City of Mandeville

INTEROFFICE MEMORANDUM

To: Members of the City Council
City of Mandeville

From: Gretchen McKinney, Human Resources Director GM

Re: Recommendation - Two Planning Department positions

Date: September 28, 2016

The Civil Service Board met September 20, 2016 to consider recommendations by the Planning Director to upgrade two Planning Department positions. They are, Permit Clerk and Building Inspector.

After discussion the board unanimously agreed to submit this recommendation to the City Council that job code 0121 be upgraded from Permit Clerk to Permit Coordinator and to move the pay scale from Class 2 to Class 5 on the Municipal Employees Civil Service pay matrix.

The Civil Service Board also discussed and fully supported the upgrade of job code 0181 from Building Inspector to Building Official and to move its pay scale from Class 11 to Class 12 on the Municipal Employee Civil Service pay matrix.

Ordinances 16-12 and 16-13 respectively are on the Councils agenda for introduction by Michael Pulaski for October 13, 2016 in this regard.

Your positive review of this matter is appreciated.

CC: Mayor Donald Villere
Civil Service Board Members

To: Civil Service Board

From: Louisette L. Scott, AICP, CFM
Dir. Dept. Planning & Development

Subject: Job Reclassifications:
Ord. 16-12 Permit Coordinator
Ord. 16-13 Building Official

Date: 20 September 2016

MEMORANDUM

City of Mandeville
Department of Planning & Development

Permit Clerk to Permit Coordinator:

This position has evolved from tasks required for a clerk 1 to a more technical and responsible position. The essential duties include coordination between city staff and applicants regarding technical and administrative support for the entire permitting process. This includes understanding and ability to communicate to the public, the technical and code information related to building codes, permitting, and floodplain management. The position requires excellent communication skills and organizational skills. Additionally, this position includes coordination of COA for Historic Preservation District both administratively and to the HDC. Currently, this position also serves as the secretary to the Historic District Commission.

Building Inspector to Building Official:

Following Hurricane Katrina, the building inspection and code enforcement profession in Louisiana was profoundly altered by the legislature's passage of Act 12. Act 12 mandated, for the first time, a uniform building code throughout the state, and formed the Louisiana State Uniform Construction Code Council (LSUCCC) to write and maintain the integrity of the code. Additionally, the LSUCCC was charged with registering qualified professionals as municipal and parish Building Code Enforcement Officers. While the state oversees the building code and registers those individuals who enforce the code, Act 12 also requires that, "All municipalities and parishes shall enforce the Louisiana State Uniform Construction Code." It is left to the local jurisdiction to hire enforcement staff and issue permits required by the building code to individual projects; and while enforcement of the code is left to municipalities and parishes, the certifications, job functions and qualifications of the code enforcement staff are dictated by state statute and the LSUCCC.

Essentially, Act 12 defines two (2) main classifications of Building Code Enforcement Officers (BCEO): Building Official and Building Inspector. The "official" is the BCEO employed and charged by the public entity with the administration and

enforcement of the Louisiana State Uniform Construction Code. The "inspector" works under the authority of the building official and is charged with the inspection of structures for compliance within his or her specialty certification. The Building Official is required to possess a Certified Building Official (CBO) certificate issued by the International Code Council, which allows the individual to enforce all classified specialties of the LSUCC, and charges the official with administering the permitting functions of the local jurisdiction. As of January 1, 2010, every municipality and parish in the state of Louisiana is required to have a CBO administering the state building code at the local level.

The City of Mandeville is not in compliance with the technical aspects of Act 12. Currently, the city solely has a building inspector job description that while correctly tracking the state requirements in charging the inspector with "assisting" in the enforcement and administration of the building code, leaves the actual statutorily required duties of the building official to the Planning Director. The position of Building Official is a professional position that is recognized and now required by the state in order to insure the uniform interpretation and administration of the code statewide. In addition to satisfying state law, municipalities who employ International Code Council Certified Building Officials are rewarded by the insurance industry's Building Code Enforcement Grading Survey (BCEGS) with potentially lower homeowners' insurance rates similar to the classification system many are familiar with in the fire department community. Additionally, the knowledge and professionalism in the local jurisdiction's building safety department helps to insure a higher degree of life safety and structural integrity in the built environment.

Floodplain Administrator:

- Responsible to enforce all federal and local regulations as it pertains to new construction, elevation and alterations as it relates to flood plain management.
- Administer and enforce City's Flood Damage Prevention Regulations.
- Serves as CRS coordinator for the City
- Post storm damage assessments and provide data back to FEMA and GOHSEP for federal disaster declaration.
- Responsible for coordination with FEMA, map changes and implementation.
- Serves as the liaison between the administration and citizens as well as the administration and FEMA.

In summary, this position has evolved from building inspector, which was limited in the skills and qualifications required, to the proposed professional position of Building Official, which requires certifications as a CBO and CFM. This position is responsible for the coordination and management of all processes related to building code review and enforcement, coordination of building inspectors, review and approval of building permits and issuance of certificates of occupancy. Additionally, this position serves as the floodplain administrator for the City and the CRS program coordinator. These responsibilities require significant qualification, certifications, and training.

□

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER _____; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____;

ORDINANCE NO. 16-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE CREATING THE POSITION OF BUILDING OFFICIAL TO REPLACE THE POSITION OF BUILDING INSPECTOR WITHIN PLANNING DEPARTMENT AND ADOPTING AND AMENDING THE CLASSIFICATION, JOB DESCRIPTION AND PAY SCALE AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 4-04 of the Mandeville City Charter mandates that the City Council introduce an ordinance upon receipt of the Mayor's proposed plan to create, change, alter, consolidate or abolish City departments, offices and agencies and/or the reallocation of the functions, powers, duties and responsibilities of such departments, offices or agencies.

WHEREAS, the Administration recommends to the City Council that it reallocate the duties and responsibilities of the Building Inspector to reflect a change in the department that has had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein; and,

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Mandeville hereby changes the job description of Building Inspector to Building Official and adopts the position description, and classification and pay scale as set forth in Exhibit "A" and "B" respectively and made a part of this ordinance; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that this ordinance shall be effective at the start of the next payroll following the Mayor's signature; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:
NAY:
ABSTENTIONS:
ABSENT:

and the ordinance was declared adopted this____ Day of _____, 2016

_____ _____

Kristine Scherer
Clerk of Council

L. Clay Madden
Council Chairman

SUBMITTAL TO MAYOR

The foregoing Ordinance was **SUBMITTED** by me to the Mayor of the City of Mandeville this _____ day of _____, 2016 at ____ o'clock __.m.

_____

CLERK OF COUNCIL

APPROVAL OF ORDINANCE

The foregoing Ordinance is by me hereby **APPROVED**, this _____ day of _____, 2016 at _____o'clock ___.m.

_____

DONALD J. VILLERE, MAYOR

VETO OF ORDINANCE

The foregoing Ordinance is by me hereby **VETOED**, this _____ day of _____, 2016, at ____ o'clock ___.m.

_____

DONALD J. VILLERE, MAYOR

RECEIPT FROM MAYOR

The foregoing Ordinance was **RECEIVED** by me from the Mayor of the City of Mandeville this _____ day of _____, 2016 at _____ o'clock ___.m.

_____

CLERK OF COUNCIL

CERTIFICATE

I, THE UNDERSIGNED Clerk of the City Council of the City of Mandeville do hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the City Council of the City of Mandeville at a duly noticed, called and convened meeting of said City Council held on the _____ day of _____, 2016 at which a quorum was present and voting. I do further certify that said Ordinance has not thereafter been altered, amended, rescinded, or repealed.

WITNESS MY HAND and the seal of the City of Mandeville this _____ day of _____, 20____.

_____

CLERK OF COUNCIL

POSITION DESCRIPTION

9-15-2016

Class Title: **Building Official** **Date Completed:** ~~**09/15/2015**~~

Functional Title: **Building Official** **Class:** 12

Department: **Planning and Zoning** **Job Code: 0181** **FLSA Status:** *E*

Job Title of Immediate Supervisor: **Director of Planning**

JOB FUNCTION:

The Building Official is responsible for coordinating the activities and operations of the building inspection, code enforcement and floodplain management functions of the City. Performs skilled inspection/technical work to determine building code compliance and enforces established ordinances governing land use. Works under the general supervision of the Director of Planning and Zoning; exercises considerable independent judgment. Frequently in contact with property owners, contractors, etc., necessitating use of tact and diplomacy.

ESSENTIAL JOB FUNCTIONS:

1. Performs on-site inspections of structural, foundation, plumbing, electrical, and mechanical systems on residential and commercial projects to determine building code compliance.

2. Enforces all laws relating to the construction, alteration, removal, demolition, raising or lowering equipment, use and occupancy, location and maintenance of buildings and structures including electrical, plumbing, air conditioning, heat and details thereto, together with elevator, signs, billboards, marquees and awnings and any and all other separate ordinances wherein he/she is charged with the enforcement authority and responsibility.

3. Enforces compliance with the law to remove illegal or unsafe conditions and to secure the necessary safeguard during construction.

4. Engages in the enforcement of codes and ordinances relative to permit and licensing requirements.

5. Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance.

6. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.

7. Conducts in depth plan reviews of all projects submitted for permitting, and prepares a written review of plans submitted to correspond with architect/engineer of record.

8. Maintains daily records of inspection, plans review activities, documents customer service issues and resolutions, and completes related reports.

9. Coordinates inspections with all other inspectors such as the electrical, plumbing and mechanical to ensure project completion.

10. Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.

11. Prepares documentation, photographs, and other evidence necessary for court action when violations are pursued for compliance.

12. Functions as the Floodplain Administrator, as specified in the FEMA Flood Damage Protection Regulations.

13. Functions as the Community Ratings Service Administrator, according to Flood Plain policy of the City.

14. Issues violation letters, citations and, testifies in court as necessary for the building inspection, code enforcement and floodplain management functions of the City.

15. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs.

16. Serves as liaison for building inspection, code enforcement and floodplain management issues with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

17. Performs other duties as required

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. A high school diploma or GED equivalent, and

2. Bachelor's degree from an accredited college or university with major coursework in engineering, architecture, public administration or other related field, and

3. Four (4) years of increasingly responsible experience in building inspection, code enforcement and floodplain management, and

4. Certified Building Official certification from the International Code Council (ICC), and

5. Certification as a Registered Building Official issued by the Louisiana State Uniform Construction Code Council (LSUCCC) or the ability to obtain within six (6) months of employment or promotion, and

6. Certification as a Certified Floodplain Manager (CFM) issued by the Association of State Floodplain Managers (ASFPM), or

7. Any equivalent combination of education and progressively responsible experience with related work experience substituting for the required education on a year for year basis.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of organizational and management practices as applied to the analysis and evaluations of programs, policies and operational needs.
2. Knowledge of advanced principles and practices of municipal budget preparation and administration.
3. Knowledge of principles of supervision, training and performance evaluation.
4. Knowledge of modern office procedures, practices, methods and equipment including computers.
5. Knowledge of inspection laws including management, records retention and disclosure information.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups and the general public.
8. Problem Solving and Discernment: Ability to use rigorous logic and methods to solve problems with effective solutions.
9. Systems and Tools Acumen: Proficiency in Microsoft Office applications and aptitude to learn technical software quickly.
10. Possess strong organizational and time management skills.
11. Demonstrate strong active listening and communication skills, both written and oral.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

1. Ability to read and interpret a document if required to perform the essential job functions.
2. Ability to walk, sit, talk, and hear.
3. Ability to use hands to finger, handle or operate objects, tools, or controls.
4. Ability to reach with hands and arms.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. Ability to occasionally stand, climb or balance, stoop, kneel, crouch, or crawl.
7. Ability to lift/move/carry approximately 20 pounds if required to perform the essential job functions. If the employee is unable to lift/move/carry this weight and can be accommodated without causing the department/division an "undue hardship" then the employee must be accommodated; hence omitting lifting/moving/carrying as a physical requirement.

WORK ENVIRONMENT:

While the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee occasionally 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 airborne particles.
2. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:

DEPARTMENT DIRECTOR	**HUMAN RESOURCES DIRECTOR**

POSITION APPROVED BY ORDINANCE NO. 93-7 ON 5-13-93.
POSITION REVISED BY ORDINANCE NO. 16-13 ON 10-19-2016.

City of Mandeville
Pay Matrix - Employees

Class	Class Title	Functional Title	Class ID	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25
1	Student Worker	Student Worker, Clerk	0009	9.44	9.68	9.92	10.17	10.42	10.68	10.95	11.22	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.36	14.72	15.09	15.47	15.86	16.26	16.67	17.09
	Student Worker	Student Worker, Maintenance	0010																									
	Clerk	Clerk, Community Center	0111																									
2	Maintenance Worker I	Maintenance Worker I Streets	0021	10.60	10.87	11.14	11.42	11.71	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.63	15.00	15.38	15.76	16.15	16.55	16.96	17.38	17.81	18.26	18.72	19.19
	Maintenance Worker I	Maintenance Worker I Water/Sewer	0022																									
	Clerk I	Data Entry Clerk	0119																									
	Clerk I	Mailroom Clerk	0120																									
	Clerk I	Receptionist	0123																									
3	Maintenance Worker II	Maintenance Worker II Building & Grounds	0040	11.93	12.23	12.54	12.85	13.17	13.50	13.84	14.19	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.52	21.03	21.56
	Maintenance Worker II	Maintenance Worker II Streets & Drainage	0041																									
	Maintenance Worker II	Maintenance Worker II Water/Sewer	0042																									
	Field Inspector	Field Inspector	0125																									
	Sales Tax Administrator	Sales Tax Administrator	0167																									
5	Clerk II	Clerk, City Court	0131	13.12	13.45	13.79	14.13	14.48	14.84	15.21	15.59	15.98	16.38	16.79	17.21	17.64	18.08	18.53	18.99	19.46	19.95	20.45	20.96	21.48	22.02	22.57	23.13	23.71
	Clerk II	Clerk, City Clerk	0132																									
	Clerk II	Clerk, Utility Billing	0133																									
	Clerk II	Clerk, Accounts Payable/Purchasing	0134																									
	Clerk II	Clerk, Cultural Development	0136																									
	Clerk II	Clerk, Administrative Coordinator	0137																									
	Permit Coordinator	Permit Coordinator	0121																									
	Secretary	Secretary, Planning & Zoning	0141																									
	Secretary	Secretary, Public Works	0142																									
	Bookkeeper	Bookkeeper, Finance	0171																									
6	Equipment Operator	Equipment Operator	0031	14.59	14.95	15.32	15.70	16.09	16.49	16.90	17.32	17.75	18.19	18.64	19.11	19.59	20.08	20.58	21.09	21.62	22.16	22.71	23.28	23.86	24.46	25.07	25.70	26.34
	Crew Chief	Crew Chief - Streets	0061																									
	Crew Chief	Crew Chief - Water/Sewer	0062																									
	Crew Chief	Crew Chief - Buildings & Grounds	0063																									
7	TV Tech/Crew Chief	TV Technician	0065	15.41	15.80	16.20	16.61	17.03	17.46	17.90	18.35	18.81	19.28	19.76	20.25	20.76	21.28	21.81	22.36	22.92	23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92
	Plant Operator	Plant Operator	0068																									
8	Assistant Superintendent	Assistant Superintendent-Operations/Maintenance	0071	15.88	16.28	16.69	17.11	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85	21.37	21.90	22.45	23.01	23.59	24.18	24.78	25.40	26.04	26.69	27.36	28.04	28.74
	Assistant Superintendent	Assistant Superintendent- Water/Sewer	0072																									
	Assistant Superintendent	Assistant Superintendent- Buildings/Grounds	0073																									
	Field Representative	Field Representative	0091																									
	Inspector	Landscape/Urban Forestry Inspector	0166																									
	Community Center Coordinator	Community Center Coordinator	0135																									
9	Planner I	Planner I/GIS Administrator	0193	18.19	18.64	19.11	19.59	20.08	20.58	21.09	21.62	22.16	22.71	23.28	23.86	24.46	25.07	25.70	26.34	27.00	27.68	28.37	29.08	29.81	30.56	31.32	32.10	32.90
	Planner I	Planner I/Special Projects, Plans/Code Review	0194																									
10	Technician	Electrical Technician	0051	18.87	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.75	25.37	26.00	26.65	27.32	28.00	28.70	29.42	30.16	30.91	31.68	32.47	33.28	34.11
11	Accountant	Accountant, Finance	0191	19.56	20.05	20.55	21.06	21.59	22.13	22.68	23.25	23.83	24.43	25.04	25.67	26.31	26.97	27.64	28.33	29.04	29.77	30.51	31.27	32.05	32.85	33.67	34.51	35.37
	Engineering Assistant	Engineering Assistant	0092																									
	Purchasing Agent	Purchasing Agent	0151																									
	Superintendent	Superintendent - Buildings/Grounds	0080																									
	Superintendent	Superintendent - Operations/Maintenance	0081																									
	Superintendent	Superintendent - Utilities	0082																									
12	Sr. Accountant	Sr. Accountant	0195	28.96	29.68	30.42	31.18	31.96	32.76	33.58	34.42	35.28	36.16	37.06	37.99	38.94	39.91	40.91	41.93	42.98	44.05	45.15	46.28	47.44	48.63	49.85	51.10	52.38
	Building Official	Building Official	0181																									