

Agenda Item Form

Agenda Date: 08/03/04

Districts Affected: N/A

Dept. Head/Contact Information: Terry Bond, Human Resources, (915) 541-4509

Type of Agenda Item:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- General Fund
 Grant (duration of funds: _____ Months)
 Other Source: _____

Legal:

- Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar Approved Denied

Timeline Priority: High Medium Low # of days: _____

Why is this item necessary:

Revision for Landcape Inspector and Landscape Plan Reviewer were necessary to correct licensing requirements.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

N/A

Statutory or Citizen Concerns:

N/A

Departmental Concerns:

N/A



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 **Landscape Inspector** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **9166**. The Grade shall be **GS 22**.

PASSED AND APPROVED this 3rd day of August 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:



Terry A. Bohd
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: July 22, 2004

By: 
Secretary



Human Resources Department

5A-B

MEMORANDUM

July 16, 2004

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: James Sienkiewicz, Classification and Compensation Manager
Ana I. Sanchez, Personnel Analyst II *AIS*
Re: Revision of Job Specifications

Human Resources recommends Commission approval of the job classification items listed below. See attached proposed and strike-through versions of the specifications.

		<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
A.	OFFICIAL	Landscape Inspector	9166	GS 22
	PROPOSED	Same	Same	Same
B.	OFFICIAL	Landscape Plan Reviewer	9756	GS 26
	PROPOSED	Same	Same	Same

Revisions of the subject job specifications were requested by the Building Permits and Inspections Director, principally to correct licensing requirements as proposed. Additional changes to the Landscape Plan Reviewer included clarification of duties and insertion of an incidental duties paragraph. Aside from minor wording edits, reformatting, grammatical corrections and retitling of the signature lines, there were no substantive changes to the job specifications that warranted changes in grades.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade."

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Technical Branch
Inspection Group
Landscape Series

LANDSCAPE INSPECTOR

07/04 (AIS)

General Purpose

Under general supervision, conduct field inspections of construction projects to enforce compliance with municipal, state and national landscaping and allied irrigation codes and regulations, and adherence to City approved plans, specifications and standards.

Typical Duties

Examine new or existing landscape sites and irrigations systems prior to, during various phases and at completion of installation, repairs or modification to ensure trades work and materials conform to prescribed quality and safety standards. Involves: Schedule initial and follow-up inspections. Investigate or refer complaints to supervisor as instructed. Verify contractors are licensed and possess required permits, issuing them as authorized, if necessary. Review design plans and specifications and notify property owners and contractors of violations or unacceptable layouts, materials and equipment. Check irrigation system components including, but not limited to, water distribution lines, sprinkler heads, valves, pumps, nozzles and backflow devices for defects such as uneven water distribution, improper drainage, leaks, pitting, corrosion or cracking. Calculate factors such as water flow, level and pressure requirements and limits using established formulas and compare results to standards references. Inspect plants, trees and shrubs for size, quantity, location, suitability, general health and appearance. Interpret and explain code and design requirements and restrictions and suggest corrective measures and time limits. Prepare and issue citations and work stoppages and report uncorrected violations for use by administrative or judicial authorities. Obtain evidence of failure to comply such as by sketching location and features of deviations, collecting samples of unapproved materials for laboratory testing, searching inspection records and testifying in court.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: Maintain awareness of changes in landscaping and irrigation trades technology and codes. Substitute for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated. Provide designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees. Engage in assignments pertaining to functions of other positions for training purposes under close supervision. Log activities, and prepare, maintain and submit recurring or special activity status and results reports using personal computer. Keep tools, equipment and work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Good knowledge of landscape design, construction, ecology, plant and soil science geology, materials, tools and techniques.
- Good knowledge of general building construction, irrigation and irrigation system installation and equipment defects and hazards.
- Some knowledge of horticultural, planting, seeding practices and methods, and soil types.
- Ability to read and interpret landscape plans and code requirements.
- Ability to recognize deviations from approved plans, identify defects and hazards in material and work performed, and inspect landscaping plant material for disease and suitability.
- Ability to apply mathematical concepts such as fundamentals of plane and solid geometry and trigonometry together with fractions, percentages, ratios, and proportions to practical situations.
- Ability to express oneself clearly and concisely, orally and in writing, to firmly, tactfully and objectively interpret and enforce landscaping code requirements, and prepare inspection reports or business correspondence and maintain related records.
- Ability to establish and maintain effective working relationships with City employees, contractors, property owners, officials and the public, including irate people.
- Skill in safe operation and care of a motor vehicle, personal computer or network workstation, generic business productivity software, landscaping equipment and tools, and computerized field data collection devices.

Other job Characteristics

- Frequent bending, stooping, climbing and moving over uneven terrain.

- Frequent exposure to varying weather conditions.
- Occasional driving through city traffic.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or General Education Development (GED), plus four (4) years of landscaping, irrigation systems installation or horticulture trades experience.

Licenses and Certificates:

- Valid registration as a Licensed Irrigator in Texas or equivalent transferable from another state by time of application, which must be converted within six (6) months following appointment.
- Valid Texas Class "C" Driver's License or equivalent from another state by the time of appointment.

Human Resources Director

Department Head

PROPOSED

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Inspection Group
Landscape Series

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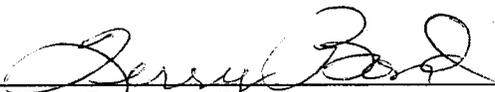
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Human Resources Director



Department Head

OFFICIAL