

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 1/28/2013

AGENDA ITEM: Classification & Compensation Analysis for Construction Inspector	
PREPARED BY: Kristie Guy DEPARTMENT: Human Resources	DIRECTOR APPROVAL:
ATTACHMENTS: Classification & Compensation Analysis, Senior Construction Inspector Job Description	
BUDGET CODE:	AMOUNT:

SUMMARY:

Human Resource was asked to do a reclassification analysis regarding the Construction Inspection position in Community Development due to the increased work load and regulatory requirements. This project includes updating the job description, evaluating its current placement in the city's pay grid, and surveying comparable positions at comparable jurisdictions.

Based on the findings, the proposed job description accurately captures the responsibilities assigned to the position and the knowledge, skills and abilities required to perform them. Additionally, placing the position on the non-management, non-union classification grid at range N-8 reflects its market value and preserves internal equity among the city's non-represented, non-management positions.

RECOMMENDED ACTION:
Staff recommends that Council authorized the Mayor to: <ol style="list-style-type: none">1. Re-title the Construction Inspector to Senior Construction Inspector and adopt the proposed job description for Senior Construction Inspector, which captures the responsibilities assigned to the positions and the knowledge, skills, and abilities required to perform it.2. Place this position at range "N-8" on the non-represented, non-management classification grid; this placement reflects its market value and preserves internal equity among the city's non-represented, non-management positions.

RECLASSIFICATION ANALYSIS OF SENIOR CONSTRUCTION INSPECTOR

JANUARY 2013

I. Background

Human Resource was asked to do a reclassification analysis regarding the Construction Inspection position in Community Development due to the increased work load and regulatory requirements. This project includes updating the job description, evaluating its current placement in the city's pay grid, and surveying comparable positions at comparable jurisdictions.

II. Job responsibilities

The key focus of this position is described in the job description as follows. "This position performs a range of duties related to inspecting public works, public utilities, private development projects, and Capital Improvement Projects; including storm drainage systems, streets, right-of-way improvements, water and sanitary sewer projects, and permitted right-of-way activities under construction; assure compliance with construction codes, safety standards and contractual provisions of the projects."

Essential duties include the following:

1. Inspects project infrastructure related to development construction.
2. Oversees construction work and the inspection of capital improvement work.
3. Reviews construction site for erosion control measures, monitors site runoff and advises contractor of corrective measures needed.
4. Prepares and maintains reports and records of daily inspection activities.
5. Confers with contractors, builders, developers, and city staff; explains and interprets requirements, discrepancies and restrictions.
6. Coordinates approval of field revisions with plan review staff; resolves conflicts and recommends acceptable alternatives to achieve compliance with design standards and approved construction plans.
7. Deals courteously with the public and resolves construction and inspection issues.
8. Initiates final and maintenance bond inspections; generates a punch list of incomplete or non-compliant work.
9. Makes determination or recommendation to require correction of deficiencies, change in materials or workmanship, stop work; documents; creates punch list; advises contractor; conducts follow-up inspections and prepares related correspondence.
10. Reviews construction bills of sale and estimates in order to establish appropriate bond amounts for performance and maintenance warranties on drainage, roads and utility improvements
11. Coordinates temporary traffic plans, street closures and utility shut downs to minimize disruption and ensure safety.

Although many of the essential duties and responsibilities of the job remain the same, as the City has grown this position has taken on Capital Improvement Projects and the environment in which the incumbents operate has become more complex, the knowledge, skills, and abilities required to perform the job have changed.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

The key knowledge, skills, and abilities required to perform this job are proficiency in the laws, standards, and regulations relating to construction inspection, safety and traffic control as well as the ability to interpret construction plans and take appropriate actions to ensure compliance. Work is performed under general direction from the building official; the incumbent will work

independently and apply established guidelines and alternatives to make routine judgments and decisions.

Generally, the successful employee will have an associate's degree in civil engineering, construction management, construction technology or a related field and 3 years experience in doing construction activities related to the essential duties or performing construction inspections. In addition, ability to possess a Washington State Driver's license within one month of hire and Nuclear Testing Equipment Certificate within six months of hire is required.

The revised job description is attached.

III. COMPENSATION ANALYSIS

A compensation analysis was conducted to evaluate placement of the position within the City's classification and compensation grid. The goal is to assign a compensation level that accurately reflects the responsibilities and accountabilities of the position and the skills, knowledge, and abilities required to perform the job and preserves the internal equity of the City's classification and compensation system by compensating the position fairly relative to other City job classifications. The analysis also looked at external market comparables (since the City's compensation philosophy is generally a market-value approach) to ensure that qualified candidates will be attracted to the position.

To measure external equity, a survey was conducted with the cities of Bellingham, Edmonds, Everett, Kent, Lynnwood, Olympia, Redmond, Renton and SeaTac responding. Two of the cities—Kent and Redmond—have positions that can be compared to Marysville's in terms of job responsibilities, level of accountability, and experience required to perform the job. In the remaining cities the job responsibilities are incorporated into a supervisor or manager level position.

Kent has a Senior Construction Inspector position that reports to the Construction Inspector. The essential duties, level of accountability, and qualifications closely match Marysville's position. The salary range for the City of Kent position is \$4,953 - \$6,020.

Redmond has a Construction Inspector Lead position that reports to the Engineering Supervisor. The public works position is similar to Marysville's, although it includes supervisory responsibilities that involve planning, organizing and directing the work of construction inspection staff. The salary range the City of Redmond's position is \$5,600 - \$7,121.

To gauge internal equity, the responsibilities and the knowledge, skills, and abilities required to perform other non-union, non-management jobs were reviewed. The Construction Inspector most closely matches the positions in the N-8 salary range. N-8 is the salary range includes Athletic Coordinator, Recreation Coordinator and Electrical Inspector. The Construction

Inspector position appears to closely match the work performed by this category of positions, which requires the application of professional knowledge and expertise to determine facts, analyze problems, and make decisions and recommendations with a similar level of autonomy.

IV. RECOMMENDATIONS

3. Adopt the proposed job description for Senior Construction Inspector, which captures the responsibilities assigned to the positions and the knowledge, skills, and abilities required to perform it.
4. Place this position at range "N-8" on the non-represented, non-management classification grid; this placement reflects its market value and preserves internal equity among the city's non-represented, non-management positions.

**City of Marysville
Job Description**

Job Title:	Senior Construction Inspector
Department/Division:	Community Development Department
FLSA Status	non-exempt
Union Status:	non-union
Approval/Revision Date:	January 2013

POSITION SUMMARY:

This position performs a range of duties related to inspecting public works, public utilities, private development projects, and Capital Improvement Projects; including storm drainage systems, streets, right-of-way improvements, water and sanitary sewer projects, and permitted right-of-way activities under construction; assure compliance with construction codes, safety standards and contractual provisions of the projects.

The work performed by this class follows established procedures and general directions; incumbents operate independently and apply established guidelines and alternatives to make routine judgments and decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned as needed.

12. Inspects project infrastructure related to development construction, including street, sewer, water and stormwater to ensure compliance with the approved plans, applicable codes, standards, ordinances and regulations.
13. Observes construction work; ensures construction work is proceeding safely and that proper construction methods are utilized; takes and recommends actions to minimize hazards, disruptions to public services and facilities; issues verbal and written directives including stop work orders.
14. Oversees the inspection of capital improvement work to ensure appropriate quality control and compliance with plans, codes, and regulations for projects receiving capital improvement funds.
15. Reviews construction site for erosion control measures, monitors site runoff and advises contractor of corrective measures needed.
16. Prepares and maintains reports and records of daily inspection activities. Enters inspection reports in permit tracking system; notes deficiencies and corrections needed.
17. Confers with contractors, builders, developers, engineers and other city staff; explains and interprets requirements, discrepancies and restrictions; coordinates and participates in pre-construction meetings.
18. Coordinates approval of field revisions with plan review staff; works with contractors, inspectors, other city departments and affected agencies to resolve conflicts and recommend acceptable alternatives to achieve compliance with design standards and approved construction plans.
19. Responds to public inquiries related to area of assignment; provides information; deals courteously with the public; consults with other department staff to resolve construction and inspection issues.
20. Initiates final and maintenance bond inspections; generates a punch list of incomplete or non-compliant work.
21. Makes determination or recommendation to require correction of deficiencies, change in materials or workmanship, stop work; documents; creates punch list; advises contractor; conducts follow-up inspections and prepares related correspondence.
22. Reviews construction bills of sale and estimates in order to establish appropriate bond amounts for performance and maintenance warranties on drainage, roads and utility improvements. Reviews bonds and assignment of funds; monitors performance and status of outstanding warranties. Coordinates with developers and contractors on compliance and release of warranties following performance with required conditions and expiration of warranty period.
23. Performs side sewer inspections as required.

24. Coordinates temporary traffic plans, street closures and utility shut downs to minimize disruption and ensure safety.
25. Makes recommendation for modification to city Engineering Design and Development Standards (EDDS).

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of modern construction methods, materials, equipment, materials sampling and testing.
- Laws, standards, and regulations relating to construction inspection, safety and traffic control.
- Common civil engineering practices and procedures.
- Construction codes and standards related to public works and capital improvement projects.
- Cost estimate preparation.
- Surface water management standards
- Erosion and sediment control methods

Ability to:

- Interpret construction plans and specifications and take appropriate actions to ensure compliance with them.
- Work safely and comply with all safety regulations, standards, guidelines, and practices regarding assigned operations, vehicles, and equipment.
- Operate IBM-compatible personal computer, including word processing, and perform data entry into database and spreadsheet applications to maintain development logs and reports.
- Operate specialized software applications that support the construction inspection function.
- Establish and maintain effective working relationships with a variety of people including city staff, city officials, construction professionals and the general public.
- Explain to specialists and the general public the technical requirements and policies of public works construction projects.
- Provide excellent customer service in potentially stressful situations, including looking for ways to resolve disputes or non-compliance issues in a tactful, diplomatic manner.
- Communicate effectively, orally and in writing.
- Maintain confidentiality of business records and other information.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

Three years experience doing construction activities related to the essential duties or performing construction inspections.

Education and Training:

High school diploma or GED is required. Associate's degree in civil engineering, construction management, construction technology or related field is preferred.

Licenses or Certificates:

- Possession of, or ability to possess within one month of hire date, a Washington State Driver's license is required.
- Possession of, or ability to possess within six months of hire date, Nuclear Testing Equipment Certificate is required.

PHYSICAL DEMANDS / WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of 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 occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

Work is performed primarily outside in a variety of weather conditions and terrain. While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Work requires frequent standing, walking, using tools and instruments and occasional reaching, bending, stooping, climbing, balancing, kneeling, crouching, crawling and lifting objects up to 50 pounds. Work environment has exposure to fumes, odors, gases, and air and blood borne particles and blood borne pathogens, moving equipment and occasional exposure to toxic or caustic chemicals, extreme heat, risk of electrical shock, wet/humid conditions, working in high, open places, confined and underground spaces, restricted access building sites, intermittent vibration and noise.

May occasionally require work beyond usual working hours.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.