RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes__ No_X__)

Approve the reinstatement of the Plan Checker/Inspector class specification as revised at a salary range of 208 ($2,662 - $3,236), allocate it to the Building Department, and eliminate one Building Inspector allocation effective October 1, 2002. Since removing this position from the Building Department’s allocation schedule, the plan check duties were performed by a Building Inspector, who has since retired, and the Director. The department has been doing more volume in the past three years which warrants the reinstatement of this position as the Director has solely been performing plan checking duties along with his other administrative duties. It is the intention of the Director to promote within to fill the position. A copy of the Director’s memo supporting this action is included in this package.

There is no cost to the general fund as the Building Department is an enterprise fund department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Plan Checker/Inspector classification was created in September 1989.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Adopt this action as proposed.
- Revise this action as the Board desires and adopt.

COSTS: (x) Not Applicable

| A. Budgeted current FY | $ | |
| B. Total anticipated costs | $ | |
| C. Required additional funding | $ | |
| D. Internal transfers | $ | |

SOURCE: 4/5ths Vote Required

| A. Unexpected revenues | $ |
| B. Reserve for contingencies | $ |
| C. Source description: Balance in Reserve for Contingencies, if approved: $ |

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

Class Specification.
Memos from John Davis to Jeff Green.

CLERK’S USE ONLY:

Res. No.: 360

Vote - Ayes: 5

Noes: 

Absent: 

Approved

Denied

Minute Order Attached

No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date:

ATTEST: MARGIE WILLIAMS, Clerk of the Board

County of Mariposa, State of California

By:

Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment:

C.A.O. Initials:

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Plan Checker/Inspector

To provide plan checking services for applications for building permits; to interpret and enforce the applicable model codes and County ordinances; to provide information relating to building codes to the public and County staff. This position receives minimal supervision within a framework of standard policies and procedures. This position additionally performs field inspections of all levels of construction, i.e., commercial, residential, housing, etc. The position also functions in a coordinating role to ensure timely and proper processing of applications for building permits. Incumbents are competent to independently perform the full scope of office, field inspection, and enforcement duties as required. In addition, the position will provide other related duties similar to the above in scope and function as required.

SUPERVISOR: Building Department Director

TYPICAL DUTIES:

- Performs field inspections of residential, commercial, and industrial structures and buildings under construction for compliance to building plans, Uniform Building Codes and local laws, ordinances, and regulations

- Inspects construction framing, foundations, concrete, plastering and masonry, tile work, plumbing installations on new construction and alterations for code compliance purposes

- Makes field inspections to check for zoning violations and hazardous conditions

- Schedules appointments with contractors, developers, and local residents for construction inspections at various stages of completion

- Writes and issues correction notices for construction deficiencies and performs reinspections to ensure that deficiencies have been corrected

- Reviews construction and/or alteration plans to determine compliance of plans to established building codes and regulations
MARIPOSA: Plan Checker/Inspector

**TYPICAL DUTIES (cont.)**

- Provides information to contractors, developers, architects, and property owners regarding building code and related ordinances, regulations and requirements.

- Issues and posts stop work, prohibited occupancy, and hazardous condition notices on structure sites and existing structures which fail to meet code.

- Monitors and interprets changes in building code requirements and new construction techniques.

- Investigates complaints and alleged violations of building codes and ordinances.

- Maintains inspection logs and documentation and prepares reports.

- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- uniform building, electrical, plumbing, and insulation codes

- construction plans, materials, methods and safety standards

- principles and techniques of building inspection and structural design

- State health and safety codes

**Ability to:**

- learn and interpret local laws, ordinances, requirements and regulations related to building inspection activities and operations

- maintain logs and records and prepare reports related to building inspection activities and operations
MARIPOSA: Plan Checker/Inspector

**Ability to: (cont’d)**

- read and interpret building and construction plans, diagrams and specifications

- identify building construction deficiencies and develop effective courses of action and their resolution

- make accurate arithmetical calculations

- meet the physical requirements necessary to successfully perform assigned duties

- establish and maintain effective work relationships with those contracted in the performance of required duties

**MINIMUM QUALIFICATIONS:**

Equivalent to graduation from high school; three (3) years of journey experience in one or more areas of the building trades requiring compliance with standard building, electrical or plumbing codes or two (2) years of building contracting experience. Must possess a valid and appropriate California driver’s license and obtain an ICBO Certification as a Plans Examiner within one year of the date of appointment.
MEMORANDUM

TO: Jeff Green, County Counsel
FROM: John E. Davis, Director

RE: Promotion for Jake Kirby to Plan Checker Position

In November of 1989, Mariposa County created the position of Plan Checker. This position was filled for seven years until October of 1996. Between 1996 and 1999, inspector Mark Anderson and I handled the plan check duties. I have been responsible for these duties for the interim.

Assembly Bill 717, Section 18966 provides for the enforcement of certifications for the plans examiner position. The state grand fathered all people doing plan checks for a jurisdiction and made the requirement that any new plan examiners must be state certified. I have been training inspector, Jake Kirby, on plan check procedures and codes during the past year.

He studied on his own time and voluntarily took the state test. On June 7, 2002, he passed the examination to become a certified plans examiner. A copy of the letter is enclosed. This shows great initiative and the desire to be a benefit to the County and this department. As you are aware, the department is doing approximately 30% more volume the past three years. Because of this workload, I have taken home plan checks constantly on weekends to continue our high degree of service to the public. While it is true that most days at least two inspectors are in the field doing inspections, this help with the plan checking would be greatly appreciated.

This switch of positions will only cost about $1200.00 a year in salary and $510.00 in benefits. However, we are an enterprise fund and there is no cost to the general fund.