CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 09/30/14

Subject: Approval of the Revised Schedule of Authorized Positions in order to Create, Eliminate and Fund Positions within the Economic Development and Planning Department in the Interest of the Public

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REQUEST:

Building & Code Inspector
The last significant re-organization of the Economic Development Department occurred in 2010. A re-organization is now necessary due to four years of continued attrition, to reflect the continued consolidation of job duties. Namely, the enforcement of property care and maintenance codes will become the shared job duties of the newly created Building & Code Inspector and the existing Animal Control/Code Enforcement Officer (who already shares these job duties). The new Building & Code Inspector's duties will be primarily structural inspections and building and zoning related to the International Building Code and Unified Development Ordinance.

It is requested that the revised Schedule of Authorized Positions be approved to make the funding and defunding of these positions effective for pay period 10/18/14.

Cultural Services Division Dir.
It is requested that the City Council fund the position of Cultural Services Director which was unfunded in the budget at the start of FY2015. This position is necessary to continue existing recreation programs and implement the recommendations of the Recreation Advisory Committee and Senior Citizens Committee. The job description and duties are the same as the previous Cultural Services Manager with only the title being changed to Division Director and the grade from 14 to 19, to reflect the necessary experience and education. This position and division will remain under the Economic Development Director for the time being. It is requested that this position be funded effective 10/18/14.

Grounds and Maintenance Operator
It is requested that the City Council consider funding the position of Grounds and Maintenance Operator which was unfunded in the budget at the start of FY2015. Currently, the City has only one grounds and maintenance position funded. Two funded positions are needed to continue existing levels of service. Funding for this position is requested to begin 01/01/15.

DISCUSSION:

Historically, the Building & Zoning Administrator has had at least one inspector. At this time there is no inspector for the day-to-day overflow of inspections, permitting and plans review. This position covers when the Building & Zoning Administrator is in training or on leave. In addition, the Code Enforcement Officer requires assistance from the Building & Zoning Administrator on a routine and daily basis for safety and structural inspections. A new position of Building & Code Inspector is required to meet the needs of citizens, as well as unfunded state and federal mandates, and code enforcement duties. This position will be able to enforce property care and maintenance codes without the assistance of the Administrator. The Animal Control/Code Enforcement Officer will continue to respond to code enforcement complaints.

The Cultural Services Division Dir. position is needed to move towards creating a separate Department for Cultural Services and remove those duties from the Economic Development & Planning Department.

The Ground & Maintenance Operator which was unfunded at the end of the FY2014 budget is critical to meet day-to-day operations/maintenance of the parks and city facilities, as well as assisting with sport leagues & community events.

FINANCIAL IMPACT:

The new Building & Code Inspector position and elimination of Code Enforcement position will result in a maximum annual increase of $3-$11,000, adjusting for benefits. Funding the Cultural Services Director will be at the same wage rate as held in the past of approx. $45-49,000 for a total $74,230 (including benefits); the position is currently unfunded. Funding of the Grounds and Maintenance Operator position will be at the same wage rate of $21,923 for a total $39,494 (including benefits).

RECOMMENDATION:

Pursuant to Mississippi Annotated Code 21-9-45, the Council may create or eliminate positions upon the recommendation of the City Manager. The City Manager recommends the above revisions to the SAP.

City Council may:

1) Approve the Schedule of Authorized Positions as presented; or
2) Approve the Schedule of Authorized Postions with changes; or
3) Reject the Schedule of Authorized Positions as presented

ATTACHMENT(S):

Schedule of Authorized Positions Ordinance
Building & Code Inspector Job Description

CITY OF GAUTIER
FY 2015
SCHEDULE OF AUTHORIZED POSITIONS
(Underline New/Strike-Thru ~~Old~~)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
JUDICIAL					
City Judge	N/A	N/A		1	
Total Funded				**1**	
Total Non-Funded					
EXECUTIVE DEPT					
City Manager	N/A	N/A	1		
Executive Assistant	2080	10	1		
Total Funded			**2**		
Total Non-Funded					
FINANCE DEPT					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			**3**		
Total Non-Funded					
HUMAN RESOURCES DEPT					
Director	2080	21	1		
HR Generalist	2080	10	1		
Multi-Craft Maintenance Worker	2080	10	1		
Custodian	2080	6	1		
Fleet Maintenance					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			**6**		
Total Non-Funded					
CITY CLERK DEPT					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
Court Division					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
Total Funded			**6**		
Total Non-Funded					

Approved by Council 09/02/14

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
POLICE DEPT					
Police Chief	2080	22	1		
Executive Assistant	2080	9	1		
CID					
Detective Captain	2080	15	1		
Detective Lieutenant	2080	14	1		
Detective Sergeant	2080	13/14	1		
Detective	2080	11/13	~~3~~ 2		
Detective	2080	11/13	Unfunded (1)		
FBI Task Force Officer	2080	13	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
Records Clerk II	2080	8	1		
Patrol					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	14		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
Traffic/Admin					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	10	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	~~4~~ 3		
Traffic Officer	2184	10	Unfunded (1)		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			**48**	**4**	**21**
Total Non-Funded			**2**		

** probationary officer 9
certified officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
FIRE DEPT					
Fire Chief	2080	22	1		
Deputy Fire Chief/Fire Marshal	2080	15	1		
Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	24		
P/T Firefighters ****	N/A	N/A		3	
Total Funded			**36**	3	
Total Non-Funded					

*** Probationary Firefighter 9
Firefighter 10
**** PT Firefighters ($10.00/hr)

Approved by Council 09/02/14

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
ECONOMIC DEV DEPT					
Director	2080	22	1		
City Planner	2080	13	1		
Administrative Clerk	2080	8	1		
Building & Zoning					
Building & Zoning Administrator	2080	13	1		
Building & Code Inspector	2080	12	1		
Animal Control/Code Enforcement Officer	2080	9	1		
Neighborhood Services					
Grants and Projects Manager	2080	13	1		
Neighborhood Improv. Coord.	2080	10	Unfunded (1)		
~~Code Enforcement Officer~~	~~2080~~	~~10~~	~~1~~		
Cultural Services					
Cultural Services Director	2080	19	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	Unfunded (1)		
Administrative Bookkeeper	2080	10	1		
Grounds and Maintenance Oper.	2080	8	2		
Park Attendant *****	N/A	N/A		4	
Total Funded			12	4	
Total Non-Funded			**2**		

***** PT Park Attendant ($7.25 per hour)

Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		1	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	48	4	21
Non-Funded	2		
Fire Dept: Funded	36	3	
Econ Dev Dept: Funded	12	4	
Non-Funded	2		
Total	**~~111~~ 113**	**12**	**21**
Total Non Funded	**6 4**		

Approved by Council 09/02/14

BUILDING & CODE INSPECTOR

Department:	Economic Development / Planning Department	**Pay Grade:**	12 (Schedule 2080)
Reports To:	Building & Zoning Administrator	**Exempt (Y/N):**	Y
Competitive (Y/N):	N		

SUMMARY:

The Building & Code Inspector inspects new/existing buildings, structures, & sites to enforce conformance to building/grading/zoning/flood zone/stormwater/ADA/Life Safety & other construction codes, laws, industry standards, and approved plans/specifications. This is technical/professional work using excellent customer service skills to establish and maintain effective working relationships with other employees, other departments, prospective new developers, contractors, and all members of the general public.

The Building & Code Inspector also responds to Code Enforcement Complaints and works with property owners/tenants to resolve non-compliance cases in accordance with Department Policies and state statute.

Work includes on site visits to construction projects, keeping records of inspections, dissemination of building code information, meeting with contractors, developers or owners of property preparatory to issuance of permits/notices of violations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Inspects residential, commercial, and industrial building & site construction, during and after construction, to ensure compliance with the approved plans, specifications, and applicable codes.
- Communicates processes, construction status, & construction deficiencies/violations with permit holders, property owners, and Building & Zoning Administrator.
- Resolves complex and sensitive customer service issues, either personally, by telephone, or in writing.
- Confers with architects, engineers, developers, property owners, co-workers, and other organizations.
- Review construction plans and specifications as assigned by the Building & Zoning Administrator, for compliance with applicable codes.
- Inspects building sites for compliance with storm water management, landscaping, erosion control, zoning, and flood hazard requirements.
- Conducts inspection of existing properties, buildings, and construction projects for compliance with codes and laws.
- Responds to Code Enforcement complaints, issues compliance and/or violation notices establishing time constraints for compliance, works with property owners/tenants to resolve non-compliance cases, and follows procedures for abatements (where necessary) in accordance with Department Policies and state statute.
- Conducts follow-up investigations or re-inspections to ensure and document corrective measures were taken for all non-compliance/deficiencies/violations.
- Attends workshops, seminars, and code classes where required for the purpose of staying abreast of current code requirements.
- Establishes and maintains personal credentials and code certifications.
- Completes paperwork and submits for filing in accordance with Department policies.
- Performs other duties as assigned by the Building & Zoning Administrator, Director of Economic Development/Planning, and City Manager.

City Manager _____ Date _____

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Ability to read construction plans and specifications.
- Considerable knowledge of International Building Code, Mechanical, Plumbing and related codes including National Electrical Code, and NFPA Life Safety Codes.
- Considerable knowledge of contemporary building construction techniques.
- Ability to understand zoning ordinances and related regulatory standards.
- Knowledge of best management practices for stormwater pollution prevention.
- Must have exemplary communication skills including fostering a team atmosphere, handling high stress situations, and conferring with a wide range of professionals to facilitate a positive, professional, business-friendly environment.
- Ability to review plans and specifications for code compliance.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relations as necessitated by work assignment.
- Ability to understand and follow oral and written instructions.
- Ability to react to change productively and handle other tasks as assigned.
- Ability to become familiar with the specific standards for zoning, subdivisions, flood minimization, and wetlands regulations as adopted by the City of Gautier.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to schedule work so as to respond to public needs in a timely matter.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

WORK ENVIRONMENT: 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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The physical demands 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or (GED) equivalent; and a minimum two (2) years experience as a building inspector, building construction contractor, or superintendent of construction.

City Manager _____ Date _____

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid Mississippi driver's license.
MDOT Stormwater Certification preferred.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

City Manager _____ Date _____