

Agenda Item Form

Agenda Date: 08/03/04

JU

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 Plan Reviewer** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **9756**. The Grade shall be **GS 26**.

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. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: July 22, 2004

By: Terry A. Bond
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
Technical Group
Plan Review Series

LANDSCAPE PLAN REVIEWER

07/04 (AIS)

General Purpose

Under general supervision, review commercial landscaping and landscape irrigation plans and specifications for compliance to City's landscape and other applicable codes and standards submitted in conjunction with applications for construction permits.

Typical Duties

Evaluate and determine if building plans meet compliance with applicable codes and standards. Involves: Review plans for completeness and accuracy. Examine individual plan components to ensure that all code mandated items are included. Examine building plans for retention of water harvesting, increase in amount of shade, efficient use of water resources, reduction of air pollution, minimization of soil erosion, reduction of noise pollution, traffic safety, and other applicable ordinances. Review for types of plant material to safeguard against interference with traffic visibility. Check for site grading and landscape buffers. Check irrigation system for compliance with water waste ordinances and city and state irrigation systems standards. Note instances of noncompliance on plans and correction sheet and suggest modifications to bring plans into compliance. Approve and sign plans meeting code requirements. Submit reports detailing items of noncompliance to permit applicant for correction. Provide code information to individuals planning construction.

Perform on-site inspections for compliance with approved plans for construction, alteration and repair of commercial landscaping and landscape irrigation systems. Involves: Review plans and specifications in preparation for inspection. Ensure site grading is correct, plant material is properly installed and healthy, and all materials meet specifications. Inspect irrigation system to ensure compliant with water waste standards. Schedule initial and follow-up inspections. Investigate complaints to determine existence of illegal or hazardous conditions. Inform property owners and contractors of violations and unacceptable layouts, materials, and equipment. Issue red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans. Explain code and design requirements and restrictions, and construction corrections necessary for compliance. Determine valuations for landscaping and landscape irrigation system for which permits are required. Assure construction is being performed by licensed contractors under City issued permits.

Provide technical assistance as needed to interested parties. Involves: Provide technical assistance to engineers, architects, contractors and designers related to ordinance requirements including types of plant materials, grading, utilities, hydraulics related to traffic safety. Provide customer service assistance at the permit counter responding to questions and inquiries. Conduct public presentations to groups and seminars on the landscaping ordinance requirements and benefits. Conduct research on special contract requirements or specific site development plans. Conduct pre-submittal conferences with property owners to facilitate code compliant plans. Present before and after pictures to City Council or other entities upon request. Testify in court and before appropriate appeals board.

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. Create designs, drawings and specifications for landscaping of city medians and parkways, as assigned. Log activities, and prepare, maintain and submit recurring or special activity status and results reports. Keep tools, equipment and work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Considerable knowledge of landscape design, construction, ecology, plant and soil science geology, materials, tools and techniques.
- Considerable knowledge of national, state and local regulations and professional standards related to irrigation and sprinkler systems.
- Considerable knowledge of soil erosion, management, water conservation management, and use of landscaping for retention of water harvesting, increase in amount of shade and noise reduction.
- Considerable knowledge of general building construction and city and regional planning.
- Good knowledge of public relations and customer service methods.

- Ability to read and interpret building plans and landscape plans, blueprints and code requirements.
- Ability to recognize deviations from approved plans and identify defects and hazards in material and work performed.
- Ability to enforce codes with firmness, tact and impartiality.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees, contractors, property owners, officials and the public, including irate people.
- Ability to maintain records and prepare reports.
- Skill in the operation of motor vehicle, landscape tools, personal computers and computerized field data collection devices

Other Job Characteristics

- Occasional bending, stooping, climbing and moving over uneven terrain.
- Occasional exposure to all weather conditions.
- Occasional driving through City Traffic.

Minimum Qualifications

Training and Experience: Equivalent to an accredited Associate's Degree in Landscape Architecture, Architecture or Land Planning or related field, plus two (2) years of landscaping or landscape irrigation systems installation 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 issued by another state by time of appointment.

Human Resources Director

Department Head

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