CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Human Resources**

AGENDA DATE: **04/03/07**

CONTACT PERSON/PHONE: **Human Resources, Linda Ball Thomas, (915) 541-4509**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

APPROVE: Resolution for the creation of Construction Inspector Trainee

BACKGROUND / DISCUSSION:

The creation of this job specification was requested by the Development Services Director to create a new entry level training position so that the department may develop qualified inspectors through an "in-house" education and training program. The Building Permits and Inspection Division of the Development Services Department coordinates with the City-County Health Department, Environmental Services Department, Engineering Traffic Division, Fire Department and the Planning Division of Development Services Department to review, permit and inspect various city-wide projects for minimum code compliance in order to safeguard life, health and welfare of the citizens of El Paso. Currently the Development Services Department is critically under staffed in key inspector positions due to retirements, loss of staff to the private sector and the inability to recruit certified inspectors form other jurisdictions.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2007
Funding Source: 36010117-01101-36000

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 03/22/07

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07 MAR 26 PM 12:05

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) ____ **FINANCE:** (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Construction Inspector Trainee** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **17290.** The Grade is **GS 45**.

PASSED AND APPROVED this 3rd day of April, 2007

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

John R. Batoon
Assistant City Attorney

APPROVED AS TO CONTENT:

Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL SERVICE COMMISSION:

Date: March 22, 2007

By: Linda Ball Thomas
Secretary

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07 MAR 26 PM 12:05

Code 17290
Grade GS 45

JOB SPECIFICATION

CONSTRUCTION INSPECTOR TRAINEE

General Purpose

Under immediate supervision, attend and complete classroom and field training on the principles and practices of commercial and residential inspections of construction projects in accordance with municipal, state and federal building codes and regulations.

Typical Duties:

Attend and complete classroom and field training in the areas of commercial and residential construction inspection including building, electrical, plumbing, and mechanical inspection. Participate in construction-site inspections, review of plans and specifications, materials and layouts. Involves: informing, explaining and interpreting code requirements for project superintendents, contractors, architects, engineers, homeowners and the public; investigating and responding to complaints regarding illegal construction, safety or hazardous conditions. Assists in the issuing of stop work orders, correction notices or citations as required. Maintains applicable databases, records and files.

Knowledge, Skills, and Abilities

- Application of some knowledge of construction materials, methods and techniques.
- Application of good knowledge of customer service and public practices and procedures.
- Application and use of standard building construction and measurement instruments; and computerized field data collection devices.
- Application of good knowledge of computers, email, internet and appropriate software.
- Ability to learn, interpret, explain and apply knowledge of construction codes.
- Interpretation of plans, blueprints and diagrams specific to a variety of building codes and regulations.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.
- Clear, concise oral and written communication to present technical instruction and direction to project foreman, superintendent, contractors, architects, engineers and homeowners, and prepare reports.

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Other Job Characteristics

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate members of the public.
- Regular driving through City traffic.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and three (3) years general construction experience.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state. Must attain International Code Council (ICC) certification in one of the following areas within six (6) months from the time of

As provided under Classification and Compensation 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

appointment: Residential Building, Residential Electrical, Residential Plumbing or Residential Mechanical Inspector.

Department Head

Human Resources Director

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JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR

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MELINA CASTRO, DISTRICT 4
PRESI ORTEGA, JR., DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

3.5A

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission

FROM: Linda Ball Thomas, Human Resources Director

SUBJECT: New Job Class

DATE: March 14, 2007

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The Human Resources Department recommends Civil Service Commission approval of the job classification item listed below. See attached proposed job specification.

	TITLE	CODE	GRADE
PROPOSED	**Construction Inspector Trainee**	**17290**	**GS 45**

The Building, Permits & Inspection Division of the Development Services Department coordinates with the City-County Health Department, Environmental Services Department, Engineering Traffic Division, Fire Department and the Planning Division of Development Services Department to review, permit and inspect various City-wide projects for minimum code compliance in order to safeguard life, health and welfare of the citizens of El Paso. Currently the Development Services Department is critically understaffed in key inspector positions due to retirements, loss of staff to the private sector and the inability to recruit certified inspectors from other jurisdictions. The creation of the proposed job class is requested by the Development Services Director to create a new entry level training position so that the department may develop qualified inspectors through an "in-house" education and training program.

The proposed job specification was written in the standard style and format and was reviewed by the Development Services Director and the Human Resources Director. The City's current methodology for valuing jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated b the Department Head concerned. If the Human Resources Director determines that no appropriate class exists, a new class shall be submitted to the Civil Service Commission for approval and then to City Council for adoption."

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HUMAN RESOURCES DEPARTMENT

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated and refer the matter to the Commission for approval."

Approval of the proposed new job classes will allow Human Resources to proceed to fill the new positions through competitive recruitment and examination. The department would like to recruit for this position as soon as possible.

Attachment (*Proposed* Job Specification)

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