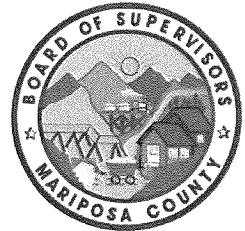


MARIPOSA COUNTY

Administration/Human Resources · 966-3222



RESOLUTION - ACTION REQUESTED 2021-672

MEETING: December 14, 2021

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Amend Building Department Director and Director of Public Works & Transportation Job Descriptions

RECOMMENDATION AND JUSTIFICATION:

Approve an Amendment to the Building Department Director and the Director of Public Works and Transportation Job Descriptions to Allow Consideration of a Broader Combination of Education and Experience.

Mariposa County has been recruiting for the Building Department Director and the Director of Public Works and Transportation positions since early November with very few qualified applicants. To allow for broader consideration of candidates, staff recommends amending these job descriptions to include language permitting a more flexible combination of education and experience to meet minimum qualifications for the interview process. Any current certification requirements and all other elements of the job descriptions will remain unchanged.

Similar language has been added to several job descriptions already, including the Health and Human Services Agency Director job description amended prior to recruiting last year. In each case, expanding the flexibility in meeting minimum qualifications has resulted in larger candidate pools.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the change to the job descriptions as requested and continue with the current job descriptions, or amend as the Board desires and approve.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

Building Department Director - draft (PDF)

Director of Public Works and Transportation - draft (PDF)

RESULT: ADOPTED [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Wayne Forsythe, District IV Supervisor

AYES: Smallcombe, Sweeney, Long, Forsythe, Menetrey

BUILDING DEPARTMENT DIRECTOR

DEFINITION

To plan, coordinate, direct and supervise the operations of the Building Department; to serve as the County's Chief Building Official and enforce building codes and ordinances; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, administers and supervises all programs and activities of the Building Department.

Evaluates community needs related to building inspection and code enforcement, and formulates short and long-range plans to address them.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers the department budget; reviews and approves expenditures.

Selects, trains, supervises, motivates and evaluates the performance of department personnel; provides for staff training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Coordinates department activities and services with other County and municipal departments as appropriate.

Enforces and supervises the enforcement of building, electrical, mechanical and plumbing codes.

Interprets codes and local ordinances to staff, architects, developers, contractors and property owners; investigates or resolves complaints or disputes regarding code interpretation and enforcement standards.

Performs residential and commercial plan checking of submitted building plans.

Develops strategies for the completion of assignments by staff; delegates daily building inspections to subordinates; performs the more difficult inspections as required.

Supervises and approves the issuance and renewal of building permits and licenses.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding building code inspections and enforcement.

Keeps abreast of new developments and legislation affecting department operations and administration; recommends the adoption of ordinances, policies and procedures related to building code issues.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

Organizational and management practices as applied to the analysis and evaluation of building code enforcement and inspection programs, policies and operational needs.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern principles, practices, techniques and equipment of building inspection and code enforcement operations.

Recent developments, current literature and sources of information related to building codes and compliance.

Uniform building, plumbing, electrical and mechanical codes; state housing laws; occupancy, health and safety codes; zoning ordinances.

Electrical, carpentry, masonry, mechanical and plumbing work methods and materials.

Safety standards and methods of building construction for commercial, industrial and residential structures.

Basic principles of structural design and engineering mathematics.

Research methods and sources of information related to building code enforcement.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Mathematical computations.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze, apply and enforce federal, state and local laws, rules, regulations, codes and ordinances.

Effectively administer a variety of code enforcement, building inspection and plan review activities.

Develop, implement and interpret goals and procedures for providing effective and efficient building inspection and code enforcement services.

Research, analyze and evaluate new service delivery methods and procedures.

Read and understand complex plans, specifications and blueprints.

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

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, technical and personnel problems.

Prepare clear and concise administrative reports.

Perform mathematical computations quickly and with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Effectively resolve conflicts and difficult and sensitive issues.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, working at heights. Worker may be subject to fatigue from irregular working hours / incident call activity.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field equipment. Must be able to use a telephone to communicate verbally and a keyboard to

communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

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

Experience:

Four years of increasingly responsible building inspection, plan checking and code enforcement experience, including at least three years in a supervisory or management capacity.

Education:

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in structural engineering, architecture or a closely related field.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, Human Resources may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of a Combination ICBO Inspection Certificate.

Possession of an ICBO Certificate as a Plans Examiner.

Possession of, or the ability to obtain within one year of employment, a Building Official certificate issued by a recognized state, national or international association such as the Council of American Building Officials (CABO).

Must pass a pre-employment physical.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

DIRECTOR OF PUBLIC WORKS AND TRANSPORTATION
(At-Will)

DEFINITION

To plan, coordinate, direct and supervise the administration and operation of all of the divisions and functions of the Public Works Department; to oversee the programs and activities of multiple department divisions through subordinate managers; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over subordinate deputy/assistant directors and division managers of the Public Works Department.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, administers and supervises all programs and activities of the Public Works Department and its divisions and special districts.

Develops, recommends, implements, and evaluates cost-effective and innovative department programs, policies, and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Acts as the Executive Director for the Local Transportation Commission.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers department budgets; reviews and approves expenditures.

Selects, trains, supervises, motivates, and evaluates the performance of department personnel; provides for staff training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees and ensures proper management of all major public works projects.

May review and approve engineering documents, including bid plans and specifications.

May perform professional engineering design and calculations.

Has responsibility for the development and administration of contracts related to department functions and operations; reviews and approves various contracts for construction, various services and consultation.

Administers the County's road system; determines improvements needed and develops an effective and efficient road work program in conjunction with the Road Superintendent.

Coordinates department activities and services with other County and municipal departments and other agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding department policies, programs, and projects.

Keeps abreast of new developments and legislation affecting department operations and administration.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

Attends training, meetings, workshops, conferences, etc., as necessary to enhance job knowledge and skills.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

County government organization, policies and procedures.

Organizational and management practices as applied to the analysis and evaluation of public works programs, policies and operational needs.

Principles and techniques of planning, implementing and financing public works projects.

Recent developments, current literature, and sources of information related to public works operations and administration.

Principles of management, supervision, training, and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data analysis and word processing.

English usage, spelling, grammar, and punctuation.

Advanced mathematics.

Safe work practices.

Public/community relations techniques.

If a licensed engineer:

Principles of civil engineering design and engineering mathematics.

Ability to:

Interpret, analyze, and apply pertinent federal, state, and local laws, rules, regulations, codes, and ordinances, and County policies and procedures.

Plan, organize, and direct the operations of a comprehensive public works department.

Select, train, plan, organize, and supervise the work of subordinate staff.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals.

Effectively lead the Local Transportation Commission.

Exercise initiative, ingenuity, and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Prepare clear and concise administrative reports.

Prepare and administer budgets.

Perform mathematical computations quickly and with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Effectively resolve conflicts and difficult and sensitive issues.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

If a licensed engineer:

Supervise and perform professional engineering design and calculations.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, grease/oil, odors. Worker is subject to unusual fatigue from irregular working hours.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

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

Experience:

Six years of administrative experience in public works, construction management or a closely related field, including at least two years in a management position at a level equivalent to a Deputy/Assistant Director of Public Works in Mariposa County.

Education:

Graduation from an accredited college or university with a Bachelor's degree in civil engineering, public administration, or closely related fields.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, Human Resources may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Registration as a Professional Civil Engineer in California is highly desirable.

Must pass a pre-employment physical and thorough background check.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/04 (B/S 04-545, 546)

Revision Date: 02/06 (B/S Res. 06-73); 09/11 (B/S 11-436); 08/17 (B/S 17-555); 12/21 (B/S Res. 21-672)