Manager. This class is distinguished from the next lower classification of Code Enforcement Officer II by its responsibility for assignment and supervision of the activities of the Code Enforcement Division. The position in this class is required to be fully trained in all procedures and policies related to the code enforcement program

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Code Enforcement Manager.

Exercises direct supervision over Code Enforcement Officers and other assigned staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Plan, schedule, assign work and evaluate the performance of those engaged in code enforcement for commercial, industrial and residential property, to ensure compliance with codes, regulations and ordinances.

Participate in the selection of full-time and temporary employees.

Supervise subordinate staff.

Recommend disciplinary actions.

Develop and implement ongoing staff training program.

Supervise and participate in the continuous improvement of administrative processes.

Review, monitor and provide technical expertise, code interpretation assistance, advice on enforcement strategies on more complex incidents, and administrative matters.

Assist staff and other departments with the interpretation and application of applicable ordinances.

Respond in person or by letter to inquiries regarding complaints and investigations, either verbally or with the use of a personal computer.

Explain to superiors and to elected officials the status of, or issues involved in, complaints or investigations.

Participate in the investigation, preparation and presentation in cases for legal action. Supervise the scheduling of and preparation for administrative appeal hearings.

Participate in hearing and court activities related to case prosecution.

Consult with staff in other departments to resolve interdepartmental conflicts or concerns.

Coordinate enforcement efforts with other City departments and outside agencies.

Provide information and serve as liaison to representatives from state, federal and other local agencies.

May represent the department in technical organizations and committees.

Meet with representatives of the community to explain functions, policies and operations and to mediate/resolve conflicts and/or respond to questions, clarify policies and regulations.

Prepare agenda reports and make presentations to City Council and community groups.

Participate in the development and implementation of the section budget.

Review policies, correspondence, regulations, reports and legislation and recommends and/or participates in operational changes.

Conduct or direct the conduct of special projects.

QUALIFICATIONS

Knowledge, Skills and Abilities

Considerable knowledge of: principles and practices of code enforcement; investigation techniques and practices; evidence collection and preservation; principles of land use planning; public speaking techniques; property owner rights; property descriptions, assessor's map systems; goals and functions of code enforcement; techniques and methodologies used in making and resolving difficult public contacts with individuals from diverse socio-economic and cultural backgrounds; research practices and techniques; technical report writing; written and verbal English grammar, spelling and construction, and photography.

General Knowledge of: State health and safety code; International Property Maintenance Code, principles and practices of office administration and supervision; techniques of training and evaluation; project and workload planning; court room procedures; the principles of budget preparation in the public sector; practices and methodologies of contract administration.

Ability to: plan, organize and manage staff engaged in the performance of complex, technical work; develop and implement goals and objectives; evaluate and determine levels of achievement and performance; learn, interpret, apply and explain applicable codes (including the Uniform Electrical, Mechanical, Plumbing, and Building codes), regulations and policies; identify and analyze administrative problems and implement operational changes; develop and maintain cooperative working relationships with staff and customers; determine and implement the appropriate course of action in stressful situations; manage meetings effectively; learn and apply City procedures, interviewing, investigative and safety techniques and practices; accurately research property ownership and status;

work independently; analyze and evaluate observations and information in relationship to applicable codes and regulations; communicate effectively both verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds; use a personal computer in the composing and editing of written management and technical reports; prepare and make small group and public presentations.

.

Experience and Training Guidelines

Any combination of education and experience that has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the require knowledge and abilities would be: two years of undergraduate course work from an accredited college or university and three years of progressively responsible code enforcement experience, plus demonstrated extensive experience in a leadership role, such as program development and/or management.

License or Certificate

Ability to obtain a valid Class C California Driver's License by date of hire is required. Valid required license shall be maintained.

International Code Council (ICC) Certification Property Maintenance and Housing Inspector

Certified Code Enforcement Officer with California Association of Code Enforcement Officers (CACEO) within one year of hire

Successful Completion of a POST 832PC class required within one year of hire

ICC Residential Building Inspector Certification highly desirable

Work Environment:

Works indoors, works outdoors, driving required, use of computer, iPad or other mobile devices, works around others, works alone.

ADA Special Requirements:

Essential duties require the following the physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist and climb; exposure to cold, heat, outdoors, electrical hazards, vibration, chemicals, dust, toxic waste and mechanical hazards, exposure to slippery or uneven walking surfaces.

ADOPTED CC:	9-07-88
REVISED CC:	7-05-89, 6-15-98, 9-18-06, 12-07-15
FORMER TITLES:	
BARGAINING UNIT:	MANAGEMENT UNIT
FLSA:	EXEMPT
DOT:	YES
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
FORM 700:	YES
JOB CODES:	2055



ENVIRONMENTAL PROGRAMS COORDINATOR

DEFINITION

To coordinate, promote, expand, and implement the City's Environmental Compliance Programs within the Public Works Department; to monitor compliance and coordinate with both internal and external customers to facilitate compliance; to assist the public; and to perform a variety of professional and technical level tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Regulatory Compliance Manager. May exercise technical or functional supervision over technical, administrative support and/or temporary and volunteer staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Coordinate and implement programs and provide compliance oversight for all provisions of the Stormwater Municipal Regional National Pollutant Discharge Elimination System (NPDES) Permit (MRP) to facilitate compliance of the City therein. Coordinate with other City departments, divisions, and sections as needed to facilitate implementation of various programs and compliance with regulations including, but not limited to the General Industrial Stormwater and NPDES Permits for the Wastewater Treatment Plant; Stormwater Pollution Prevention Plan for the City Corporation Yard; Bay Area Air Quality Management District (BAAQMD) permits and Hazardous Materials/Waste Management for various Public Works facilities; Federal Pretreatment, and other applicable Federal, State, and local regulations.

Interact and communicate with regulators in a professional and respectful manner that builds trust and fosters a good will.

Manage and prepare schedules for regulatory requirements to ensure timely preparation and submission of required reports.

Ensure documentation and information management systems to monitor program performance and compliance.

Conduct educational outreach activities that promote Pollution Prevention and participate in outreach and community/cleanup events.

Attend various meetings and support activities including but not limited to C/CAG NPDES Technical Advisory Committee and its subcommittees, and Bay Area Clean Water Agencies Air Committee, to keep current on compliance issues and represent the City, as appropriate.

Manage relationships, communication systems, and coordinate services on regulatory issues with other groups, contractors, cities, and agencies.

Ensure systems of communication, coordination, and program correction action are functional with other departments, divisions, and sections with regards to compliance with various environmental regulations.

Encourage staff participation in pertinent education and training opportunities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for programmatic expenses; monitor and control expenditure.

Prepare and present programmatic reports to the Sustainability and Infrastructure Commission and City Council.

Reviews and makes recommendations on proposed legislation, regulations, ordinances, and plans.

Perform field investigations relative to environmental compliance regulations.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Stormwater; wastewater; air; and hazardous materials/waste regulations, permits, practices, and related guidelines.

Inspection and field investigation practices and procedures

Current trends and recent developments in environmental compliance regulations.

Public administration policies and procedures.

Research and reporting methods, techniques, and procedures.

Structure and organization of public sector agencies.

Standard office procedures, practices, and equipment.

Basic budget development and administration.

Modern office practices, methods, and equipment, including a computer and applicable software.

Methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar.

Skills in:

Evaluating operations, facilities, and business practices for opportunities to minimize pollution and ensure regulatory compliance.

Ability to:

Plan, organize, coordinate, direct, and implement comprehensive environmental programs.

Safely perform required field work, including inspections, investigations, or field surveys related to compliance requirements.

Perform a wide variety of analytical duties and tasks with little to no supervision.

Supervise, train, and evaluate assigned support staff.

Conduct research, gather and analyze data, evaluate alternatives, and make recommendations.

Prepare clear and concise studies, proposals, and reports.

Establish and maintain effective working relationships with a variety of officials, contractors, the public, and staff.

Represent the City, as appropriate, in meetings with the public, media, government agencies, and industry groups, which includes making public presentations.

Communicate effectively, orally and in writing.

Provide outstanding customer service to the public and City employees.

Travel to various locations throughout the Bay Area and California.

Observe safety principles and work in a safe manner.

Operate standard office equipment and use software effectively.

Interpret and explain pertinent local and state laws, regulations, ordinances, and department policies and procedures.

Generate new and innovative ideas and methods to accomplish tasks and complete projects.

Experience and Training Guidelines:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Minimum four (4) years related experience in environmental regulations and practices

Training:

The equivalent of completion of two years of college including or supplemented by training in environmental science. (A Bachelor's Degree in environmental science, biology, public administration or a related field may be substituted for up to two years of the desired experience.)

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; and work outdoors with exposure to dust, noise, and inclement weather, and some stooping, lifting, and climbing.

ADOPTED CC:	6-20-16
REVISED CC:	
FORMER TITLES:	
BARGAINING UNIT:	GENERAL UNIT
FLSA:	NON EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	NO
FORM 700:	NO
JOB CODES:	5457



WASTEWATER TREATMENT PLANT OPERATOR I WASTEWATER TREATMENT PLANT OPERATOR II OPERATOR-IN-TRAINING

DEFINITION

To perform semi-skilled and skilled work in the operation of all equipment in a wastewater treatment plant on an assigned shift; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Operator-in-Training - This is the entry class in the water quality plant series for employees who do not possess a Grade I Wastewater Treatment Plant Certificate. Employees in the class perform the same duties as Water Quality Plant Operator I and have up to eighteen months in which to obtain a Grade I Certificate at which time they will be promoted to the higher class.

Wastewater Treatment Plant Operator I - This is the entry level class in the water quality plant operation series for employees who possess a Grade I Wastewater Treatment Plant Certificate. Incumbents work under the direct supervision of a Wastewater Treatment Plant Shift Supervisor or the Wastewater Treatment Plant Operator III and perform the more routine operation work. Employees in this class may be promoted to Water Quality Plant Operator II upon obtaining a Grade II Wastewater Treatment Plant Certificate and completing qualifying training.

Wastewater Treatment Plant Operator II - Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Wastewater Treatment Plant Operator I, or when filled from the outside require prior treatment plant operation experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. A Wastewater Treatment Plant Operator II works under general supervision and is expected to perform the entire range of plant operation work. Work in this class is distinguished from that of the Wastewater Treatment Plant Operator I class by the greater complexity of the work, by the greater independence with which an incumbent is expected to operate, and the required possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Wastewater Treatment Plant Shift Supervisor or the Wastewater Treatment Plant Operator III.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Operate wastewater treatment facilities to control flow and processing of wastewater, sludge and effluent; monitor gauges, meters and control panels; observe variation in operating conditions, interpreting meter and gauge readings and test results to determine processing requirements.

Operate valves and gates; start and stop pumps, engines and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks, related equipment and facilities.

Monitor, adjust and troubleshoot as needed plant operational processes utilizing data-driven technology, such as the SCADA or PCS system.

Fully utilize the computerized work systems in accordance with work flow processes.

Operate treatment plant vehicles and stationary machinery as required.

Collect samples and perform routine laboratory tests and analyses.

Weekend, holiday and shift work are required.

Assist in the supervision and training of less experienced operators.

QUALIFICATIONS

Operator-in-Training Wastewater Treatment Plant Operator I

Knowledge of:

Functions and purposes of wastewater disposal systems.

Basic mechanical and electrical systems.

Safe work practices around gases, electricity and chemicals.

Ability to:

Learn the principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of wastewater plant machinery.

Learn to make routine repairs and adjustments to motors, pumps and other equipment.

Learn to read meters and gauges correctly and to act quickly and competently.

Provide appropriate entries into the Operational Shift Logbook.

Use computers and handheld electronic devices in the course of work.

Understand and carry out oral and written instructions and to prepare simple reports.

Learn to collect samples and perform routine laboratory tests.

Experience and Education

Graduation from high school or equivalent and six educational units of math or science course work. A typical way to obtain the knowledge and abilities would be six months experience in handling of mechanical equipment and tools.

License or Certificate

Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by the State of California is required for Wastewater Treatment Plant Operator I.

Wastewater Treatment Plant Operator II

In addition to the qualifications for Wastewater Treatment Plant Operator I:

Knowledge of:

Principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of wastewater plant machinery.

Hazardous gases associated with treatment of wastewater.

Automated equipment as applied to treatment plant operation.

City wastewater plant operator policies and procedures.

Ability to:

Clean, clear, maintain and adjust motors, pumps, and other equipment.

Read meters and gauges correctly and to act quickly and competently.

Provide appropriate entries into the Operational Shift Logbook.

Use computers and handheld electronic devices in the course of work.

Collect samples and perform routine laboratory tests.

Perform all plant operations without direct supervision.

Experience and Education

Graduation from high school or equivalent. A typical way to obtain the knowledge and abilities would be a minimum of one year of experience in the operation of a wastewater treatment plant.

License or Certificate

Possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, crouch, stoop, squat, reach, crawl, twist, climb, and lift 50 pounds; exposure to extreme noise, outdoors, confining work space, chemicals, dust, toxic waste, explosive materials, mechanical hazards, and electrical hazards; availability to work shifts, on-call and stand-by.

Ability to wear a respirator and maintain a face seal while using a respirator.

ADOPTED CC:	3-01-81
REVISED CC:	12-03-90, 5-20-02, 9-03-13, 8-21-17
FORMER TITLES:	
BARGAINING UNIT:	SEIU MAINTENANCE UNIT
FLSA:	NON EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	NO
FORM 700:	NO
JOB CODES:	WWTP OPR I – 6240, WWTP OPR II – 6242, WWTP OPR IN TRAINING - 6235