



Memorandum

Date: January 9, 2018
To: Honorable Mayor and Board of Commissioners
From: Mark LeCouris, City Manager
Subject: Reorganization: Converting and Projects Coordinator Staff Position to a Plans Examiner Staff Position in the Building Development Department

Recommendation

The reorganization plan contained herein is recommended for approval. Under this plan an existing and currently vacant position (Projects Coordinator) would be converted to a new position (Plans Examiner) in the Building Development Department and the pay grade for the existing position would be increased from Pay Grade 15 to Pay Grade 19.

Background

Building permitting as issued by the Building Development Department serves to drive progress; and it is one of the most important services provided by City for the community. High level customer service and quick turn-around times are goals of the Department and of the City. Over the past few years, the Department has experienced a steadily increasing workload and has experience a record high number of permits processed in calendar year 2017.

Having a department with qualified staff that are dedicated to processing and reviewing permit applications in a timely manner will improve efficiency and customer service quality, while also enhancing technical resources within the Department and the City.

Converting the vacant staff position of Projects Coordinator to a new position of Plans Examiner will address an urgent need for plans examining. This will enhance the permitting process, thereby improving quality, performance, timeliness, and customer satisfaction. This position will be filled through the City's normal, competitive hiring process through the Human Resources Department. The proposed salary range will increase from Pay Grade 15 to Pay Grade 19 (\$46,226 to \$74,470). This pay range is commensurate with the pay range offered in Pinellas Park, the City of Largo, and the City of Clearwater for equivalent positions.

This converted staff position will augment the Department's current staffing levels. The Department currently does not have a formal Plans Examiner position. The duties of a Plans Examiner have been shared amongst the existing staff and Director.

The proposed changes to the job description for the proposed position are attached for your reference.

Funding

The Building Development Department Plans Examiner will be funded from the Building Development Department in the general fund under its existing budget. The funding for this position for the remainder of Fiscal Year 2018 will be provided by the offset of funding from the position that has remained vacant this Fiscal Year

RESOLUTION 2018-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES IN THE BUILDING DEVELOPMENT DEPARTMENT; INCLUDING THE REVISED TITLE, JOB DESCRIPTION AND PAY GRADE FOR ONE POSITION ; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the provision of Building Permits is an essential City function; and,

WHEREAS, the City of Tarpon Springs desires to provide the most effective and efficient services to the public; and,

WHEREAS, conditions, trends, and needs change within the Organization and review and assessment of staffing resources is important to ensure continued success; and,

WHEREAS, such staffing review and assessment takes into account the most effective organization for operational efficiency; and,

WHEREAS, the City Manager recommends that certain changes be made to the Building Department's organizational structure in order to maintain the current high level of service; and,

WHEREAS, it is requested that the Board of Commissioners approve the changes as recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

Section 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpon Springs, the City Manager does hereby recommend and the Board of Commissioners does hereby approve certain changes as detailed in the memorandum attached hereto and incorporated herein by reference.

Section 2. This resolution shall be effective upon adoption.

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ~~PLANS EXAMINER~~ PROJECTS COORDINATOR
DEPARTMENT: BUILDING DEVELOPMENT
REPORTS TO: BUILDING DEVELOPMENT ~~DIRECTOR~~ SUPERVISOR
DEPT. HEAD: BUILDING DEVELOPMENT DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~DECEMBER 2014~~ JANUARY 2018

GENERAL STATEMENT OF JOB

~~This is very responsible technical, and contract administration project management work that involves acquisition plans, procurement administration, execution, and technical evaluation of construction contracts, project plans, and activities. Employees in this classification take responsibility for projects planning, contract administration, and construction oversight processes including assignments with complex and diversified projects involving design, construction, review, and maintenance of a variety of public works, utilities, roads and drainage programs or facilities. Employees are expected to exercise considerable independent judgment in resolving problems and supervising technical activities.~~

Under general supervision, maintains general control over the permitting process in accordance with the City Code and Ordinances for the City of Tarpon Springs.

ESSENTIAL FUNCTIONS

- ~~1. TECHNICAL AND ADMINISTRATIVE DUTIES~~
 - 1.1. Interprets codes and ordinances; reviews construction drawings for commercial and residential construction; interprets codes relating to building (including life safety), FEMA, engineering, zoning and governmental regulations; coordinates reviews with other City agencies and divisions; prepares a variety of reports, documents and correspondence relating to building permits, code compliance and FEMA Standards.
 - 1.2. Corresponds with engineers, architects, contractors and building owners concerning a variety of questions that arise when the plans have been examined; checks that construction documents conform to the minimum code requirements for the jurisdiction and NFIP Requirements; confirms flood zones with FEMA maps.
 - 1.3. Gathers and analyzes information to make a flood zone determination; permits simple applications including entering all information into the computer system; checks the contractors' certifications and licenses and prepares the documents to completion for permits; reviews projects on the spot at the front counter; helps customers with questions related to building, renovations and prepares project to receive permit.
 - 1.4. Performs related work and other duties as assigned or required.
 - ~~1.1. Coordinates and supervises phases of contract administration including construction reviews of public works, infrastructure, and other capital improvement contracts, project records, and payment requests.~~
 - ~~1.2. Performs and supervises preparation of change orders, manages inspections, documents plan changes, prepares status reports, and evaluates technical matters including inspection processes.~~

- 1.3. ~~Coordinates the combining of Requests for Proposals (RFP), Work Change Directives (WCD) and Additional Work Authorizations (AWA) into Request for Change Orders (RCO); assembles related documentation, prepares Request for Change Order packages and obtains agreement from county and contractor officials.~~
- 1.4. ~~Negotiates, administers, and tracks approved project change orders related to the contract from initiation through completion including cost and time impacts, and negotiates changes in contract time and cost.~~
- 1.5. ~~Reviews and approves contractors' construction work plans to determine that the contractor has accounted for the scheduling of all significant components of the total construction or project and that the effort has sequenced activity to conform to contract requirements.~~
- 1.6. ~~Performs inspection of construction projects, scheduling of compliance testing, tracks/controls costs, coordinates utility matters, and interacts with the public on project related matters.~~
- 1.7. ~~Makes technical investigations, prepares administrative/technical reports on findings and assigns or delegates specific duties to subordinates and others on assigned projects.~~
- 1.8. ~~Supervises and inspects contracts and construction and confers with contractors and other parties to ensure county standards are met.~~
- 1.9. ~~Conducts a Preconstruction Conference attended by the city, engineer, general contractor and affected parties on field construction to establish a common understanding of the scope and objectives of projects.~~
- 1.10. ~~Evaluates requests for material/equipment substitution made under the contract or project.~~
- 1.11. ~~Reviews, reconciles discrepancies, and approves the Contractor's Schedule of Values (cost breakdown) to establish a reasonably balanced distribution of costs to the various elements of the total construction to serve as a basis for progress payments and determination of cost impact of changes including documenting reasons related to any discrepancies between the estimated costs versus actual costs.~~
- 1.12. ~~Identifies tentative date of substantial completion; prepares, and issues Certificate of Substantial Completion with a list of stated qualifications (punch list).~~
- 1.13. ~~Obtains concurrence of city and contractor with date of substantial completion and punch list, and issues Certificate of Substantial Completion with definitive date of substantial completion.~~
- 1.14. ~~Receives, reviews, and renders professional and technical determinations on entitlement and magnitude of entitlement in response to written notifications of claims made by either the contractor or the county in accordance with applicable contracts, regulations, and provisions.~~
- 1.15. ~~Coordinates, conducts, and documents inspections and final acceptance by city officials.~~
- 1.16. ~~May be required to serve as initial responder for after-hours emergencies for division, as assigned.~~
- 1.17. ~~Performs related work as assigned or required.~~

KNOWLEDGE, SKILLS, AND ABILITIES

- 2.1. Knowledge of the building construction industry including residential, retail, commercial, industrial construction and FEMA Standards.
- 2.2. Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures.
- 2.3. Knowledge of the legal documents necessary to maintain the permitting process in a city government.
- 2.4. Knowledge of standard office procedures.
- 2.5. Skill in interpreting construction documents, schematics, & other architectural documents.
- 2.6. Skill in interacting with people in all levels of the organization.
- 2.7. Skill in oral communications in both one-on-one and group situations.
- 2.8. Skill in operating computer hardware and software. Skill in written communications for both administrative and technical purposes.
- 2.9. Ability to apply computer applications and software.

- ~~2.1. Knowledge of the principles and practices of civil engineering and advanced mathematical applications to surveying and engineering computation.~~
- ~~2.2. Knowledge of the principles, techniques and practices of topographic or hydrographic surveying, land surveying and traffic management practices.~~
- ~~2.3. Knowledge of modern development, current literature and sources of information on civil engineering and public works design, construction, operations and maintenance.~~
- ~~— Skill in the use of engineering instruments and equipment and ability to utilize related computer applications.~~
- ~~2.4. Ability to perform project planning functions, project management, and administer construction contracts.~~
- ~~2.4. Ability to apply computer applications and software.~~
- ~~Ability to develop and supervise major roadway, structural, water supply and sanitary sewerage projects and the work of assigned subordinates.~~

ADMINISTRATIVE FUNCTIONS

- 3.1. Communicates and interacts effectively with project stakeholders, including City staff and the public by telephone, fax machine, email and in person in order to assist in all aspects of project management.
- 3.2. Corresponds with the general public; explains projects code interpretations and ordinance regulations to citizens, contractors, and design professionals.
- 3.3. Receives, drafts, prepares, completes, files, reviews, and/or submits records and documents including reports, surveys, plans, calculations, projections, easements, spreadsheets, charts, and general office correspondence.

QUALIFICATIONS:

EDUCATION / EXPERIENCE

High school diploma or equivalent. Must obtain provisional state certification for Building Plans Examiner and Building Inspector within three (3) months from date of hire. Must obtain standard state certification for Plans Examiner and Building Inspector prior to expiration of provisional certifications. Must have three (3) years of experience in the construction industry. ~~Must possess and maintain~~ Requires a valid Florida ~~D~~river License.

~~Three (3) or more years engineering or construction management, contract administration or directly related experience with an understanding of Computer Automated Drafting (CAD) systems that includes supervision or supervisory training and project management experience or project management training, or~~

~~Associate's or higher degree in civil engineering/science/technology, construction management or related field with a basic understanding of the use of Computer Automated Drafting (CAD) systems and 1 year of experience as described above; or~~

An equivalent combination of education, training and/or experience may be substituted for certain experience requirements at the City's discretion.

LICENSURE / CERTIFICATIONS

Florida Driver's License.

Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

ADMINISTRATIVE SKILLS

Computer Skills

Input data into computer programs
Use computer packages to prepare graphics/charts
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones-
Compose letters and emails-
Coordinate events-
Coordinate meetings

GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS

Personal computer	Photocopier	Motor vehicle operations
Calculator	Fax	Microfiche or microfilm
Balance figures	Compile Statistics	Maintain filing systems
Maintain Logs	Proofread documents	Research information
Develop office procedures	Establish filing systems	Graphic Presentations
Computer peripheral equipment		

WORKING CONDITIONS/ENVIRONMENT

Contact with persons under a wide variety of circumstances.

Occasionally subjected to irregular hours.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Occasional pressure due to multiple calls and inquiries.

On call duty may be required, occasional after hours response may be required

Local travel required.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL REQUIREMENTS OF JOB

The following list is not exhaustive, it merely provides some of the physical duties of the position.

Continuously: Verbal communications, written communications, hearing ordinary conversation, near and far acuity.

Frequently: Stand, walk, sit, reach above shoulder level, peripheral vision, and distinguish colors and depth perception.

Occasionally: Bend, squat, crouch, balance.

COORDINATION FOR REPETITIVE ACTION

Frequently: Simple grasping of right and left hands, fine manipulation of right and left hand.

Occasionally: Firm grasping with right and left hand, operating right foot control.

ABILITY TO LIFT, CARRY, PUSH/PULL

Job requires ability to lift:

Continuously: Up to 10 pounds.

Frequently: Up to 24 pounds

Occasionally: Up to 34 pounds.

Job requires ability to carry, push/pull:

Frequently: Up to 10 pounds.

Occasionally: Up to 24 pounds.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.