

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AMENDING
RESOLUTION 1626, THE CLASSIFICATION PLAN, ESTABLISHING A NEW CLASSIFICATION
OF BUILDING INSPECTION MANAGER**

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792 as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, transfer of duties, new job responsibilities, and adjustments to salary ranges.

NOW, THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. Resolution No. 1626 is hereby amended effective February 17, 2015, as follows:

Salary Range Establishment for New Classification:

<u>Title</u>	<u>Proposed Range</u>
Building Inspection Manager	\$109,034 - \$132,533

PASSED AND ADOPTED this _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Mary Lavelle, City Clerk

Jose S. Esteves, Mayor

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney

CITY OF MILPITAS
Effective: February 2015
EEOC: Professional
FLSA: Exempt
Unit: Mid-Mgmt
Physical: 2

BUILDING INSPECTION MANAGER

DEFINITION

To supervise, schedule, and coordinate the field activities of the Building Safety Department; to inspect routine and complex structural building systems at various stages of construction, alteration, and repair to assure compliance with approved plans, specifications, codes, ordinances, and laws; and ability to review, check, and approve building and site plans for conformance with applicable codes, ordinances, and laws.

DISTINGUISHING CHARACTERISTICS

This classification is characterized by its managerial responsibility for the Building and Safety Department's building inspection functions and personnel. The Building Inspection Manager's primarily administrative is distinguished from the Senior Building Inspector which is a working supervisor class.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Building Official.

Exercises direct and indirect supervision over professional, technical, and clerical staff.

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

Supervises and directs the activities of staff including employee selection, work assignments, performance evaluations, employee development, disciplinary action, and complaint resolution.

Directs and assists staff in daily operations, resolving difficult problems with both internal and external customers.

Participates in the development of and implements departmental goals, objectives, policies, and priorities.

Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures, assesses and monitors workload.

Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.

CITY OF MILPITAS
Building Inspection Manager

EXAMPLES OF DUTIES

Provide on-going training to building inspection staff as directed; ensure uniform application of the appropriate codes, rules, and regulations.

Prepare appropriate paperwork, records, and reports.

Check plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes.

Administers, interprets and enforces the provisions of adopting building, mechanical, plumbing and electrical codes; municipal regulations and other codes as they relate to building matters.

Prepares and participates in code adoption process.

Performs field inspections to resolve building inspection issues.

Inspect structural building systems at various stages of construction, alteration, and repair to ensure compliance to approved plans, specifications, codes, ordinances, and laws.

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

Serve as Chief Building Official as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the California Building, Plumbing, Mechanical, Electrical, CALGreen and Energy Codes, and pertinent County codes and ordinances.
- Building construction methods and materials.
- Proper inspection methods and procedures.
- Principles of structural design, engineering mathematics, and soil engineering.
- Principles of supervision, training, and performance evaluation.
- Customer service operations, policies and procedures.
- Office management practices and procedures.

Ability to:

- Administer and conduct a variety of building inspection and related code enforcement activities.
- Analyze, interpret, and check plans, specifications, and calculations.
- Interpret and apply applicable laws, rules and regulations.
- Prepare and review correspondence, studies, reports and request for council action.
- Interact and communicate effectively, orally and in writing.

CITY OF MILPITAS
Building Inspection Manager

- Establish and maintain effective working relationships with developers, contractors, architects, engineers, and City staff.
- Supervise, train, and evaluate subordinate professional, technical, and clerical personnel.

Ability to:

- Use Windows, Excel, PowerPoint, Word; Permitting/inspection software and other job related computer programs.
- Keep abreast of current construction standards, codes, and regulations.
- Provide administrative and professional leadership and direction.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

EXPERIENCE AND EDUCATION

Experience: Four years of increasingly responsible experience in the inspection of public, commercial, industrial, and residential buildings, including three years of supervisory experience.

Education: Equivalent to the completion of the twelfth grade. A Bachelor's degree or equivalent from an accredited college or university in business administration, construction inspection, engineering, architecture or a related field is highly desirable.

LICENSE OR CERTIFICATE

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Possession of a Building Plumbing, Mechanical, and Electrical Certificate or Residential and Commercial Combination Inspection Certificate issued by the International Code Council (ICC) or International Association of Plumbing and Mechanical Official (IAMPO).

Possession of a Plans Examiner Certificate issued by the International Code Council (ICC) is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

Typically, work is performed at construction sites and in an office environment; exposure to outdoor elements; extensive use of the telephone and radio, repetitive keyboarding on a computer; ability to walk on uneven ground; reach (including overhead), squat, bend, lift, crawl, and, climb; push, pull, and carry up to 50 pounds; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone is essential; exposure to construction-related chemicals and products; may be required to crawl in confined spaces.

CITY OF MILPITAS
Building Inspection Manager

Approved by:

City Manager

Date

Human Resources Director

Date