

**CITY OF COLFAX**  
**Community Services Director**

August 11, 2009

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction of the city manager, the Community Services Director is responsible for the management of the City's infrastructure including streets, drainage system, public buildings, parks, wastewater treatment and collection, street lights and traffic signage and controls. This position also performs the full range of building inspection duties involved in the inspection of routine and complex structural building systems at various stages of construction, alteration, and repair for compliance with approved plans and codes; conducts plumbing, electrical, and mechanical inspections; reviews building plans and specifications; and investigates violations and complaints, conducts enforcement actions, and secures compliance with building and zoning codes. Working with the city's engineer performs other field inspections associated with approved development and public works plans. The incumbent will exercise discretion in applying general goal and policy statements and in resolving organizational and service delivery problems and will participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and ensure that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

**REPRESENTATIVE DUTIES**

This position is a Department Head position responsible for all aspects of the Public Works and also acts as the City's Building Official. The Community Services Director works closely with other City Department Heads in carrying out various aspects of the work including: the City Engineer, City Planner, Law Enforcement and Fire Chiefs. The Community Services Director supervises the Public Works crew and will from time to time act on behalf of the City Manager in his absence.

*Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. **Public Works:** Plans, organizes, directs and controls the operations of the Public Works and manages the day to day operations of the City's infrastructure. Specific duties include:
  - a. Continuous assessment of each of the City's major facilities, identification of items needing attention and the direction of personnel and resources to ensure facility needs are addressed.
  - b. Develops and implements a budget for the Community Services Department.
  - c. Reviews and authorizes expenditures. Recommends changes to budget as may be necessary.
  - d. Oversees the day-to-day maintenance of streets, storm drains, public buildings, parks, pools, wastewater collection and treatment facilities and traffic controls.
  - e. Directly supervises public works crewmembers, makes assignments and conducts evaluations.
  - f. Directs the maintenance on all city vehicles and the removal of snow from public streets.
  - g. Meets with the general public and representatives of other agencies regarding work and or issues related to public infrastructure in the City.
  - h. Works closely with the City Engineer in the development of Capital Improvement Programs.
  - i. Interacts on behalf of the Department before the City Council, Planning Commission and other City commissions and boards.

2. **Building Official:** Specific duties include:

- a. Performs field building inspections of complex industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure that structures are being constructed in accordance with approved plans and specifications; inspects all aspects of building construction, including plumbing, electrical, structural, and mechanical installations, for compliance with applicable codes, ordinances, and regulations and ensures the proper and safe installations of building systems; note defects in construction work and issues correction notices.
- b. Inspects foundation, cement, framing, plastering, and a large variety of routine and/or complex structural building systems and elements including checking stud, joist, rafter spacing, and other structural member factors; examining grade,

- quality, and treatment of lumber; and examining cement, lath, wire, and composition.
- c. Confers with, coordinates with, and provides information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explains and interprets applicable codes, ordinances, and zoning regulations, requirements, and restrictions.
  - d. Assists at the public counter; reviews plans and specifications; issues permits and collect fees.
  - e. Makes field review of plans and specifications.
  - f. Investigates building violations and complaints and conduct enforcement actions including preparation of letters or issuance of stop work orders for non-compliance and expired permits.
  - g. Conducts zoning and general land use and code enforcement inspection work and performs follow-up investigations to ascertain remedial action has been taken, issues citations for code violations, prepares code violation cases for administrative hearing and as necessary for appeal hearings, compiles complete evidence files and exhibits; confers and coordinates with other agencies and the city attorney on investigation and disposition of nuisance housing, zone, building, sanitation and other code violations, responds to public inquiries regarding complaints, testifies in court proceedings as necessary.

## QUALIFICATIONS

Knowledge of:

1. Principles of construction, repair and maintenance for streets, sidewalks, drainage systems.
2. Principles of construction, repair and maintenance for irrigation and pumping systems.
3. Principles of estimating public projects.
4. Principles of employee safety during construction projects.
5. Principles of personnel management, supervision and training.
6. Principles of budgeting and maintaining cost accounting records.
7. Methods, materials, and progressive steps used in the construction of buildings and related structures.
8. Pertinent uniform building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes.
9. Principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.
10. Accepted building construction safety standards.

## 11. Permit processing procedures.

### Ability to:

1. Assess functional capacities of basic infrastructure including streets, drainage system, parks and wastewater collection and treatment.
2. Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
3. Perform the full range of building inspections including the more complex commercial and industrial related inspections.
4. Examine workmanship and material and detect deviation from plans, regulations, and standard construction methods and requirements.
5. Determine that construction systems conform to City code requirements.
6. Analyze, interpret and accurately check building plans and specifications.
7. Enforce necessary regulations with firmness and tact.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain effective working relationships with those contacted in the course of work.
10. Use computer and other office tools and skills including word processing, creation of spreadsheets and database management efficiently.

**EXPERIENCE** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Equivalent to the completion of the twelfth grade supplemented by college level or specialized training in building inspection, building technology, architecture, engineering, or a related field.
2. Five years of experience in a building trade and four years of experience as a Building Inspector.

## **LICENSE AND CERTIFICATES**

1. Possession of ICC or equivalent certifications as a Building, Plumbing, Electrical, Mechanical, Combination Building Inspector and Plans Examiner or ability to obtain/complete within a reasonable period of time.

2. Possession of a valid driver's license.
3. Possession of or ability to obtain a Zoning Inspector Certificate.
4. Possession of or ability to obtain PC 832 – Code Enforcement Training.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

1. **Environment:** Standard office setting with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites and in outside weather conditions.
2. **Physical:** Primary functions require sufficient physical ability to work in an office setting and in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
4. **Hearing:** Hear in the normal audio range with or without correction.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required.