RESOLUTION 2017-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, APPROVING THE REVISED TOWN ORGANIZATIONAL CHART FOR THE DEVELOPMENT SERVICES DEPARTMENT AND REVISED JOB DESCRIPTIONS FOR CHIEF BUILDING OFFICIAL/PLANS EXAMINER AND BUILDING PERMIT TECHNICIAN POSITIONS.

WHEREAS, the Mayor and Council of the Town of Fountain Hills (the "Town Council") approved Resolution 2016-10 on June 2, 2016, approving the Town of Fountain Hills Organizational Charts, the 2016-17 Pay Plan, the Schedule of Authorized Positions and the Employee Job Descriptions (collectively, the "Staffing Authorization"); and

WHEREAS, the Town Council desires to revise the Staffing Authorization to incorporate the revised employee job descriptions for the Chief Building Official/Plans Examiner and the Building Permit Technician (the "Job Description Updates").

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The Town Council hereby approves and authorizes the Job Description Updates and directs that the necessary related changes be made to (i) the Town of Fountain Hills Organizational Chart for the Development Services Department and (ii) the employee job descriptions for Chief Building Official/Plans Examiner and the Building Permit Technician, all in substantially the form attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. The Job Description Updates shall become effective March 6, 2017.

SECTION 4. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the Town of Fountain Hills, Arizona, February 2, 2017.

FOR THE TOWN OF FOUNTAIN HILLS:

Linda M. Kavanagh, Mayor

ATTESTED TO:

Bevelyn J. Bender, Town Clerk

REVIEWED BY:

Grady E. Miller, Town Manager

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney

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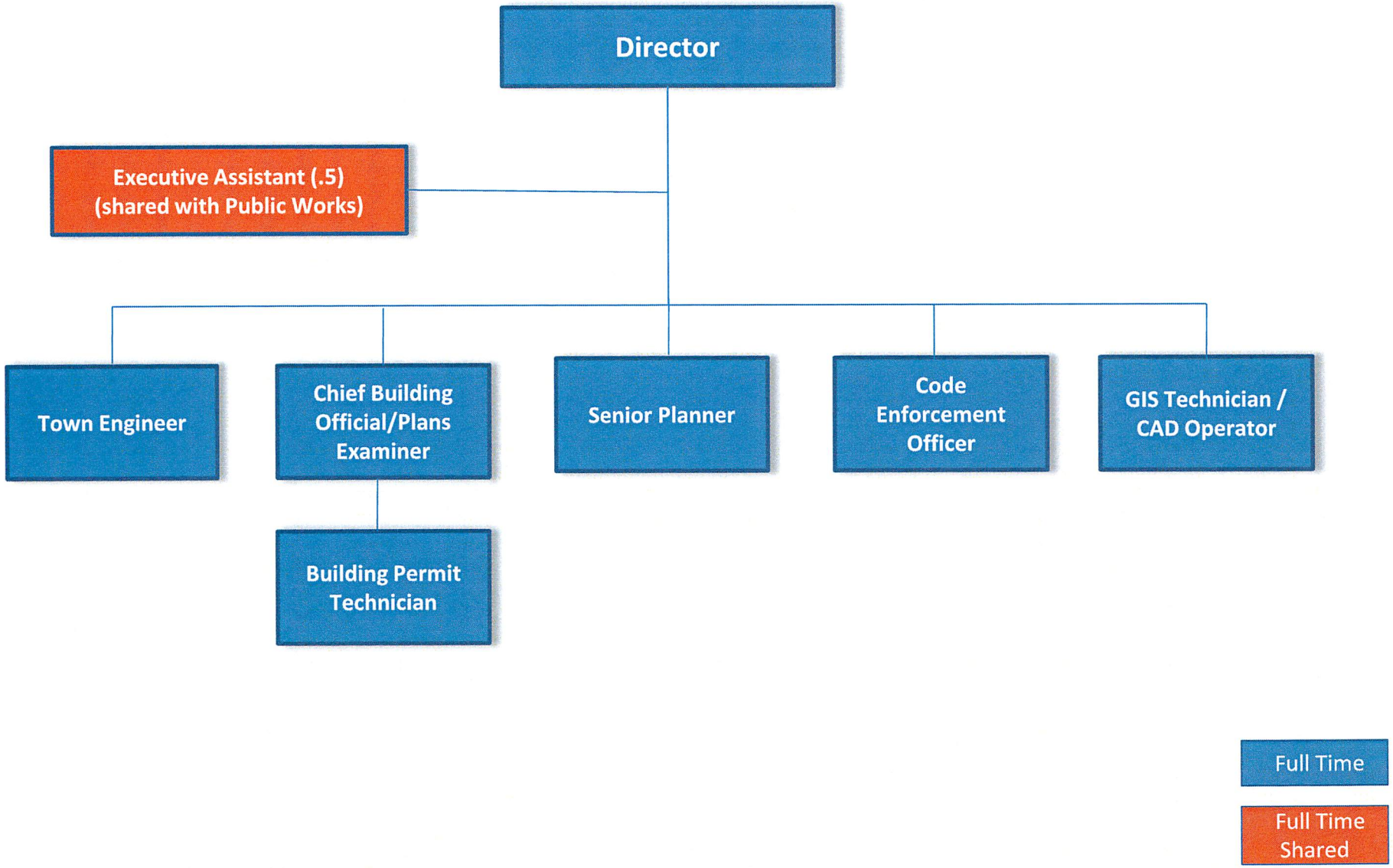
EXHIBIT A
TO
RESOLUTION 2017-03

[Job Description Updates]

See following pages.

DEVELOPMENT SERVICES DEPARTMENT



Job Title: Building Permit Technician

Department: Development Services

Immediate Supervisor: Chief Building Official/Plans Examiner

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Processes building permit applications. Provides assistance to the public. Maintains files and plans for active and completed building permits.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Receives and processes building permit applications and plans by assigning a permit number, calculating and collecting plan review fee, inputting data into the computer and preparing documents for plan review. Provides status information until issued.
2	L	Processes completed permit applications and plans by preparing approved documents, calculating valuation and fees. Inputs data into computer, contacts applicants, collects permit and development fees and issues permits.
3	S	Provides information in reference to building codes and procedures to the general public, contractors, engineers at counter and on the telephone and, if necessary, routes them to the correct department.
4	S	Provides accurate and expeditious information to field inspectors and other departments to assist them in performing their duties.
5	L	Accurately files and maintains building permits, plans, and inspection tickets. Purges and disposes of old files as required by records retention policy.
6	S	Researches and inputs permit information to generate reports required for submittal to various government agencies.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four year of high school or equivalency.
Experience	Minimum of 2 years customer service experience in a construction and office environment.
Certifications and Other Requirements	Building Permit Technician Certification required within first six months of employment. Must be bondable. Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read and comprehend permit applications, construction plans and inspection tickets and building codes.
Math	Ability to calculate permit valuations, plan review fees, permit fees, count money, calculate refunds according to building code.
Writing	Ability to write inspection tickets, permits, certificate of occupancy, compose letters, check requests and requisitions.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Requires the ability to understand building codes and procedures, and the ability to use multiple computer programs.
Interpersonal / Human Relations Skills	Position frequently contacts others within the organization and external customers. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assisting customers, filing, making copies
Sitting	F	Deskwork
Walking	F	Throughout the office for various tasks and back and forth to counter.
Lifting	F	Building permit plans and files.
Carrying	F	Building permit plans and files.
Pushing/Pulling	R	Putting away rolled plans in bins.
Reaching	F	Small objects, books, rolled plans in bins (retrieving).
Handling	F	Paper work, office supplies
Fine Dexterity	F	Keyboard, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	R	Filing in lower drawers
Bending	O	Filing in lower drawers
Twisting	O	Deskwork
Climbing	O	Step stool for building plans
Balancing	R	Carrying files and plans.
Vision	C	Computer monitor, building plans and reading.
Hearing	C	Communicating with public, co-workers, telephone
Talking	F	Communicating with public, co-workers, telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax, telephone, computer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

(1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

(3)

Job Title: Chief Building Official/Plans Examiner

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: **Exempt**

BRIEF DESCRIPTION OF THE JOB:

Incumbent is authorized and directed to enforce the provisions of the adopted codes, render interpretations of adopted policies and procedures in order to apply code provisions. Approves alternate materials and methods. Responsible for administration of the building codes. Inspects buildings to verify compliance with codes, drawings, and contracts. Supervises subordinate staff to ensure building permitting process is effective and efficient.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Provides administrative and technical support to all staff members to ensure compliance with adopted codes and standards. Assures that reviews and inspections are done in a timely and professional manner. Prepares and presents policies, programs and education for the staff based on the most current codes and technologies available, ensuring that the best resources are available for the building community. Administers the town Building Safety Board of Appeals.
2	L	Inspects residential and commercial buildings to verify compliance with subject codes, approved drawings, and contract documents. Proactively investigates unpermitted work activity requiring building permits.
3	S	Monitors department budget, expenditures and forecasting future needs.
4	S	Reviews proposed construction documents for conformance with model building (general, structural, fire and life safety), electrical, fuel gas, mechanical and plumbing codes as adopted or amended by the Town. Advises applicants of needed changes with written checklists and plan review reports.
5	S	Ensures retention and organization of public and private records meet state statutes, as well as make for efficent use of employee resources.
6	S	Assists the public by promptly answering technical code questions on the phone and at the front counter, explains plan review comments and code requirements, provides code interpretations, and otherwise assists applicants in meeting requirements as they proceed through the development review process. Respond to public concerns related to building safety. Investigates and resolves all complaints.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Ten years of municipal government building code inspection and or plans examiner work, including three years of supervisory experience.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. ICC Combination Inspector, Plans Examiner and Certified Building Official certification preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read and understand technical manuals, codes, construction plans and engineering documents.
Math	Ability to preform basic addition, subtraction, multiplication, division and algebra.
Writing	Basic writing skills should include proper use of grammar and structure for the purpose of correspondence and report writing.
Managerial	Occasionally supervises contractors as needed
Budget Responsibility	Assists Division Director in assessing budgetary needs for the building permit, plan review, and inspection functions. Monitors expenditures throughout the year.
Supervisory / Organizational Control	Supervises subordinate staff related to the building permitting. May supervise additional staff as Town needs
Complexity	Requires considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Front counter and job sites
Sitting	F	Desk work, plan review, driving
Walking	F	Office, job sites with un-even terrain
Lifting	R	Plan rolls, ladders
Carrying	R	Plan rolls, ladders
Pushing/Pulling	F	Doors, gates
Reaching	F	Plan storage, at job sites
Handling	F	Paper, books, plans
Fine Dexterity	O	Phone, computer
Kneeling	F	During the course of inspections
Crouching	F	During the course of inspections
Crawling	F	During the course of inspections
Bending	F	During the course of inspections
Twisting	F	During the course of inspections
Climbing	F	During the course of inspections
Balancing	F	During the course of inspections
Vision	C	During the course of inspections, plan reviews and driving
Hearing	C	Personal communication, phone, meetings
Talking	C	Personal communication, phone, meetings
Foot Controls	F	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, tape measure, ladder, flashligh, screw driver, computer , fax, telephone, and general office supplies

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Extreme Temperatures	S
Chemical Hazards	S	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	S	Respiratory Hazards	S
Explosives	S	Physical Hazards	M
Communicable Diseases	S		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

(1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toe boots, hard hat, safety glasses, ear protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

(3)