

DEPARTMENT: B/S & County Counsel/Psnl By: Jeffrey G. Green PHONE: 966-3222  
Supervisor Doug Balmain  
Supervisor Garry R. Parker

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ( ) No(X))

Discuss and adopt new class specification for the position of Building Department Director. The Committee recommends a salary of \$52,000 per annum.

Subsequent to the resignation of the Planning and Building Department Director effective March 31, 1999, and per Minute Order adopted March 9, 1999, the Board directed a subcommittee comprised of Supervisors Balmain and Parker and staff to look into reorganization of the department. After meetings with departmental personnel as well as the public, the consensus has been to divide the Planning and Building department functions and to retain Environmental Health under the direction of the County Health Officer. By separating these required functions, it is believed that the public will most readily be provided with the specific expertise needed in each area. This new class specification begins implementation of this recommendation.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this class specification and recommended salary, and direct the subcommittee and staff to continue its review to bring back additional recommendations for consideration by the Board.
2. Make any changes to this class specification and salary as deemed necessary by the Board.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated 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:

1. Class Specification

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 99-182 Ord. No. \_\_\_\_\_

Vote - Ayes: 3 Noes: Pickard, Reilly

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved \_\_\_\_\_ ( ) Denied \_\_\_\_\_

( ) Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_ For Policy Determination

\_\_\_\_\_ Submitted with Comment

\_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: Jr

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

MARIPOSA COUNTY

**JOB TITLE: Building Department Director**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To plan, organize, direct, supervise, and administer the activities and operations of the Building Department; to supervise and perform complex inspections of buildings, structures, electrical, mechanical, and plumbing construction work for compliance with uniform building codes, County ordinances and zoning laws; to enforce building codes and ordinances; to establish and maintain appropriate records and prepare reports related to department operations; to act as the County's Chief Building Official; to prepare and administer the budget for the department; to provide general direction regarding overall office procedures, and to direct, supervise, discipline, and formally evaluate the work of others. This executive position is responsible for the effective and efficient operation of the Building Department and requires a high degree of initiative and administrative skills as well as a thorough knowledge of building codes, laws, and ordinances, and the ability to work with and understand policy direction of the Board of Supervisors and County Administrative personnel. This position is appointed by and serves at the pleasure of the Board of Supervisors.

**TYPICAL DUTIES**

- Plans, organizes, directs, and administers the day-to-day field and office activities and operations of the building department
- Develops and implements goals and objectives for the department pursuant to policy guidelines established by the Board of Supervisors
- Determines and prioritizes work projects and assignments for department personnel
- Directs, supervises, disciplines, and formally evaluates the work of assigned personnel
- Provides training and technical guidance to staff regarding proper inspection, record-keeping, reporting and other department operations

**MARIPOSA: Building Department Director****TYPICAL DUTIES (Cont'd):**

- Enforces and supervises the enforcement of building, electrical, mechanical, and plumbing codes
- Prepares and administers the department budget including tracking and authorizing expenditures
- Interprets building codes and local ordinances to staff, architects, developers, contractors, and property owners; investigates and resolves complaints or disputes regarding code interpretation and enforcement standards
- Supervises and approves the issuance and renewal of building permits and licenses
- Supervises coordination of building department operations with other County departments and jurisdictions
- May perform inspections of commercial, industrial, and residential buildings and structures for code compliance purposes
- May issue and post stop work, prohibited occupancy, and hazardous condition notices on construction sites and existing structures which fail to meet code standards
- May check building plans and specifications for compliance to building codes, laws, and ordinances
- Oversees the establishment and maintenance of detailed files and records related to department operations
- Prepares comprehensive reports and correspondence
- Attends a variety of meetings and represents the department on various committees and to various professional building organizations
- Performs other related duties similar to the above in scope and function as required

MARIPOSA: Building Department Director

EMPLOYMENT STANDARDS

Knowledge of:

- uniform building, plumbing, electrical, and mechanical codes, state housing laws, occupancy, health, and safety codes; and the ability to become knowledgeable regarding local zoning ordinances
- construction and building plans, materials, and methods
- accepted safety standards pertaining to building construction
- basic engineering design principles and requirements
- the principles and techniques of building inspection and structural design
- the procedures involved in the enforcement of uniform building codes and local ordinances
- the principles of budget preparation and administration
- supervisory methods and techniques

Ability to:

- read, interpret, and enforce the uniform building codes and local zoning ordinances
- read, interpret, and analyze building plans and specifications
- plan, develop and implement operational procedures designed to meet established goals and objectives
- detect deviations from plans, regulations, and standard construction practices
- communicate effectively and tactfully in oral and written form
- organize, direct, supervise, discipline, and formally evaluate the work of others
- prepare and administer a budget

**MARIPOSA: Building Department Director****Ability to (Cont'd):**

- perform arithmetical calculations quickly and accurately
- schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met
- meet the physical requirements necessary to safely and effectively perform assigned duties
- establish and maintain effective work relationships with those contacted in the performance of required duties

**MINIMUM QUALIFICATIONS:**

A bachelor's degree in engineering or a related field and four (4) or more years of responsible supervisory or administrative experience in interpreting and enforcing building, electrical, mechanical and plumbing codes, or eight (8) years of responsible supervisory or administrative experience in interpreting and enforcing building, electrical, mechanical and plumbing codes without a degree.

Possession of a valid and appropriate California driver's license and a valid certificate in building, electrical and plumbing issued by the International Conference of Building Officials or other agency recognized by the State of California is required.