PERSONNEL COMMITTEE

11-0134R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF PERMIT PROCESS SUPERVISOR, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of permit process supervisor, which were approved by the civil service board on January 11, 2011, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its supervisory unit employees; and that pay range for said classification shall be Ranges 1080-1085. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:

Chief Administrative Officer/
Department Director

Approved as to form:

Attorney

Approved:

Auditor

HR JA:ao 3/4/2011

STATEMENT OF PURPOSE: This classification has been created to manage the transition to and ongoing operation of the one stop shop for planning and construction services, including supervision of one stop shop staff and providing customer service. The pay range negotiated for the classification is Ranges 1080-1085, $4,771 to $5,958 per month.

PERMIT PROCESS SUPERVISOR

PURPOSE: ~~In the Building Safety Division, s~~Supervise and manage permit processing, review of plans and approval of projects in accordance with applicable codes, rules and ordinances, delivery of customer service, and coordination with other departments involved in construction and land use.

FUNCTIONAL AREAS:

~~4~~1. Manage the transition to and ongoing operation of the One Stop Shop (OSS).

* A. ~~Assist~~ Participate in the development and revision of the mission and organization of the OSS and perform tasks required to support them.
* B. Facilitate the implementation of multi-department land use management software and training of users; provide ongoing support as needed.
* C. Provide input into the creation and revision of job descriptions for OSS staff.
* D. Write and revise procedures manual for staff use.
* E. Write customer/user development manual for building safety and OSS components of development processes.
* F. Serve as primary liaison between ~~the Building Safety Division and the Engineering and Planning Divisions.~~ City divisions involved in providing OSS services.
* G. Train, or arrange for training of, staff in the OSS.

~~1~~2. Manage technical work reviewing and analyzing construction plans and specifications.

* A. Plan, organize and implement schedules.
* B. Examine highly complex construction plans and permits to ensure compliance with all regulatory standards and building codes; approve or reject plans and specifications.
* C. Provide technical assistance and advice to property owners, contractors, developers, architects, engineers, City staff and the general public regarding code requirements and permitting and approval procedures.
* D. Collaborate with division staff to resolve regulatory and code related interpretation and project compliance issues.
* E. Respond and provide resolution to complex/difficult inquiries and concerns from the general public, the business community, City officials, and other departments ~~regarding division related issues~~.
* F. Manage plan review approvals and permitting.
* G. Maintain current knowledge of issues, trends, developments, regulations and building code requirements governing the construction industry.

~~2~~3. Supervise assigned staff.

* A. Prioritize, assign and direct work and projects.
* B. Coordinate work schedules and approve or reject leave requests.
* C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
* D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
* E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.

* F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
* G. Effectively recommend adjustments or other actions in employee grievances.
* H. Delegate authority and responsibilities to others as needed.
* I. Disseminate instructions and information to employees through verbal and written communications.

~~3~~4. Assist the City's Minnesota state designated Building Official.

* A. Assist with communications between City staff and the development community in the administration of the building code.
* B. Assist with the evaluation of proposals for modifications of or alternate methods to specific code requirements.
* C. Assist with the resolution of problematic situations related to administration of the building code.

JOB REQUIREMENTS

Education & Experience Requirements

❖ A. A combination of education and/or experience equaling five (5) years which demonstrates a proficiency in the knowledge, skills and abilities listed below. Examples of acceptable education might include architectural drafting, building inspection technology, construction management, building trades or civil engineering technology. Acceptable experience might include administration of the building code as a field inspector, plans examiner or land use technician or work in the engineering field.
B. Experience leading projects and/or teams preferred.

License Requirements

❖ A. Certification as a Plans Examiner by a nationally recognized code agency.
B. Certification through MPCA as an erosion and storm water control Construction Installer within 18 months of hire.

Knowledge Requirements

❖ A. Extensive knowledge of applicable building codes, ordinances, statutes and City policies.
❖ B. Knowledge of the principles of building construction and site development.
❖ C. Knowledge of applicable computerized software programs, office equipment and modern communication methods.
❖ D. Knowledge of the principles of technical writing.
❖ E. Knowledge of current technology and trends in the profession.
❖ F. Knowledge of effective management and supervisory practices.
❖ G. Knowledge of research and data analysis methods and techniques.

Skill Requirements

❖ A. Skill in performing detailed analysis and examination of complex construction plans and specifications for compliance with applicable codes, ordinances and other regulations.
❖ B. Skill in researching and interpreting laws, rules and regulations, legal documents, legal descriptions, maps, building plans and civil drawings.

- C. Skill in assisting customers in solving problems related to codes, ordinances and regulations related to construction and development.
- D. Skill in applying sound business judgment in decision-making.
- E. Skill in providing superior customer service.
- F. Skill in maintaining compliance with applicable regulations and policies.
- G. Skill in communicating effectively, both verbally and in writing.
- H. Skill in the operation of automated office equipment, scanners, personal computers and software applications including email, internet use, word processing and spreadsheets.

Ability Requirements

- A. Ability to supervise assigned staff.
- B. Ability to set priorities, organize work and meet deadlines under pressures of time constraints and conflicting demands.
- C. Ability to operate architectural and engineering scales and perform accurate mathematical calculations.
- D. Ability to establish and maintain effective working relationships with city employees, outside agency representatives and the public.
- E. Ability to pay close attention to detail.

Physical Requirements

- A. Ability to attend work on a regular basis.
- B. Ability to occasionally lift and carry items such as plans, books and boxes weighing up to 40 pounds.
- C. Ability to occasionally stand at permit counter.ine dexterity to operate computer and other office equipment.
- D. Ability to hear and speak to exchange information.
- E. Visual acuity to inspect documents for accuracy.

* Essential functions of the position
- Job requirements necessary the first day of employment

Anlst: JA	Class:	Union: CDSA	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC: