



Office of the City Manager

CONSENT CALENDAR

April 12, 2022

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Don Ellison, Interim Director of Human Resources
 Subject: Re-establish Senior Engineering Inspector Classification

RECOMMENDATION

Adopt a Resolution amending Resolution No. 69,996-N.S. Memorandum of Understanding: Public Employees Union – Local 1, Re-establishing the Senior Engineering Inspector classification.

FISCAL IMPACTS OF RECOMMENDATION

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation based on market data and internal equity. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. After considering the internal relationships among classifications, staff is recommending a monthly salary range of the following \$8,575.29 - \$10,329.71

CURRENT SITUATION AND ITS EFFECTS

The Engineering Inspectors provide assistance with management of capital improvement projects, permitting, inspection of private and utility contract work, and management of the private sewer lateral program. The major aspect of a large number of the Engineering Inspector staff are assigned to issuing permits and inspecting construction work being performed under a permit.

There is a current need to have a Senior Engineering Inspector in the permitting group that can take on a supervisory role and assign permit issuance and inspections on a day to day basis. A Senior Engineering Inspector would be in a better position to monitor the workflow and review the more difficult permit applications such as the regulatory requirements and timelines related to small cell antenna permit applications.

Therefore, staff recommends that the City Council re-establish the Senior Engineering Inspector classification to enable the Engineering Division to function more efficiently and provide improved services to the community.

BACKGROUND

The Personnel Board met on December 29, 2021, and approved the classification and salary range for Senior Engineering Inspector.

Motion/Second: Wenk/Dixon
Ayes: Bartlow, Dixon, Lacey, Wenk
Nays: none
Abstain: none
Absent: Gilbert, Karpinski, Wilson

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Joseph Enke, Manager of Engineering, 510-981-6411
Ronald Nevels, Supervising Civil Engineer, 510-981-6439

Attachments:

1. Resolution
2. Senior Engineering Inspector Job Description

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION AND SALARY RANGE: SENIOR ENGINEERING INSPECTOR

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Deputy Director of Public Works and Local One recommended re-establishing the Senior Engineering Inspector position; and

WHEREAS, the Engineering Department and Human Resources Department have completed a classification and salary review; and

WHEREAS, on December 20, 2021, the Personnel Board voted to approve the classification and salary range of the Senior Engineering Inspector position.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 69,996-N.S., Memorandum of Understanding: Public Employees Union – Local 1, be amended to include the Senior Engineering Inspector position.



CITY OF BERKELEY
Established Date: XXXX

Class Code:
3174

Senior Engineering Inspector

Bargaining Unit: PEU Local One

SALARY RANGE

\$49.47 - \$59.59 Hourly
\$3,957.82 - \$4,767.56 Biweekly
\$8,575.29 - \$10,329.71 Monthly
\$102,903.42 - \$123,956.56 Annually

DESCRIPTION:

DEFINITION

Under general supervision of the Supervising Civil Engineer, organizes, assigns and reviews the work of staff engaged in the performance of engineering inspections of public and private construction projects and permits issued by the Engineering Division; interprets City details, and specifications to ensure compliance with approved and permitted construction work; ensures compliance with municipal code; oversees day to day inspection logs, and maintenance/restoration work in the City's right-of-way; provides input and recommendations for improving the inspection and permitting process; performs related work as assigned.

CLASS CHARACTERISTICS

This is a lead-level class with responsibility for assigning, reviewing and coordinating the work of Engineering Inspectors in addition to performing the more complex inspections on a variety of construction projects, including streets, sidewalks, sanitary sewers, storm drains, underground pipes and conduits and other public works structures. It is distinguished from the Engineering Inspector class by the responsibility to provide technical and functional supervision, the performance of the more complex inspections, compiling and maintaining inspection record data of the engineering/utility permits, and overseeing the inspection process from design to completion.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, prioritizes, leads, reviews and participate in the work of staff assigned to perform construction inspections, and issuance of permits;
2. Develops schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner;
3. Participates in evaluating the activities of staff, recommending improvements and modifications;
4. Assigns and reviews day to day duties and permit inspection responsibilities to subordinate staff as assigned;
5. Responds to inquiries and complaints from contractors, applicants, other City staff, and the public regarding inspection functions and construction activities;
6. Compiles and maintains detailed records and statistics of work activities such as issuance and inspection record data of engineering and utility permits and compiles information into reports in support of the Department;
7. Inspects all types of public works construction projects, such as sidewalks, driveways, sewer mains and lateral installations, curbs and gutters, retaining walls, earthwork, marina facilities, street excavation and patchwork, street paving and drainage facilities to determine compliance with contract specifications, state laws and local ordinances;
8. Maintain familiarity with federal, state, and local laws and rules that affect permitting and inspections performed by the Engineering Division;
9. Provides input and recommendations for modifications to existing and new policies, procedures, software, and technology, related to permitting and inspections performed by the Engineering Division;
10. Meets with other agencies, contractors, and City staff as required for permitting and inspections performed by the Engineering Division;
11. Provides input, recommendations, and supporting documentation related to establishment and updating of permitting fees and charges;
12. Prepares project update reports; maintains necessary field records including sketches, photographs, survey work, drafting, narrative notes, and enters information into permitting software;
13. Prepares and recommends change orders and progress payments for construction projects;
14. Meets and confers with representatives of utility companies, contractors, public agencies and the general public;
15. Makes on-site accident investigations and posts locations scheduled for repair;
16. Uses inspection equipment such as levels, tape measures, thermometers;
17. Appears as expert witness in court for accident investigations related to public works facilities;
18. Processes and issues permits;
19. Prepares as-built drawings of inspected projects and updates inspection records;
20. Operates electronic measuring, data collection and data processing equipment;
21. Reviews plans and permit application documentation to ensure compliance with standard details, stand specifications, Berkeley Municipal Code, and construction practices for typical types of Public Works permits and construction.
22. Performs related duties as assigned.

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 this class.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Techniques of lead direction, including planning, assigning and monitoring work and assisting in evaluation of assigned crew members.
2. Surveying principles and practices, field engineering practices and basic design criteria;
3. Techniques and instruments of mechanical drawing and plan reading;
4. Standard construction practices, including methods, specifications, materials and equipment;
5. Relevant state and local laws, ordinances, regulations and codes;
6. Principles, methods, materials, and equipment required for safe work practices in construction zones;
7. Mathematics, algebra and trigonometry, including fractions, decimals and logarithms;
8. Principles and practices of construction inspection and materials testing;
9. Computer applications software used with standard desktop applications such as Microsoft Word, Microsoft Excel and related software programs and systems related to inspection work.

Ability to:

1. Providing technical and functional supervision over assigned staff; effectively train staff;
2. Reading and interpreting drawings, plans and contract specifications;
3. Keeping clear, accurate and concise records and field sketches;
4. Calculating volumes and quantities;
5. Interpreting and enforcing a variety of codes, ordinances and special requirements related to construction work;
6. Providing advice and assistance on construction inspection matters;
7. Writing clear, accurate and concise technical reports and correspondence;
8. Communicating tactfully and effectively with the public, property owners, contractors, and a variety of others encountered in the course of the work;
9. Making accurate mathematical calculations related to inspection and permitting work.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from high school, supplemented by completion of a course in construction inspection and four (4) years of experience in engineering, construction or construction inspection, including surveying and drafting, one (1) year of which were at a level comparable to the classification of Engineering Inspector. College-level coursework in construction inspection may be substituted for the experience on a year-for-year basis to a maximum of two (2) years.

OTHER REQUIREMENTS:

Must possess a valid California driver's license and have a satisfactory driving record. Possession of a valid

Construction Inspectors Certificate issued by the State Department of Consumer Affairs is desirable. Must be willing to work outdoors in a variety of climatic and topographic conditions.

CLASSIFICATION HISTORY:

Established: xx/xx
Local One PEU
Exempt

