

**CITY OF SAN MATEO
RESOLUTION NO. __ (2023)**

**JOB SPECIFICATION UPDATES
COMMUNITY DEVELOPMENT DEPARTMENT AND POLICE DEPARTMENT**

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 or reinstatement of positions, reallocation of positions, reclassifications, and revisions of job specifications must be approved by City Council Resolution; and

WHEREAS, the proposed changes as detailed below are in response to Community Development Department and Police Department's requests to revise the job specifications for the classifications of Deputy Building Official and Dispatcher I-II to accurately reflect the requirements of the classifications.

WHEREAS, the job specifications for the classifications of Deputy Building Official and Dispatcher I-II are attached hereto as Exhibit A, and incorporated by reference; and

WHEREAS, the employee associations representing the impacted classifications have been informed of the job specification updates and have not brought forth any objections or concerns.

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

1. The revisions to the job specifications for the classifications of Deputy Building Official and Dispatcher I-II are not subject to CEQA because it can be seen with certainty that they will not cause a physical change in the environment; and
2. The revisions to the job specifications for the classifications of Deputy Building Official and Dispatcher I-II are approved and attached as Exhibit A.



DEPUTY BUILDING OFFICIAL

DEFINITION

Under the direct supervision of the Building Official: assist in the administration of the Building Division including, but not limited to; assigning, supervising, coordinating, and participating in the daily operations of the Building Division staff; provides technical guidance and training to technical and office staff; performs the more complex plan check, inspection, permit center, and enforcement work related to compliance with building codes, ordinances, rules and regulations; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Exercises direct supervision over Building Division staff and other technical staff, as assigned.

Receives direction from the Building Official, Deputy Director, or Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop methods and procedures to ensure efficient and proper operation of permit applications, plan checking, permit issuance, and inspection processes.

Supervise the inspection of residential, commercial, and industrial construction to ensure compliance with all applicable building and safety codes, ordinances, rules, and regulations.

Supervise and assist in reviewing and resolving difficult and complex plan review, inspection, and enforcement problems, issues, and conflicts.

Provide technical information regarding codes and compliance methods to contractors, developers, architects, engineers, other City Staff, and the general public.

Prepare and submit a variety of reports, memos, and correspondence on code compliance and inspection related matters.

Compile and maintain statistics on plan check inspection activities and performance.

Perform field inspections on special and the more complex code enforcement assignments.

Assist in budget preparation and administration of division budget.

Supervise, train, and evaluate assigned staff.

Serve as acting Building Official when assigned.

Assists and supervises plan check and permit staff in the review of commercial, industrial and multi-family residential projects, responds to public counter inquiries, and issues building permits on as needed basis.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Adopted Building Code and related codes, ordinances, and state and federal regulations related to construction.

Building construction and materials, and accepted safety standards.

Principles and techniques of structural, electrical, plumbing, and mechanical building inspections.

Basic engineering principles.

Building inspection practices.

Principles of supervision, training, and performance evaluation.

Ability to:

Communicate clearly and effectively with builders, engineers, architects, City staff and the general public, both orally and in writing.

Complete the implementation of department goals, objectives, policies, procedures and programs.

Make oral and written reports to the Development Review Board, City Council and other citizen committees as assigned.

Assign and supervise the work of others.

Prepare detailed reports and present information in a complete and effective manner.

Analyze, interpret, and accurately check building plans and specifications.

Experience and Training Guidelines:

Any combination of sufficient education, training and/or work experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in structural, mechanical architecture, or a related field is preferred.

License or Certificate

Possession of a Plans Examiner Certificate issued by the International Code Council or Building Official Certificate, or other equivalent state, national, or international association is required within one year of appointment.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Work in an office and construction site environment; exposure to dust, noise, and construction site hazards; will require some climbing, stooping, kneeling, reaching, twisting, and extended periods of sitting, standing, or walking.

ADOPTED CC:	4-12-81, 10-21-13
REVISED CC:	12-16-85, 4-22-97, 6-21-04, 7-17-23
FORMER TITLES:	
BARGAINING UNIT:	MANAGEMENT UNIT
FLSA:	EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
FORM 700:	YES
JOB CODES:	2091
ABOLISHED:	6-16-08, 7-1-19



DISPATCHER I/II

DEFINITION

To receive all incoming calls for police and fire assistance for a number of local jurisdictions and dispatch necessary units using a computer aided dispatch system; to perform a variety of general support duties related to communications activities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Dispatcher I - This is the entry-level class in the Dispatcher series. This class is distinguished from the Dispatcher II in that incumbents of this class are trained in department policies, procedures and systems. Generally, work is observed and reviewed both during performance and upon completion. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Dispatcher II - This is the journey level class within the Dispatcher series. Employees within this class are distinguished from the Dispatcher I by the greater independence with which an incumbent is expected to operate. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Dispatcher I, or, when filled from the outside, require prior public safety emergency dispatch experience. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

SUPERVISION RECEIVED AND EXERCISED

Dispatcher I

Receives immediate supervision from a Dispatch Supervisor.

Dispatcher II

Receives general supervision from a Dispatch Supervisor.

May exercise technical or functional supervision to new employees.

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

Process emergency calls from the public requesting police, fire, ambulance or other emergency service within a number of local jurisdictions on computer aided dispatch terminal.

Determine nature, location, and priority of emergency; coordinate response of police, fire, ambulance or other emergency units through computer aided mobile data terminals in accordance with established procedures.

Maintain contact with all units on assignment; maintain status and location of police field units and fire units using computer status display.

Answer non-emergency calls; relay information and assistance requests involving other law enforcement and fire fighting agencies.

Assist in training new employees in dispatch, including complaint desk and teletype operation.

Operate teletype machine to retrieve information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.

Contact relatives of victims of traffic collisions or crimes for identification of subjects.

Contact district attorney's office, probation officers, state parole officers, police agencies and fire agencies regarding various emergency and non-emergency incidents.

Coordinate countywide roadblocks with the sheriff's department during major crime incidents; contact agencies outside the county regarding suspect information.

Perform a variety of record keeping, filing, indexing, and other general clerical work.

Test and inspect equipment as required.

Compile statistics on calls received.

May testify in court regarding activities leading to legal proceedings.

May act as shift supervisor in the absence of the Senior Dispatcher.

QUALIFICATIONS

Dispatcher I

Knowledge of:

English usage, spelling, grammar and punctuation.

Standard radio or telephone communications receiving and transmitting equipment. Modern office procedures, methods and computer equipment.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Learn standard broadcasting procedures and rules.

Learn to operate a sophisticated computer aided dispatch system quickly and accurately.

Learn the uses and capabilities of the City's computer aided dispatch system.

Work under pressure, exercise good judgment, and make sound decisions in emergency situations with a minimum amount of supervision.

Learn geographic features and streets within the area served and other user agencies.

Learn department procedures and policies pertaining to the dispatching of City emergency equipment and those of other user agencies.

Effectively elicit information from irate and upset citizens.

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

Type at a speed necessary for adequate job performance.

Understand and follow oral and written instructions.

Learn to operate a computerized dispatch teletype and other office equipment.

Learn public safety classification codes and computer commands.
Spell accurately.

Work various shifts as assigned.

Experience and Education 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:

Some telephone or dispatch experience is highly desirable.

Education:

Equivalent to completion of the twelfth grade.

License or Certificate

Verification of successful completion of the P.O.S.T. Entry-Level Dispatcher Selection Test Battery Examination with a minimum passing "T-score" of 48 or higher or verification of successful completion of a CritiCall Examination with a minimum passing score of 50 or higher.

Possession of, or ability to attain, a POST (Peace Officer Standards & Training) Written Examination Certificate

Dispatcher II

In addition to the qualifications of Dispatcher I:

Knowledge of:

Uses and capabilities of the City's computer aided dispatch system.

Standard radio broadcasting procedures and rules.

Procedures and policies pertaining to the dispatching of emergency equipment.

Public safety classification codes and computer commands.

Ability to:

Operate a sophisticated computer aided dispatch system quickly and accurately. Assist in training new employees.

Operate a computerized dispatch teletype and other office equipment quickly, accurately and, at times, concurrently.

Experience and Education 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:

One year of public safety dispatch experience comparable to that of a Dispatcher I in the City of San Mateo.

Education:

Equivalent to the completion of the twelfth grade.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to sit for long periods of time, twist, and reach.

ADOPTED CC:	4-12-81
REVISED CC:	9-07-88, 6-21-99, 6-18-07, 7-17-23
FORMER TITLES:	
BARGAINING UNIT:	POA-NS
FLSA:	NON EXEMPT
PERFORMANCE APPRAISAL:	DISPATCHER
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
FORM 700:	NO
JOB CODES:	DISPATCHER I – 4555, DISPATCHER II - 4556
ABOLISHED:	