

CITY OF ARCADIA

Human Resources Commission Special Meeting Agenda



Wednesday, July 21, 2021, 5:30 p.m.

**Location: Arcadia City Council Chamber
240 W. Huntington Drive, Arcadia, California**

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根据《美国残障人法案》的规定，需要提供残障相关调整或便利设施才能参加会议的残障人士（包括辅助器材或服务），可向行政管理服务部请求获得此类调整或便利设施，电话号码 (626) 574-5405 请在会前 48 小时通知行政管理服务部，以便作出合理安排，确保顺利参加会议。

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根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：626-574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL:

Ching Chia (Thomas) Tseng, Chairperson/Commission Member
Kaitlyn Jeong, Chairperson Pro Tem/Commission Member
Lula Eskander, Commission Member
Michael Rock, Commission Member
Tina Lee Rodriguez, Commission Member

SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS

PUBLIC COMMENTS (300 word limit per person)

Any individual wishing to speak before the Human Resources Commission is limited to five (5) minutes per person, unless waived by the Human Resources Commission. Under the Brown Act, the Human Resources Commission is prohibited from discussing or taking action on any item not listed on the posted agenda. The matter may automatically be referred to staff for appropriate response or action or may be placed on the agenda of a future meeting.

Any writings or documents provided to a majority of the Human Resources Commission regarding any item on this agenda will be made available for public inspection at the Administrative Services office located at 240 W. Huntington Drive, Arcadia, California, during normal business hours.

REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS

REPORTS FROM CITY COUNCIL LIAISON

1. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Commission, staff, or the public request that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Approve the Regular Meeting Minutes from May 13, 2021.
Recommended Action: Approve

2. REGULAR ITEMS

- a. Selection of Chairperson and Chairperson Pro Tem for Fiscal Year 2021-22.
Recommended Action: Appoint
- b. Recommendation to accept an employee Grievance Appeal via written brief in lieu of a live hearing.
Recommended Action: Approve
- c. Recommendation to Approve new Classification Specification for Plans Examiner and revise the existing Classification Specifications for Combination Inspector and Senior Combination Inspector.
Recommended Action: Approve

ADJOURNMENT

The Human Resources Commission will adjourn this meeting to August 12, 2021, 5:30 p.m. in the City Council Chamber located at 240 W. Huntington Drive, Arcadia.

**HUMAN RESOURCES COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, MAY 13, 2021**

CALL TO ORDER – Chairperson Tseng called the Regular Meeting to order at 5:32 p.m. via Zoom teleconference.

PLEDGE OF ALLEGIANCE – Chairperson Thomas Tseng

ROLL CALL OF HUMAN RESOURCES COMMISSION MEMBERS

PRESENT: Commissioners Jeong, McMahon, Rock, and Tseng

ABSENT: Commission Member Eskander

SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS – None

PUBLIC COMMENTS – None

REPORTS FROM HUMAN RESOURCES COMMISSION MEMBERS –

Chairperson Thomas Tseng recently saw the Arcadia facebook page on labor cost per person, and he had a discussion with a family member on this. Chairperson Tseng wanted to know if the Human Resources Commission reviews annual performance measures and salary scheduled of classified personnel. Human Resources Administrator Shama Curian explained the parameters of the HR Commission as outlined in the Charter and Municipal Code.

REPORTS FROM CITY COUNCIL LIAISON – Mayor Sho Tay discussed the “Tiny Homes” project and the next steps the City is taking to address people experiencing homelessness in the City of Arcadia.

1. CONSENT CALENDAR

- a. Approve the Regular Meeting Minutes of April 15, 2021.
Recommended Action: Approve

AYES: Commissioners Jeong, McMahon, Rock, and Tseng

NOES: None

ABSENT: Commissioner Eskander

2. REGULAR ITEMS

- a. Recommendation to Approve new Classification Specification for Library Assistant and place as a part of the flexible staffing positions.
Recommended Action: Approve

Pat Smith, Library Services Manager, thoughtfully discussed the need for this new position of Library Assistant within the Library Services Department. The current full-time entry level position within the Library is a Library Technician position. This is a huge jump for many of our part-time library aides to make if they are interested in furthering their career within the

Library services department. The Library Assistant position will create a better transition for our part-time personnel, and will allow them to get their “foot in the door” for career growth in a full-time position within the Library.

- b. Recommendation to Approve the revised Classification Specifications for the following Fire Department positions: Fire Chief, Deputy Fire Chief, Fire Battalion Chief, Fire Captain, Fire Engineer, Fire Paramedic, Firefighter, Fire Marshal, and Fire Inspector.

Recommended Action: Approve

Deputy Fire Chief Barry Spriggs presented the minor changes to the HR Commission; informing them that the changes were industry standards for the certificate requirements and the Fire Department wanted to capture those standards in the current class specs. Currently, all Fire personnel meet these requirements and as such, the changes were negligible and the Arcadia Firefighters’ Association were okay with the changes. Chairperson Tseng pointed out a minor discrepancy with the certifications between Fire Battalion Chief and Deputy Fire Chief, where it looked like the Battalion Chief class specifications were asking for more certifications than that of the Deputy Chief, however it was recommended that the specs. can be approved subject to making the change to “and” on the certification requirements.

Roll Call: AYES: Commissioners Jeong, McMahon, Rock, and Tseng

NOES: None

ABSENT: Commissioner Eskander

ADJOURNMENT

Chairperson Tseng adjourned the meeting at 5:44 p.m. to Thursday, June 10, 2021, at 5:30 p.m. via virtual teleconference.

Thomas Tseng
Chairperson

By: _____
Shama Curian
Human Resources Administrator



STAFF REPORT

Development Services Department

DATE: July 21, 2021

TO: Members of the Human Resources Commission

FROM: Jason Kruckeberg, Assistant City Manager/Development Services Director
By: Phil Wray, Deputy Director of Development Services/City Engineer
Kenneth Fields, Building Official

SUBJECT: RECOMMENDATION TO APPROVE NEW CLASSIFICATION SPECIFICATION FOR PLANS EXAMINER AND REVISE THE EXISTING CLASSIFICATION SPECIFICATIONS FOR COMBINATION INSPECTOR AND SENIOR COMBINATION INSPECTOR
Recommendation: Approve

SUMMARY

The Development Services Department would like to add a Plans Examiner position that would serve to bring a function in-house that is currently contracted out. This would give the department a greater ability to turn around plan review submittals and provide a true one-stop shop for the most common and frequent types of construction projects. The position would also create an additional career path for staff and aid in succession planning for the division.

To distinguish itself from the Plans Examiner, the Senior Combination Inspector specification received some minor modifications to the duties and certification requirements where there was overlap with the plans examiner. Finally, the Combination Inspector and Senior Combination Inspector classifications are proposed to be retitled to Building Inspector and Senior Building Inspector to align with industry standards.

BACKGROUND

A recent departure in the Building Services inspection staff provided the opportunity to evaluate the department's needs. After a comprehensive look at the Building Services functions and the constant ebb and flow of building construction, it was determined that the greatest need of the department is primarily that of a more specialized Plans Examiner instead of an inspector. Therefore, the creation of a Plans Examiner position was proposed to replace the vacant Combination Inspector.

RECOMMENDATION TO APPROVE NEW CLASSIFICATION SPECIFICATION FOR PLANS EXAMINER AND REVISE THE EXISTING CLASSIFICATION SPECIFICATIONS FOR COMBINATION INSPECTOR AND SENIOR COMBINATION INSPECTOR

July 21, 2021

Page 2 of 3

DISCUSSION

Historically the department has entirely contracted out its building plan review function, expending an average of \$481,244 annually over the last three years. This expense is offset in the budget each year by revenue received from applicants, but establishing the Plans Examiner position would reduce the amount of plan review contracted to outside firms and bring a portion of this function in-house. Our residents, developers, and contractors would benefit from an additional level of customer service with the ability to meet with their Plans Examiner in person at the public counter rather than interfacing with a consultant off-site or over the phone. Additionally, by not having to ship plans to and from consulting firms, faster turnaround times can also be achieved, and in some cases, over-the-counter service can be provided.

The primary function of the new Plans Examiner position will be in the office reviewing and approving construction plans, specifications, and technical engineering reports. Additionally, they would be available to assist the Building Technicians with answering questions at the public counter. The Plans Examiner would also serve a secondary role in supplementing the building inspection staff during absences and vacations. This would give the department the flexibility to meet the varying demands of the day.

As part of this analysis, it is also recommended to retitle the Combination Inspector and Senior Combination Inspector to Building Inspector and Senior Building Inspector, respectively, to better align with the industry and attract quality applicants for future recruitments. The "Combination" previously used in the title originally referred to mechanical and electrical inspections as well as building inspections, but this is outdated terminology now and understood to be included in the role of Building Inspector. Due to the addition of the Plans Examiner classification, we are proposing to remove the "desired" Plans Examiner Certification from the Senior Combination Inspector classification. Finally, minor modifications to some language was made to the duties of the Senior Combination Inspector to clarify that the extent of their review of plans comes during the construction of the project.

The recommended changes have been discussed with the Arcadia City Employees Association, and they have agreed to the proposed changes. In addition, the changes have been discussed specifically with the employees who currently serve as Combination and Senior Combination Inspectors.

FISCAL IMPACT

Based on the results of a compensation study conducted by the Human Resources Division, it is recommended to the City Council that the wage range be set at Range 69 (\$6,323/mo.), which is approximately 7.5% greater than the Senior Combination Inspector at Range 66 (\$5,871/mo.), and 18% greater than the Combination Inspector at Range 62 (\$5,321/mo.). Staff surveyed comparative municipalities and determined Range 69 to be a reasonable rate for the Plans Examiner's work.

RECOMMENDATION TO APPROVE NEW CLASSIFICATION SPECIFICATION FOR PLANS EXAMINER AND REVISE THE EXISTING CLASSIFICATION SPECIFICATIONS FOR COMBINATION INSPECTOR AND SENIOR COMBINATION INSPECTOR

July 21, 2021


Page 3 of 3

Under the current contract model, 60% of all plan review fees collected are paid to consulting firms, and the City retains only 40%. Establishing an in-house Plans Examiner position will allow the City to retain the entire plan check fee for those projects reviewed by the Plans Examiner. Therefore, even though the costs associated with the new classification specification are 18% greater than the budgeted Combination Inspector vacancy, the savings from contract services should result in overall savings for the department each year.

RECOMMENDATION

It is recommended that the Human Resource Commission approve the new classification specification for Plans Examiner and the revised classification specification for Combination Inspector and Senior Combination Inspector in the Development Services Department.

Approved:



Dominic Lazzaretto, City Manager

Attachments: Proposed classification specification for Plans Examiner, and revised classification specification for Combination Inspector, and Senior Combination Inspector

CITY OF ARCADIA

PLANS EXAMINER

DEFINITION

Under general supervision, performs professional and technical duties related to reviewing and approving construction plans, calculations, specifications, technical reports, and other submittal documents for compliance with Federal, State, and local building codes, ordinances, and regulations; receives and checks plans and designs for structures, new and remodeled commercial, industrial, and residential buildings to ensure compliance; assists inspectors, contractors, design professionals and the public regarding construction requirements; assists at the public counter; assists Building Inspectors as needed; performs other related duties as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Review and evaluate plans, structural engineering calculations, soil analysis reports, and other reports for commercial, industrial and/or residential projects to ascertain conformance to Building, Mechanical, Plumbing and Electrical Codes, and pertinent provisions of City, State, and County health and environmental codes, laws and regulations.

Prepare plan check reports indicating deficiencies in plans, structural engineering calculations, soil analysis reports and other reports, and ensure that requisite corrections are met.

Approve plans that comply; issue permits for construction.

File and log current projects to track status; transmit plans to other divisions, departments and outside consultants as appropriate.

Take in plan reviews and work the public counter as required.

Perform code research; investigate new and substitute materials; investigate new methods of structure design.

Confer with architects, engineers, contractors and the general public on proposed projects to resolve unforeseen issues.

Answer questions and advise the public concerning codes and plan check reports; advise building inspectors of unusual design, construction, or installation problems.

Develop informational handouts/checklists related to plan check requirements for public distribution.

Assist building inspectors in the field where engineering problems are encountered; interpret building construction plans; advise on engineering matters and technical judgments; perform building inspections as needed.

May act as the Building Official in his or her absence.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, procedures, and terminology of structural engineering, architecture, and building construction.

Means and methods of building erection of all types of construction.

Federal, state, and municipal codes and regulations governing housing, building construction, rehabilitation, alterations, use, occupancy, and setbacks.

Accepted safety standards and methods used in building construction for commercial, industrial, and residential buildings.

Building related codes and ordinances enforceable by the City, including the California Codes.

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

Proper plan check techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Principles of structural design and engineering mathematics.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Read, interpret, and explain complex building plans, engineering calculations, site survey project specifications, blueprints, building construction plans, designs, specifications, building codes, and reports.

Apply engineering and architectural principles and practices.

Read and accurately interpret building plans to ensure conformance with building codes, development standards, and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Make engineering and mathematical computations rapidly and accurately.

Plan and organize work.

Communicate clearly and concisely, both verbally and in writing.

Work safely and efficiently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Deal tactfully and courteously with internal and external customers.

Understand and follow verbal and written directions.

Operate a computer and utilize a variety of software programs.

Minimum Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Experience:

Five years of experience as a Building Inspector, including at least one year of construction plan checking, or

Two years of experience checking plans for a public agency.

Training:

High School Diploma or G.E.D. (required).

Some college courses or specialized courses in construction technology or engineering.

License or Certificate:

Possession of an appropriate, valid California driver's license.

Possess a Plans Examiner certificate from the International Code Council (I.C.C.) prior to appointment, or obtain said certificate within one year from the date of appointment.

Certification as a Certified Access Specialist (CASp) is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to cold, heat, noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

Effective Date: TBD

CITY OF ARCADIA

SENIOR ~~COMBINATION-BUILDING~~ INSPECTOR

DEFINITION

Under direction, oversees and participates in the more complex and difficult work of staff; responsible for performing technical building inspections work; and involved in enforcing compliance with building codes, regulations and ordinances.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, and reviews the work of staff responsible for performing technical building inspection work involved in enforcing compliance with building codes, regulations and ordinances; ensure workload is balanced between all staff; verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable codes, policies, procedures, and standards.

Reviews plans, specifications and calculations during construction to verify for compliance with City and State building and safety codes, ordinances, regulations and laws.

Assist in planning, organizing, coordinating and directing the building inspection and plan review process. Has an understanding and knowledge of the permit issuance functions of the City. May Acts as the Building Official in his or her absence.

Responds to technical questions from building inspection staff in the field and in the office; as necessary, meet with developers and contractors to resolve issues and concerns.

Identifies controversial and troublesome projects; keeps the Building Official apprised of all projects and potentially problematic concerns and issues.

Reviews plans and permits in preparation of field inspections; inspects industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations including California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Building Code, City ordinances, and other applicable City requirements; check plans for special conditions or requirements.

Takes in plan reviews and works the public counter as required.

Receives complaints of building, plumbing, electrical, housing, dangerous building and mechanical code and ordinance violations; investigate or forward complaint to appropriate personnel.

Identifies code violations; obtains and prepares evidence; issues notices to comply on violations; follows-up on correction notices to ensure required corrections have been performed; maintain records of history of facts for possible legal action.

Coordinates inspection activities with other City departments and divisions as required; ensures all departments' requirements are met before issuing a Certificate of Occupancy.

Assists Code Services with various cases.

Reviews building construction plans for plan compliance with City and State building codes, ordinances and laws.

Approves the issuance of building and occupancy permits and accepts plans for plan check.

Confers with architects, contractors, builders and the general public in the field and office; explains and interprets code requirements and restrictions.

Maintains files and reports regarding inspection activities and findings.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a building inspection program.

Principles of supervision, training and performance evaluation.

Complex principles and techniques of building inspection and plans examining work.

Principles of structural design and engineering mathematics.

Pertinent Federal, State and local laws, codes, ordinances and regulations enforced by the City, including the California Building, Housing, Abatement of Dangerous Buildings, Plumbing and Mechanical Codes and the National Electrical Code.

Major types of building construction materials and methods.

Accepted safety standards and methods used in building construction for commercial, industrial and residential buildings.

Modern office practices, methods, and computer equipment, including the City's permit issuing system.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize and review the work of building inspection and permit technician staff.

Provide lead supervision and training to assigned staff.

Interpret and apply pertinent Federal, State and local laws, codes and regulations.

Read and interpret complex building plans, specifications and building codes.

Determine if construction systems conform to City Code requirements.

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

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

Makes mathematical computations rapidly and accurately.

Enforce necessary regulations with firmness and tact.

Prepares and maintains accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four (4) years of experience as a ~~Combination~~-Building Inspector or an equivalent position.

Training:

Equivalent to a high school diploma. Supplemental courses in engineering, architecture, or construction is desirable.

License or Certificate:

Possession of an appropriate, valid California driver's license.

Possession of an ICC certification as a Building Inspector. Possession of ICC Plumbing, Electrical and Mechanical Inspection ~~and Plan Review~~ certification are desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to cold, heat, noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

Effective Date: September, 2001

Revised: September, 2014

TBD

CITY OF ARCADIA

~~COMBINATION~~ BUILDING INSPECTOR

DEFINITION

Under general supervision, to perform residential, commercial, and industrial building inspection duties at various stages of construction, alteration, and repair; to review plans and prepare permit documentation for residential, commercial, and industrial projects; and to provide information and assistance to the general public.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Inspect industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.

Examine plans and specifications of new construction, additions, and alterations to residential, commercial, and industrial buildings to determine compliance with the provisions of the construction codes, ordinances, and regulations.

Review specifications and other exhibits submitted for plan check compliance with acceptance criteria and regulations.

Inspect existing buildings for change of use or occupancy for compliance with applicable codes and ordinances.

Inspect foundation, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating, and electrical installations and a large variety of other complex and routine building system elements.

Issue notices to comply on violations; maintain records of history of facts for possible legal actions.

Approve the issuance of building and occupancy permits.

Confer with architects, contractors, builders, and general public in the field and office; explain and interpret requirements and restrictions.

Maintain detailed records and prepare reports.

Assists at the public counter as required, and assists Code Services with building code violations.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.

Building related codes and ordinances enforceable by the City including the California Building, Electrical, Plumbing, and Mechanical Codes.

Principles and techniques of building inspection and plans examination work.

Standard types of building construction, materials, and methods.

Recent developments, current literature, sources of information, and research techniques related to building code enforcement.

Principles and procedures of record keeping and report preparation.

Modern office practices, methods, and computer equipment.

Occupational hazards and standard safety practices necessary in the area of building inspection.

Principles and practices used in dealing with the public.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

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

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

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

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Respond to requests and inquiries for information regarding building policies and procedures.

Perform accurate mathematical computations.

Enforce necessary regulations with firmness and tact.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Five years of journey level experience in the building trades.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in building codes.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of ICC certification as a Building Inspector within one year of date of hire.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to cold, heat, noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

Effective Date: January, 1999

Revised: September, 2014

TBD

DEVELOPMENT SERVICES DEPARTMENT

