

**TOWN OF PARADISE
RESOLUTION NO. 16-67**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE, CALIFORNIA,
APPROVING JOB DESCRIPTIONS AND REVISING THE PERSONNEL STRUCTURE
FOR CERTAIN TOWN OF PARADISE POSITIONS FOR THE FISCAL YEAR 2016-2017**

WHEREAS, it is prudent for the Town of Paradise to periodically review its personnel structure and the job descriptions of the positions within the Town of Paradise; and

WHEREAS, to improve efficiency of certain Town functions and to appropriately reflect the duties and qualifications of certain positions.

NOW, THEREFORE be it resolved by the Town Council of the Town of Paradise as follows:

SECTION 1. Job descriptions for the following positions are revised and approved effective September 13, 2016:

Environmental Technician
Building/Onsite Inspector
Senior Building/Onsite Inspector
Building/Onsite Sanitary Official

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 13th day of September, 2016, by the following vote:

AYES: Greg Bolin, Steve "Woody" Culleton, Scott Lotter and Jody Jones, Mayor

NOES: None

ABSENT: John J. Rawlings

NOT VOTING: None



Jody Jones, Mayor

ATTEST: *September 14, 2016*

By: 
Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney



JOB TITLE:	Environmental Technician
DEPARTMENT:	Community Development
REVISION DATE:	September 13, 2016
HOURS:	40 hours per week
CLASSIFICATION:	Non-exempt
UNIT:	General Employees Unit
REPORTS TO:	Building/Onsite Official
WORKS WITH:	Colleagues, General Public
SUPERVISES:	N/A

ENVIRONMENTAL TECHNICIAN

DEFINITION

Under general direction of the Building/Onsite Sanitary Official to perform a wide variety of difficult and administrative onsite duties. This position processes evaluations on residential, commercial and/or alternative septic systems within the Town of Paradise.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES

This position requires that the employee work independently with general supervision on a day-to-day basis. This is a clerical position that has the discretion for setting work priorities with some help from their manager and the responsibility for determining project oversight. Will issue operating permits, expirations, corrective action requests, correction notices and/or infraction notices as a support to those processes. Maintain records and track systems and track and enter data on samples. Will work with property owners and answer customer questions. Will create monthly, quarterly and annual reports for onsite department. May back up at the permit counter and will also perform other clerical duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of: Principles and practices of onsite organization and Town management; basic policies, procedures and organization practices of municipal government; correct English usage, spelling, grammar and punctuation; research and statistical methods; modern office practices, procedures, equipment and clerical techniques.

Ability to: Communicate clearly, concisely and tactfully, both orally and in writing; accurately and independently perform responsible clerical work; Learn, interpret and apply policies, laws and rules and regulations; Collect, compile, analyze and interpret statistical data; type at a speed of 45 words per minute from clear copy; Show good judgment in identifying and handling confidential information; work cooperatively with those contacted in the course of work; use good judgment in dealing with officials and members of the general public in routine, emergency and stressful situations.

Experience: One or more years responsible clerical or administrative level experience.

Education/Certificates: High School Diploma or equivalent required. Prefer to be supplemented by specialized clerical training. and/or five years of increasingly responsible clerical and administrative level experience, including two years of experience in a septic or wastewater environment.

Licenses: Valid Class C California Driver's License in conformance with established Town employee driving standards.

Physical Standards: Must possess ability to work in a standard office setting and to use standard office equipment, including a computer and ability to communicate clearly in person and over the telephone. The following lists physical demands an employee will perform on a regular basis: Sitting, viewing a computer monitor, typing/keyboarding, handwriting, reading, calculator/10-Key, on the phone.

The following lists physical demands an employee may perform on an occasional basis: lifting; average weight: 15 lbs. (storage boxes, large binders), walking, standing, stoop, kneel, crouch or crawl, reach with hands and arms. 98% of duties are performed inside with climate control.

This position requires being able to work at close vision (clear vision at 20 inches or less) and to adjust focus (ability to adjust the eye to bring an object into sharp focus) for the purpose of data entry.

The typical noise level in the work environment of this position is of moderate notice (examples: business office with computers, printers and light traffic.)



JOB TITLE: Building/Onsite Inspector
DEPARTMENT: Community Development
REVISION DATE: September 13, 2016
HOURS: 40 hours per week
CLASSIFICATION: Non-exempt
UNIT: General Employees
REPORTS TO: Building/Onsite Official
WORKS WITH: Contractors, Colleagues,
General Public
SUPERVISES: n/a

BUILDING/ONSITE INSPECTOR

DEFINITION

Under general supervision of the Building/Onsite Sanitary Official, performs skilled inspection work in the enforcement of state and local building, mechanical, plumbing, electrical, housing, energy conservation, and wastewater codes; and performs other duties as required.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES

Performs complicated inspections of a broad range of building types and project complexities including all of the major trades; performs combination inspections of various work done under permit; performs housing inspections upon request by tenants, determines and describes substandard housing conditions according to state law definition and obtains compliance with "repair or abate" orders to resolution; responds to citizen complaints regarding construction activity; issues STOP WORK orders for work started without permit and DO NOT OCCUPY ORDERS as necessary and follows through to resolution; answers specific and general questions regarding code requirements on the telephone and at the counter during specified times; contributes to the notification and education of the building community regarding code and policy changes; participates in the performance of plan review and other duties as assigned.

Shall issue and monitor onsite system operation permits and review submitted evaluations for thoroughness and correctness. Shall perform plan check of submitted septic system construction plans, and inspect approved construction. Perform surface water and ground water sampling. Assist in preparation of reports.

REQUIRED QUALIFICATIONS

Knowledge of: Model and state codes governing construction, remodel and repair of residential and commercial buildings and structures; and construction principals, methods and practices.

Ability to: Inspect construction sites for compliance with adopted codes; deal professionally and communicate effectively with individuals on the job site and at the office; communicate effectively by written correspondence; secure compliance with applicable codes from owners and contractors; maintain accurate records and prepare clear and concise reports and documentation; review plans and specifications for compliance and makes sound judgments within established guidelines.

Experience: Two years experience in building or onsite inspection and/ or plan review, or four years journey level construction experience and possession of a California contractor's license or

subcontractor's license in a code regulated field.

Education: High School Diploma or equivalent supplemented by college course work in building inspection technology.

Certification: Certification by ICBO as Building and/or Combination Inspector; and certification, within six months of employment, by ICC as a Building and/or Combination Inspector.

License: Valid Class C California Driver's License in conformance with established Town employee driving standards.

Physical Standards: Work is performed mostly outdoors, but also works in an office environment. Outdoor work is required in the inspection of various projects, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is often required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell. The employee must occasionally lift and/or move up to 35 pounds.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in this work environment is usually quiet in the office, moderate to loud in the field.



JOB TITLE: Sr. Building/Onsite Inspector
DEPARTMENT: Community Development
REVISION DATE: September 13, 2016
HOURS: 40 hours per week
CLASSIFICATION: Non-exempt
UNIT: General Employees
REPORTS TO: Building/Onsite Official
WORKS WITH: Contractors, Colleagues,
General Public
SUPERVISES: n/a

SR. BUILDING / ONSITE INSPECTOR

DEFINITION

Under general supervision of the Building/Onsite Sanitary Official, performs skilled inspection work in the enforcement of state and local building, mechanical, plumbing, electrical, housing, energy conservation, and wastewater codes; and performs other duties as required.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES

Performs complicated inspections of a broad range of building types and project complexities including all of the major trades; performs combination inspections of various work done under permit; performs housing inspections upon request by tenants, determines and describes substandard housing conditions according to state law definition and obtains compliance with "repair or abate" orders to resolution; responds to citizen complaints regarding construction activity; issues STOP WORK orders for work started without permit and DO NOT OCCUPY ORDERS as necessary and follows through to resolution; answers specific and general questions regarding code requirements on the telephone and at the counter during specified times; contributes to the notification and education of the building community regarding code and policy changes; participates in the performance of plan review of the same scope of works and must be able to assume plan review responsibilities during plan checker absences; and other duties as assigned.

Shall issue and monitor onsite system operation permits and review submitted evaluations for thoroughness and correctness. Shall perform plan check of submitted septic system construction plans, and inspect approved construction. Perform surface water and ground water sampling. Assist in preparation of reports.

REQUIRED QUALIFICATIONS

Knowledge of: Model and state codes governing construction, remodel and repair of residential and commercial buildings and structures; and construction principals, methods and practices.

Ability to: Inspect construction sites for compliance with adopted codes; deal professionally and communicate effectively with individuals on the job site and at the office; communicate effectively by written correspondence; secure compliance with applicable codes from owners and contractors, and carry non-complying cases through prosecution channels as necessary; maintain accurate records and prepare clear and concise reports and documentation; review plans and specifications for compliance with adopted codes including accurately checking structural calculations for compliance with engineering standards; communicate with and provide supervision for technical staff; and make sound judgments within established guidelines.

Experience: Four years experience in building inspection and/or plan review (supervisory experience preferred); or six years construction experience and possession of a California contractors license or subcontractors license in a code regulated field.

Education: High School Diploma or equivalent supplemented by college course work in building inspection technology.

Certification: Certification by ICC as Building Inspector; and certification, within six months of employment, by ICC as Combination Inspector or Plans Examiner.

License: Valid Class C California Driver's License in conformance with established Town employee driving standards.

Physical Standards: Work is performed mostly outdoors, but also works in an office environment. Outdoor work is required in the inspection of various projects, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is often required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell. The employee must occasionally lift and/or move up to 35 pounds.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in this work environment is usually quiet in the office, moderate to loud in the field.

Adopted: September 13, 2016



JOB TITLE:	Building/Onsite Sanitary Official
DEPARTMENT:	Community Development
REVISION DATE:	September 13, 2016
HOURS:	40 hrs / week
CLASSIFICATION:	Exempt
REPORTS TO:	Community Development Director
WORKS WITH:	Dept. Heads, Staff, Contractors, Public
SUPERVISES:	Building & Onsite Division, Fire Prevention

BUILDING /ONSITE SANITARY OFFICIAL

DEFINITION:

The Building /Onsite Sanitary Official works under the general supervision of the Community Development Director. This position will serve as the Town's Building Official, Onsite Sanitary Official and the Town's Fire Marshal. This is an integral position which has managerial responsibility for the activities carried out by the Building & Onsite Division which consists of building services, Onsite wastewater services and fire prevention. Activities within this division include building inspections, business inspections, licensed care facility inspections, fire suppression systems, construction plan review, public education program and grants related thereto. Oversees/performs technical work in the enforcement and interpretation of state and local building, mechanical, plumbing, electrical, fire, housing, energy conservation codes; and performs other duties as required. In the Fire Marshal's functions he/she will coordinate with the Fire Chief when necessary and appropriate. For activities involving the Fire Department the Fire Marshal will seek authorization through the Fire Chief and coordinates those activities within the department.

ESSENTIAL DUTIES:

Manages the Building and Onsite Wastewater Division; supervises, trains and evaluates staff members, establish goals and objectives for the division and assignments for staff. Prepares and administers the Building and Onsite Wastewater Division Budget, writes policies, standards and procedures concerning building, onsite and fire safety related issues. Conducts building inspections, wastewater inspections and fire investigations, oversees plan reviews; attends Project Evaluation Committee meetings, Council meetings, meets with contractors; architects, engineers and other technical professions and trades involved in construction projects. Administers the engine company business inspections and school fire safety programs. Supervises the Fire Investigations and the fire prevention team, reviews fire investigation/prevention reports. Prepares building, wastewater and fire codes and ordinances for adoption by the Town.

Oversees complicated inspections and plans review of a broad range of building types and project complexities including all of the major trades; performs and/or oversees combination inspections of various work done under permit; performs housing inspections upon request by tenants, determines and describes substandard housing conditions according to state law definition and obtains compliance with "repair or abate" orders to resolution; responds to citizen complaints regarding construction activity; issues STOP WORK orders for work started without permit and DO NOT OCCUPY ORDERS as necessary and follows through to resolution; answers specific and general questions regarding code requirements on the telephone and at

the counter during specified times; contributes to the notification and education of the building community regarding code and policy changes; participates in the performance of plan review.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principles and practices applicable to fire, electrical, plumbing, mechanical and structural building inspections;
- Applicable federal, state and local laws and regulations;
- Organization and functions of the various trades involved in the building permit approval process;
- Model and state codes governing construction, remodel and repair of residential and commercial buildings and structures; and construction principals, methods and practices.
- Principals and practices of sanitary engineering and management plans.

Ability to:

- Plan, organize and act in accordance with Town adopted policies and regulations.
- Make effective presentations to community and staff.
- Supervise, evaluate and train assigned subordinates.
- Interpret, explain and apply applicable laws and regulations clearly and concisely, both orally and in writing
- Ability to work effectively with other departments and handle difficult situations.
- Fire prevention experience including inspections and public education
- Demonstrated management and supervisory skills.
- Inspect construction sites for compliance with adopted codes; deal professionally and communicate effectively with individuals on the job site and at the office; communicate effectively by written correspondence; secure compliance with applicable codes from owners and contractors; maintain accurate records and prepare clear and concise reports and documentation; review plans and specifications for compliance and makes sound judgments within established guidelines.

Experience:

- Five (5) years of building construction, plan check and inspection experience, including 1-2 years of supervisory experience.

Education:

- Associate Degree in Building Inspection, Construction Technology, or related field or equivalent combination of experience and/or education.

License/Certificates:

- Valid Class C California driver's license in conformance with established Town employee driving standards.
- Current and valid Cardiopulmonary Resuscitation certification from either the American Red Cross or the American Heart Association.
- Completion of ICS-200 Training
- Shall have or should obtain within eighteen (18) months of date of hire, the ICC certification as a Building Official and/or as a Plans Examiner as well as extensive coursework completed in building and fire inspection.
- Shall have ICC Certification within 90 days following position start date:
 - Fire Plans Examiner
 - Fire Inspector II

DESIRED QUALIFICATIONS:

Knowledge of:

- Conducting fire inspections and critical plan review
- Budget preparation experience

- The state and national fire and building codes

Ability to:

- Comprehend and understand applicable code and ordinance requirements, read and interpret construction plans.

Education:

- BA/BS in Fire Science, Business or Public Administration or a related field.
- BA/BS in Civil or Sanitary Engineering,
- Certification as Registered Environmental Health Specialist in California.

PHYSICAL STANDARDS:

Work is performed mostly outdoors, but also works in an office environment. Outdoor work is required in the inspection of various projects, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is often required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell. The employee must occasionally lift and/or move up to 35 pounds. Work requires physical agility and ability to climb ladders at varying heights and work in small spaces.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in this work environment is usually quiet in the office, moderate to loud in the field.