

PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>



REGULAR MEETING
Thursday, May 23, 2024
6:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers
PLEASE NOTE HYBRID MEETING FORMAT



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Regular Meeting of March 28, 2024
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
 - None
7. **NEW BUSINESS**
 - a. **ESTABLISH** the classification of Senior Permit Technician and **APPROVE** the job specification.
 - b. **APPROVE** the revisions to Permit Technician I and Permit Technician II
 - c. **APPROVE** the revision/retitle of Plan Check Engineer
 - d. **APPROVE** the revision of Senior Civil Engineer
8. **UNFINISHED/OLD BUSINESS**
 - None
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
 - None
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
 - None
11. **ADJOURNMENT**

NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.

COMMUNICATION ACCESS INFORMATION This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Laura Marquez, ADA Coordinator at ADACoordinator@ci.richmond.ca.us or (510) 620-6974 at least three business days before the meeting date.

PERSONNEL BOARD AGENDA

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NOTICE: SEATING WILL BE LIMITED AND MASKS ARE STRONGLY ENCOURAGED.

How to watch the meeting from home: The meeting may be accessed by using the following Zoom meeting link:

<https://us06web.zoom.us/j/85011892620?pwd=MkV5eDEzRTlOcFdJNFJxOGtaTnZ0Zz09>

Webinar ID: 850 1189 2620 Passcode: ezyKB0

Public comments may be submitted: In Person: Anyone who desires to address the Personnel Board on items appearing on the agenda, including PUBLIC COMMENT, must complete and file a yellow speaker's card with Human Resources prior to the Personnel Board's consideration of the item. Once the Humna Resources has announced the item, no person shall be permitted to speak on the item other than those persons who have submitted their names to Human Resources. Each speaker will be allowed up to TWO (2) MINUTES to address the Personnel Board.

Via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, May 23, 2024, by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to [:personnel_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 12:00 Noon on Thursday, May 23, 2024. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments: All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to personnel_board@ci.richmond.ca.us or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

PERSONNEL BOARD
REGULAR MEETING

CITY COUNCIL CHAMBERS
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804

March 28, 2024
MINUTES

The meeting was called to order by Rozma Paiz at 6:15 p.m. on March 28, 2024.

1. ROLL CALL

Present: Larry Wirsig, Chair
Vernetta Buckner, Vice Chair
Phillip Front, Board Member

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of January 25,2024.

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Regular Meeting Minutes of January 25, 2024. Board Member Front seconded the motion. The Regular Meeting Minutes of January 25,2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

- b. Special Meeting of March 13, 2024.

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Special Meeting Minutes of March 13, 2024. Board Member Front seconded the motion. The Special Meeting Minutes of March 13, 2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

Audio recordings of Personnel Board Meetings are available at:

<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

- c. Special Meeting of March 14, 2024.

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Special Meeting Minutes of March 14, 2024. Board Member Front seconded the motion. The Special Meeting Minutes of March 14, 2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

5. PUBLIC COMMENT

SPEAKERS:

None

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Approve the Community Intervention Specialist Job Description

SPEAKERS:

- Ben Therriault, President of the Richmond Police Officers Associate: Mr. Therriault and RPOA have concerns the classification may possibly take away work or conflicts with some of the duties Police Officers and Sergeants currently do. Mr. Therriault stated there are similarities to what police officers currently do. The RPOA requested a meet and confer and the City responded wanting to meet for informational purpose. Mr. Therriault requested the board wait until after the meet and confer before taking action on the job description.

Human Resources Director, Sharrone Taylor, presented the Community Intervention Specialist job descriptions. Ms. Taylor mentioned in previous meetings HR was charged by City Council to create the Community Crisis Response Program. The Community Intervention Specialist will interact directly with residents, providing services, referrals, and facilitate handoffs into other types of intervention type programs, mainly focusing on low level incidents. Ms. Taylor gave an example of the type of incident the Community Intervention Specialist may be called out to. Ms. Taylor also addressed the concerns brought up by Mr. Therriault.

Board member Front requested confirmation there will be a meet and confer with RPOA. Ms. Taylor informed the board the City's chief negotiator has communicated to RPOA they will have a conversation while also engage in impact bargaining, meet and confer

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and impact bargaining are similar but not the same. It was also stated that there was a meet and confer with the union associated with the classification, SEIU 1021.

Vice Chair Buckner asked for clarity on if the classification is the first to approach a crisis. Ms. Taylor stated it depends on the level of the crisis and by no means is this position put in place to take away from police officers, or public safety, it's meant to enhance and support. The instances the classification would respond to would only be where they are qualified to do so, such as our unhoused.

Chair Wirsig suggested adding the qualification of being bilingual and it being beneficial to have Spanish speakers as well. Ms. Taylor stated it can be a preferred skill to search for, but it can be considered almost biased to require a certain language in the job description.

There was discussion on the template of the job description.

Vice Chair Buckner requested information on how the City will approach enhanced training for the classifications. Ms. Taylor stated that this is a topic that has been discussed with the ONS Director, who will be overseeing the program. The plan is to develop a very rigorous training program for everyone participating in the Community Crisis Response program, including continuous training.

Board member Front recommended the desirable of a multilingual candidate be added to the job description and inquired the impact of Mr. Theriault's request of delaying any action on the Community Intervention Specialist job description till until after the meeting with RPOA. Ms. Taylor stated that is not something she could directly speak to. The Human Resources department has already started recruiting for a Program Manager that will be able to start the foundation of the program. Board member Front followed up if Community Intervention Specialist is a foundational role and if delayed action may delay other steps. Ms. Taylor confirmed that is what has been conveyed to her by leadership.

Vice Chair Buckner inquired if there was a set date for the meeting with RPOA. Ms. Taylor stated at the current time of the Personnel Board meeting there has not been a confirmed meeting date.

Board Member Front made a motion to approve the Community Intervention Specialist job description. Chair Wirsig seconded the motion. The Community Intervention Specialist job description was approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

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10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF SPECIAL MEETING

The meeting adjourned at 6:33 p.m.



STAFF REPORT

HUMAN RESOURCES

DATE: May 23, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: ESTABLISH THE CLASSIFICATION OF SENIOR PERMIT TECHNICIAN
AND APPROVE THE JOB SPECIFICATION

BACKGROUND

The Community Development Department has reviewed the organizational structure within the department. Staff has determined there is a need for a Senior Permit Technician job classification.

RECOMMENDATION

The Human Resources Department recommends establishing the classification of Senior Permit Technician and approving the job specification.

ANALYSIS

The Community Development Department wants to establish the classification of Senior Permit Technician. This will be the lead-level in the Permit Technician series and is characterized by the responsibility to lead the work assigned to the Permit Technicians. Senior Permit Technician is distinguished from Permit Technician I/II by the broader scope of assignments, independence of action, consequence of error, and guidance and lead direction over technical and support staff, while still expected to perform work of permit processing. Most of our comparable agencies have the same or a similar position.

CONCLUSION

On May 6, 2024, the City sent the draft revisions to the specification to SEIU 1021 General Employees Bargaining Unit and invited the union to meet and confer regarding the drafted specification. Staff met with the union on May 14, 2024, and they are in agreement with the establishment of the classification and the job specification. HR staff recommends approving the establishing the classification of Senior Permit Technician and the job specification.

Personnel Board May 23, 2024
Senior Permit Technician Staff Report

ANALYST: Catherine Selkirk, Human Resources Manager

Attachments: Draft Senior Permit Technician Job Specification



Classification Specification

Classification Title	Senior Permit Technician
Job Code	
FLSA Status	Non-Exempt

GENERAL SUMMARY

Under direction, provides lead direction to technical and support staff; performs complex paraprofessional and technical work involved in the receipt, processing and review of building permit applications and in the issuing of building and related permits; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead-level in the Permit Technician series and is characterized by the responsibility to lead the work assigned to the Permit Technicians. Incumbents are expected to have full knowledge of procedures related assigned areas of responsibility. Senior Permit Technician is distinguished from Permit Technician I/II by the broader scope of assignments, independence of action, consequence of error, and guidance and lead direction over technical and support staff, while still expected to perform work of permit processing. Work in this class includes responsibility for approval of routine basic over-the-counter permits. This class differs from supervisory positions, as it does not have direct disciplinary authority or the full scope of supervisory and managerial responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Exercises lead direction over Permit Technicians and other support staff, by planning, assigning, and reviewing work for accuracy and completeness, establishing work schedules, and reviewing and approving time records of staff.
- Trains staff in Permit Center processes, assists with problem resolution, and provides input on performance evaluations.
- Assists the general public at the front counter, in writing or by phone, regarding building and development review and permit requirements; serves as the lead person for complicated plan check input and questions.

Classification Specification

Classification Title	Senior Permit Technician
Job Code	
FLSA Status	Non-Exempt

- Coordinates plan review; monitors and coordinates project submittals; reviews plan check comments for consistency; compiles plans and blueprint comments; reviews annotations and comments with applicants; facilitates pre- and post- application conferences for permit submittals.
- Receives inquiries and permit applications; reviews and evaluates permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal building codes, regulations, requirements, and other applicable established criteria.
- Performs technical review of various building and other related permit applications and materials; approves routine over-the-counter building permits.
- Performs routine plan checks for compliance with established criteria.
- Uses fee schedules and designated calculations such as square footage, to determine values and calculate and assess preliminary and final fees; collects, records and balances permit related monetary transactions.
- Functions as liaison and point-of-contact for developers with City building services and design review staff; coordinates action and workflow within the Planning & Building Department and with other City departments and outside agencies; serves as permit coordinator for special projects.
- Performs extensive responsible and complex computerized data entry, data organization, and records access.
- Records, logs, compiles and maintains various permit related files, data, documents, plans, blueprints and reports.
- Researches, compiles and summarizes a variety of information and data regarding building, planning and related issues, such as occupancy uses and property histories; prepares various reports, statements or logs.
- Provides information and instruction regarding building and planning review, zoning, permitting processes and common code issues; maintains knowledge of applicable laws and procedures; interprets and explains rules and regulations; answers questions and resolves problems or complaints.
- Participates in the administration of assigned activities; recommends and participates in the implementation of policies and procedures.
- Answers questions from the public and staff, investigates complaints, manages and problem-solves minor operational issues, and refers major problems to supervisory personnel.
- Performs related work as required.

Classification Specification

Classification Title	Senior Permit Technician
Job Code	
FLSA Status	Non-Exempt

SUPERVISORY RESPONSIBILITIES

- This position provides lead guidance to and oversees work quality, training, instruction, and work assignments of other employee(s).

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High school diploma supplemented by specialized training and education related to building, plumbing, mechanical, electrical and/or zoning codes.
- Four years of responsible experience involving building permit processing, planning and design review, land use regulations, construction, drafting, or plan review for a public agency.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Possession of a Permit Technician certificate from the International Code Council. Certification must be maintained as an ongoing requirement.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

Classification Specification

Classification Title	Senior Permit Technician
Job Code	
FLSA Status	Non-Exempt

- Plan check, zoning, code administration and permit approval processes and procedures
- Building construction practices and materials
- Construction drawings, plans, drafting symbols, customs, and techniques
- Land measurement and legal descriptions
- Applicable local, state, and federal codes, regulations, requirements
- Modern office practices and equipment, including applicable software
- Complex arithmetic calculations

Skill in:

- Customer service
- Organization and time management
- Attention to detail
- Leadership

Ability to:

- Perform advanced paraprofessional and technical work involved in the receipt, processing and review of building permit applications, and in the issuing of building and related permits
- Execute over-the-counter routine building permit approval authority and over-the-counter minor design review approval authority
- Read, understand and explain plans, specifications, blueprints and associated comments and annotations
- Review applications for completeness and accuracy
- Plan, assign, oversee and review daily work of assigned staff; provide lead direction and training to assigned staff
- Work independently within established policies and procedures
- Work independently within established computer systems, programs, and platforms
- Prepare clear and concise reports
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions

Classification Specification

Classification Title	Senior Permit Technician
Job Code	
FLSA Status	Non-Exempt

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards.

Classification Specification

Classification Title	Senior Permit Technician
Job Code	
FLSA Status	Non-Exempt

- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Established:

EEO Code:

Bargaining Unit: General Employees



STAFF REPORT

HUMAN RESOURCES

DATE: May 23, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: APPROVE THE REVISIONS TO PERMIT TECHNICIAN I AND PERMIT TECHNICIAN II

BACKGROUND

The Public Works Department has a need for a Permit Technician I/II to conduct work regarding encroachment, traffic, and other permits. Currently, the Permit Technician I/II job specification refers to work in the Community Development Department.

RECOMMENDATION

The Human Resources Department recommends approving the edits to the Permit Technician I and Permit Technician II job specifications.

ANALYSIS

The job specification refers to the Community Development Department as it is the only department that currently has Permit Technicians. However, the position has been used in other departments in the past. The Public Works Department currently has a need for this classification. Therefore, the job specifications have been modified to remove references to a department, enabling it to be used across the City as needed.

CONCLUSION

On May 10, 2024, the City sent the draft revisions to the specification to SEIU 1021 General Employees Bargaining Unit and invited the union to meet and confer regarding the drafted specification. Staff met with the union on May 14, 2024, and they are in agreement with the changes. HR staff recommends approval of the edits to the job specifications.

ANALYST: Jessica Somera, Human Resources Analyst Senior

Personnel Board May 23, 2024

Permit Technician I/II Staff Report

Attachments: Proposed Permit Technician I Job Specification Clean
Proposed Permit Technician I Job Specification Redline
Original Permit Technician I Job Specification

Proposed Permit Technician II Job Specification Clean
Proposed Permit Technician II Job Specification Redline
Original Permit Technician II Job Specification



Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a variety of technical, clerical, and customer service duties for assigned division, including reviewing and processing building permit applications, encroachment permit and transportation applications, and other City permit applications, pursuant to various federal and state regulations, and City building permit codes. Reads and interprets less-complex blueprints and building plans, and responds to inquiries from various sources.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Permit Technician series and is flexibly staffed with Permit Technician II. Incumbents in this class perform a variety of routine tasks requiring less knowledge and experience issuing and reviewing permit applications. This position receives technical direction and guidance from Permit Technician II positions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Issues and accepts building/encroachment permit applications, transportation permits, and other permit applications. Advises contractors, engineers, developers, architects, and community members on permit process and permit status.
- Prepares and issues letters, statistical reports, and other forms. Corresponds with other agencies, contractors, engineers, developers, architects, businesses and community members.
- Calculates and assesses appropriate fees.
- Reads and interprets less-complex blueprints and building plans for compliance to codes.
- Reviews applications for completeness and accuracy, and compliance with local, state, and federal regulations.
- Researches permit application status, and records and logs permit activities.

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

- Updates permit records and files, and enters data into automated system.
- Issues periodic statistical and other reports for governmental agencies.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of responsible clerical and customer service experience requiring public contact and document processing
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- None

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

- Modern office practices and equipment, including applicable software, and understanding of City and State regulations related to encroachments, transportation, and municipal water resources operations.
- Richmond and California building codes
- California health and safety codes
- Basic arithmetic
- Recordkeeping principles and practices
- Construction practices and concepts

Skill in:

- Customer service
- Organization and time management
- Attention to detail

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Learn to read blueprints
- Learn the automated permit management system
- Review applications for completeness and accuracy

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Established: 12/03/1998

Revised: 05/23/2024

EEO Code: OC-617

Bargaining Unit: General Employees



Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a variety of technical, clerical, and customer service duties ~~related to the Building Division~~ for assigned division, including reviewing and processing building permit applications, encroachment permit and transportation applications, and other City permit applications, pursuant to various federal and state regulations, and City building permit codes. Reads and interprets less-complex blueprints and building plans, and responds to inquiries from various sources.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Permit Technician series and is flexibly staffed with Permit Technician II. Incumbents in this class perform a variety of routine tasks requiring less knowledge and experience issuing and reviewing permit applications. This position receives technical direction and guidance from Permit Technician II positions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Issues and accepts building encroachment permit applications, transportation permits, and other permit applications. Advises contractors, engineers, developers, architects, and community members on permit process and permit status.
- Prepares and issues letters, statistical reports, and other forms. Corresponds with developers and agencies, other agencies, contractors, engineers, developers, architects, businesses and community members.
- Calculates and assesses appropriate fees.
- Reads and interprets less-complex blueprints and building plans for compliance to codes.
- Reviews applications for completeness and accuracy, and compliance with local, state, and federal regulations.
- Researches permit application status, and records and logs permit activities.

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

- Updates permit records and files, and enters data into automated system.
- Issues periodic statistical and other reports for governmental agencies.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of responsible clerical and customer service experience requiring public contact and document processing
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- None

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

- Modern office practices and equipment, including applicable software, [and understanding of City and State regulations related to encroachments, transportation, and municipa water resources operations.](#)
- Richmond and California building codes
- California health and safety codes
- Basic arithmetic
- Recordkeeping principles and practices
- Construction practices and concepts

Skill in:

- Customer service
- Organization and time management
- Attention to detail

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Learn to read blueprints
- Learn the automated permit management system
- Review applications for completeness and accuracy

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Established: 12/03/1998

Revised: ~~07/13/2023~~05/23/2024

EEO Code: OC-617

Bargaining Unit: General Employees



Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a variety of technical, clerical, and customer service duties related to the Building Division, including reviewing and processing building permit applications pursuant to various federal and state regulations, and City building permit codes. Reads and interprets less-complex blueprints and building plans, and responds to inquiries from various sources.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Permit Technician series and is flexibly staffed with Permit Technician II. Incumbents in this class perform a variety of routine tasks requiring less knowledge and experience issuing and reviewing permit applications. This position receives technical direction and guidance from Permit Technician II positions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Issues and accepts building permit applications. Advises contractors, engineers, developers, architects, and community members on permit process and permit status.
- Prepares and issues letters, statistical reports, and other forms. Corresponds with developers and agencies.
- Calculates and assesses appropriate fees.
- Reads and interprets less-complex blueprints and building plans for compliance to codes.
- Reviews applications for completeness and accuracy, and compliance with local, state, and federal regulations.
- Researches permit application status, and records and logs permit activities.
- Updates permit records and files, and enters data into automated system.

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

- Issues periodic statistical and other reports for governmental agencies.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of responsible clerical and customer service experience requiring public contact and document processing
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- None

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Richmond and California building codes

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

- California health and safety codes
- Basic arithmetic
- Recordkeeping principles and practices
- Construction practices and concepts

Skill in:

- Customer service
- Organization and time management
- Attention to detail

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Learn to read blueprints
- Learn the automated permit management system
- Review applications for completeness and accuracy

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	

Classification Specification

Classification Title	Permit Technician I
Job Code	1337
FLSA Status	Non-exempt

Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Established: 12/03/1998

Revised: 07/13/2023

EEO Code: OC-617

Bargaining Unit: General Employees



Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs advanced paraprofessional and technical work involved in the receipt, processing, and review of building permit applications, encroachment permit and transportation applications, and other City permit applications, and the issuing of building, electrical, mechanical, plumbing, and related permits. Provides permit-related information to internal and external customers. Coordinates the permit process with City staff in other departments and outside agencies, and acts as a lead to assist the Permit Technician I as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Permit Technician series and is flexibly staffed with Permit Technician I. Incumbents in this class perform the full range of duties that are more technical and detailed in nature, and have greater knowledge of building and applicable codes, City and state regulations regarding encroachments, transportation, and municipal water resources operations. This position will perform lead duties such as providing work review and instruction to less-experienced technicians.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Issues and accepts building/encroachment permit applications, transportation permits and other permit applications. Advises contractors, engineers, developers, architects, businesses and community members on permit process and permit status.
- Prepares and issues letters, statistical reports, and other forms. Corresponds with other agencies, contractors, engineers, developers, architects, businesses and community members.
- Calculates and assesses appropriate fees. Collects, records, and balances permit-related monetary transactions.
- Reads and interprets complex blueprints and building plans for compliance to codes.

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

- Reviews applications for completeness and accuracy, and compliance with local, state, and federal regulations.
- Researches permit application status, and records and logs permit activities.
- Performs extensive responsible and complex computerized data entry, data organization, and records access.
- Records, logs, compiles, and maintains various permit-related files, data, documents, plans, blueprints, and reports.
- Issues periodic statistical and other reports for governmental agencies.
- Provides training and assistance to Permit Technicians or assigned staff.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of experience, with at least one (1) year of experience comparable to Permit Technician I in the City of Richmond. Education may be substituted for the

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

general experience on a year-to-year basis in public administration, construction, planning, engineering, architectural, or related fields.

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- International Code Council (ICC) Permit Technician Certification at time of hire or prior to completion of probationary period. Certification must be maintained as an ongoing requirement.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software, and understanding of City and State regulations related to encroachments, transportation, and municipal water resources operations.
- Richmond and California building codes
- Building, health, and safety codes
- Basic arithmetic
- Recordkeeping principles and practices
- Construction practices and concepts
- Automated permit management systems

Skill in:

- Customer service
- Organization and time management
- Attention to detail
- Leadership

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Read and interpret blueprints
- Review applications for completeness and accuracy
- Work independently within established policies and procedures
- Work independently within established computer systems, programs, and platforms
- Prepare clear and concise reports

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards.

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Established: 12/03/1998

Revised: 05/23/2024

EEO Code: OC-609

Bargaining Unit: General Employees



Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs advanced paraprofessional and technical work involved in the receipt, processing, and review of building permit applications, encroachment permit and transportation permit applications, or any and other City permit applications, and the issuing of building, electrical, mechanical, plumbing, and related permits. Provides permit-related information to internal and external customers. Coordinates the permit process with City staff in other departments and outside agencies, and acts as a lead to assist the Permit Technician I as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Permit Technician series and is flexibly staffed with Permit Technician I. Incumbents in this class perform the full range of duties that are more technical and detailed in nature, and have greater knowledge of building and applicable codes, City and state regulations regarding encroachments, transportation, and municipal water resources operations. This position will perform lead duties such as providing work review and instruction to less-experienced technicians.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Issues and accepts building/encroachment permit applications, transportation permits and other permit applications. Advises contractors, engineers, developers, architects, businesses and community members on permit process and permit status.
- Prepares and issues letters, statistical reports, and other forms. Corresponds with other agencies, contractors, engineers, developers, architects, businesses and community members~~developers and agencies~~.
- Calculates and assesses appropriate fees. Collects, records, and balances permit-related monetary transactions.
- Reads and interprets complex blueprints and building plans for compliance to codes.

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

- Reviews applications for completeness and accuracy, and compliance with local, state, and federal regulations.
- Researches permit application status, and records and logs permit activities.
- Performs extensive responsible and complex computerized data entry, data organization, and records access.
- Records, logs, compiles, and maintains various permit-related files, data, documents, plans, blueprints, and reports.
- Issues periodic statistical and other reports for governmental agencies.
- Provides training and assistance to Permit Technicians or assigned staff.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of experience, with at least one (1) year of experience comparable to Permit Technician I in the City of Richmond. Education may be substituted for the

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

general experience on a year-to-year basis in public administration, construction, planning, engineering, architectural, or related fields.

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- International Code Council (ICC) Permit Technician Certification at time of hire or prior to completion of probationary period. Certification must be maintained as an ongoing requirement.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software, [and understanding of City and State regulations related to encroachments, transportation, and municipal water resources operations.](#)
- Richmond and California building codes
- Building, health, and safety codes
- Basic arithmetic
- Recordkeeping principles and practices
- Construction practices and concepts
- Automated permit management systems

Skill in:

- Customer service
- Organization and time management
- Attention to detail
- Leadership

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Read and interpret blueprints
- Review applications for completeness and accuracy
- Work independently within established policies and procedures
- Work independently within established computer systems, programs, and platforms
- Prepare clear and concise reports

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards.

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Established: 12/03/1998

Revised: ~~07/13/2023~~05/23/2024

EEO Code: OC-609

Bargaining Unit: General Employees



Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs advanced paraprofessional and technical work involved in the receipt, processing, and review of building permit applications, and the issuing of building, electrical, mechanical, plumbing, and related permits. Provides permit-related information to internal and external customers. Coordinates the permit process with City staff in other departments and outside agencies, and acts as a lead to assist the Permit Technician I as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Permit Technician series and is flexibly staffed with Permit Technician I. Incumbents in this class perform the full range of duties that are more technical and detailed in nature, and have greater knowledge of building codes. This position will perform lead duties such as providing work review and instruction to less-experienced technicians.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Issues and accepts building permit applications. Advises contractors, engineers, developers, architects, and community members on permit process and permit status.
- Prepares and issues letters, statistical reports, and other forms. Corresponds with developers and agencies.
- Calculates and assesses appropriate fees. Collects, records, and balances permit-related monetary transactions.
- Reads and interprets complex blueprints and building plans for compliance to codes.
- Reviews applications for completeness and accuracy, and compliance with local, state, and federal regulations.
- Researches permit application status, and records and logs permit activities.

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

- Performs extensive responsible and complex computerized data entry, data organization, and records access.
- Records, logs, compiles, and maintains various permit-related files, data, documents, plans, blueprints, and reports.
- Issues periodic statistical and other reports for governmental agencies.
- Provides training and assistance to Permit Technicians or assigned staff.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility. Calculates and assesses appropriate fees.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of experience, with at least one (1) year of experience comparable to Permit Technician I in the City of Richmond. Education may be substituted for the general experience on a year-to-year basis in public administration, construction, planning, engineering, architectural, or related fields.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

Required Licenses or Certifications

- International Code Council (ICC) Permit Technician Certification at time of hire or prior to completion of probationary period. Certification must be maintained as an ongoing requirement.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Richmond and California building codes
- Building, health, and safety codes
- Basic arithmetic
- Recordkeeping principles and practices
- Construction practices and concepts
- Automated permit management systems

Skill in:

- Customer service
- Organization and time management
- Attention to detail
- Leadership

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Read and interpret blueprints
- Review applications for completeness and accuracy
- Work independently within established policies and procedures
- Work independently within established computer systems, programs, and platforms
- Prepare clear and concise reports

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Classification Specification

Classification Title	Permit Technician II
Job Code	1339
FLSA Status	Non-exempt

Established: 12/03/1998

Revised: 07/13/2023

EEO Code: OC-609

Bargaining Unit: General Employees



STAFF REPORT

HUMAN RESOURCES

DATE: May 23, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: APPROVE THE REVISION/RETITLE OF PLAN CHECK ENGINEER

BACKGROUND

In preparation to recruit for a new vacancy, the Human Resources Department and Community Development Department reviewed the job specification for Plan Checking Engineer. It was discovered that revisions to the job specification are necessary.

RECOMMENDATION

The Human Resources Department recommends approval of retitle of the classification of Plan Checking Engineer to Plan Check Engineer and the associated edits to the job specification.

ANALYSIS

The job description for Plan Checking Engineer did not include a minimum license requirement that is required to perform work of this position. HR staff reviewed comparable job descriptions from 12 comparable agencies and determined that in all cases, the job descriptions require a Professional Engineer (PE) license or similar. The license is required to perform duties such as structural calculations and conforms with the Business and Professions Code. The change in title from Plan Checking Engineer to Plan Check Engineer and the associated edits to the job description will align it with the market.

CONCLUSION

On May 6, 2024, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and invited the union to meet and confer regarding the drafted specification. The union did not raise any concerns or a desire to meet about the changes as of May 17, 2024; we will provide an update to the Board if this changes. HR staff recommends approval of the retitling of the classification and edits to the job specification.

Personnel Board May 23, 2024 Plan Check Engineer Staff Report

ANALYST: Catherine Selkirk, Human Resources Manager

Attachments: Proposed Plan Check Engineer Job Specification Clean
Proposed Plan Check Engineer Job Specification Redline
Original Plan Checking Engineer Job Specification



Classification Specification

Classification Title	Plan Check Engineer
Job Code	2365
FLSA Status	Exempt

GENERAL SUMMARY

Under general supervision, performs professional engineering work in analyzing, checking, and approving plans and specifications of large or complex buildings and structures; reviews building plans and specifications for compliance with the structural design and other requirements; assists public with building code issues, and assists staff with code issues.

DISTINGUISHING CHARACTERISTICS

The Plan Check Engineer is a Registered Professional Engineer who performs highly technical and complex structural plan check reviews for all types of construction and occupancies. This position requires competency in reviewing building plans, specifications, and calculations from an engineering standpoint to ensure compliance with building and construction codes and regulations. The incumbent will use considerable independent judgment in performing duties.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Reviews permit applications, plans, calculations, and specifications of buildings and structures for compliance with structural design, grading, soil reports, energy standards, accessibility standards, safety standards and general conformity to applicable ordinances, laws, and state building codes. Ensures timely completion of project reviews within specified time frames.
- Evaluates construction costs for permitting and ADA related compliance.
- Consults with architects, engineers, designers, property owners, and contractors regarding structural and safety requirements of building design; answers questions and gives instructions to architects, engineers, contractors and others regarding building requirements and requirements for compliance standards; issues permits after plan review approval.
- Evaluates structural calculations and cost estimates.

Classification Specification

Classification Title	Plan Check Engineer
Job Code	2365
FLSA Status	Exempt

- Conducts research and analysis on alternative methods and materials per project proposal.
- Prepares and reviews drafts of the technical provisions of ordinances, resolutions, and policy statements.
- Prepares special studies and reports; keeps informed of new building design and construction methods, materials, and requirements.
- Makes field inspections as required or assigned; advises building inspection personnel regarding structural and other building-related problems arising during construction.
- Formulates recommendations regarding use of consultants; prepares cost benefit analyses; and monitors performance and consulting contracts.
- Attends meetings and training as required.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Classification Specification

Classification Title	Plan Check Engineer
Job Code	2365
FLSA Status	Exempt

Required Education and Experience

- Bachelor's degree in Structural or Civil Engineering
- Three (3) to five (5) years of experience in building design and plan review
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Valid registration as a Professional Engineer in the State of California
- International Code Council (ICC) Plans Examiner Certification is required prior to the completion of the probationary period. Certification must be maintained as an ongoing requirement.
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Applicable laws, ordinances, and codes related to design and construction including California Code of Regulations Title 24 (California Building Standards Code)
- Applicable provisions of the Richmond Municipal Code, Building, electrical, mechanical, plumbing, energy, fire, accessibility, and housing laws, ordinances, and codes
- Modern principles, methods, and practices of civil or structural engineering
- Construction related Accessibility regulations
- Building methods and practices

Skill in:

- Mathematics
- Organization and time management
- Leadership

Ability to:

- Communicate effectively and express ideas clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Read and interpret construction drawings
- Coordinate the flow of assigned work and follow through in a timely manner

Classification Specification

Classification Title	Plan Check Engineer
Job Code	2365
FLSA Status	Exempt

- Work under pressure of deadlines
- Make structural calculations necessary to determine the adherence of structural plans to code requirements
- Analyze plans and identify code violations.
- Prepare reports, cost estimates, and analyses of engineering projects

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

Classification Specification

Classification Title	Plan Check Engineer
Job Code	2365
FLSA Status	Exempt

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is relatively free from unpleasant environmental conditions or hazards. Mostly an office environment with occasional jobsite visits or refinery facility assignment.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Established: 04/01/1956

Revised: ~~07/20/2023~~ pending PB

EEO Code: PR-249

Bargaining Unit: Mid-Management



Classification Specification

Classification Title	Plan Check ing Engineer
Job Code	2365
FLSA Status	Exempt

GENERAL SUMMARY

Under general supervision, performs professional engineering work in analyzing, checking, and approving plans and specifications of large or complex buildings and structures; reviews building plans and specifications for compliance with the structural design and other requirements;~~Reviews building plans for building code compliance,~~ assists public with building code issues, and assists ~~Planning staff and Building inspection staff~~ with code issues.

DISTINGUISHING CHARACTERISTICS

~~This~~ Plan Check Engineer is a Registered Professional Engineer who ~~class~~ performs highly technical plan and complex structural plan check reviews ~~checking~~ for all types of construction and occupancies. This position requires competency in reviewing building plans, specifications, and calculations from an engineering standpoint to ensure compliance with building and construction codes and regulations. The incumbent will use considerable independent judgment in performing duties.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Reviews permit applications, plans, calculations, and specifications of buildings and structures for compliance with structural design, grading, soil reports, energy standards, accessibility standards, safety standards and general conformity to applicable ordinances, laws, and state building codes. Ensures timely completion of project reviews within specified time frames.
- ~~Oversees project submittal, and review of construction drawings for compliance with the Building Standard Codes and referenced standards.~~
- Evaluates construction costs for permitting and ADA related compliance.
- Consults with architects, engineers, designers, property owners, and contractors regarding structural and safety requirements of building design; answers questions and gives instructions to architects, engineers, contractors and others regarding building requirements and requirements for compliance standards; issues permits

Classification Specification

Classification Title	Plan Checking Engineer
Job Code	2365
FLSA Status	Exempt

~~after plan review approval. Consults engineers and architects regarding structural, life and safety, accessibility, energy, and green building requirements.~~

- ~~Prepares~~ Evaluates structural calculations and cost estimates.
- Conducts research and analysis on alternative methods and materials per project proposal.
- Prepares and reviews drafts of the technical provisions of ordinances, resolutions, and policy statements.
- Prepares special studies and reports; keeps informed of new building design and construction methods and, materials, and requirements.
- ~~Makes field inspections as required or assigned; advises building inspection personnel regarding structural and other building-related problems arising during construction. Makes field inspections and prepares reports pertaining to structural engineering problems of building code enforcement.~~
-
- Formulates recommendations regarding use of consultants; prepares cost benefit analyses; and monitors performance and consulting contracts.
- Attends meetings and training as required.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- ~~Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.~~ Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
-

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Classification Specification

Classification Title	Plan Checking Engineer
Job Code	2365
FLSA Status	Exempt

- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Structural or Civil Engineering
- Three (3) to five (5) years of experience in building design and plan review
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Valid registration as a Professional Engineer in the State of California
- International Code Council (ICC) Plans Examiner Certification is required **before prior to** the completion of the probationary period. Certification must be maintained as an ongoing requirement.
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Applicable laws, ordinances, and codes related to design and construction including California Code of Regulations Title 24 (California Building Standards Code)
—Applicable provisions of the Richmond Municipal Code.
- Building, electrical, mechanical, plumbing, energy, fire, accessibility, and housing laws, ordinances, and codes
- Modern principles, methods, and practices of civil or structural engineering
Engineering principles and practices
- Construction related Accessibility regulations

Classification Specification

Classification Title	Plan Checking Engineer
Job Code	2365
FLSA Status	Exempt

- Building methods and practices

Skill in:

- Mathematics
- Organization and time management
- Leadership

Ability to:

- Communicate effectively and, express ideas clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Read and interpret construction drawings
- Coordinate the flow of assigned work and follow through in a timely manner
- Work under pressure of deadlines
- Make structural calculations necessary to determine the adherence of structural plans to code requirements
- Analyze plans and detect-identify code violations.
- Prepare reports, cost estimates, and analyses of engineering projects

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often

Classification Specification

Classification Title	Plan Checking Engineer
Job Code	2365
FLSA Status	Exempt

Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

Classification Specification

Classification Title	Plan Check ing Engineer
Job Code	2365
FLSA Status	Exempt

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is relatively free from unpleasant environmental conditions or hazards. Mostly an office environment with occasional jobsite visits or refinery facility assignment.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Established: 04/01/1956

Revised: ~~07/20/2023~~ pending PB

EEO Code: PR-249

Bargaining Unit: Mid-Management



Classification Specification

Classification Title	Plan Checking Engineer
Job Code	2365
FLSA Status	Exempt

GENERAL SUMMARY

Reviews building plans for building code compliance, assists public with building code issues, and assists Planning staff and Building inspection staff with code issues.

DISTINGUISHING CHARACTERISTICS

This class performs highly technical plan checking for all types of construction and occupancies. This position requires competency in reviewing building plans, specifications, and calculations from an engineering standpoint to ensure compliance with building and construction codes and regulations. The incumbent will use considerable independent judgment in performing duties.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Oversees project submittal and review of construction drawings for compliance with the Building Standard Codes and referenced standards.
- Evaluates construction costs for permitting and ADA related compliance.
- Consults engineers and architects regarding structural, life and safety, accessibility, energy, and green building requirements.
- Conducts research and analysis on alternative methods and materials per project proposal.
- Prepares and reviews drafts of the technical provisions of ordinances, resolutions, and policy statements.
- Makes field inspections and prepares reports pertaining to structural engineering problems of building code enforcement.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Classification Specification

Classification Title	Plan Checking Engineer
Job Code	2365
FLSA Status	Exempt

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Structural or Civil Engineering
- Three (3) to five (5) years of experience in building design and plan review
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- International Code Council (ICC) Plans Examiner Certification is required before the completion of the probationary period. Certification must be maintained as an ongoing requirement.
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- California Code of Regulations Title 24 (California Building Standards Code)
- Applicable provisions of the Richmond Municipal Code
- Engineering principles and practices

Classification Specification

Classification Title	Plan Checking Engineer
Job Code	2365
FLSA Status	Exempt

- Construction related Accessibility regulations
- Building methods and practices

Skill in:

- Mathematics
- Organization and time management
- Leadership

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Read and interpret construction drawings
- Make structural calculations necessary to determine the adherence of structural plans to code requirements
- Prepare reports, cost estimates, and analyses of engineering projects

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		

Classification Specification

Classification Title	Plan Checking Engineer
Job Code	2365
FLSA Status	Exempt

Extreme heat (above 100 degrees)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste			X
Loud noises (85+ decibels such as heavy trucks, construction)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position is relatively free from unpleasant environmental conditions or hazards. Mostly an office environment with occasional jobsite visits or refinery facility assignment.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Established: 04/01/1956

Revised: 07/20/2023

EEO Code: PR-249

Bargaining Unit: Mid-Management



STAFF REPORT

HUMAN RESOURCES

DATE: May 23, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Director of Human Resources

SUBJECT: APPROVE THE REVISION OF SENIOR CIVIL ENGINEER

BACKGROUND

The City of Richmond is in need of a Senior Civil Engineer who will implement and oversee a much-needed traffic calming initiative in the City of Richmond. Human Resources has yet to have success in recruiting for this position. In an effort to bolster our efforts, the Human Resources Department and Public Works Department reviewed the job specification for Senior Civil Engineer. It was discovered that revisions to the job specification are necessary.

RECOMMENDATION

The Human Resources Department recommends that the revision of the Senior Civil Engineer classification and the associated edits to the job specification be approved.

ANALYSIS

The job description for Senior Civil Engineer only allows candidates registered as Professional Engineers in the State of California to be eligible for hire. Unfortunately, this has narrowed our prospects considerably, having received applicants from out-of-state but unable to move them through the recruitment process due to this restriction. In addition, it was discovered that several cities had adjusted their minimum requirements to widen the applicant pool and, as a result, have experienced much success. By revising the job description, we will significantly widen our talent pool. This flexibility is essential in today's competitive job market, where the demand for experienced civil engineers far exceeds the supply. Engineers who have obtained licensure in other states have already demonstrated high competence and adherence to the profession's ethical standards and represents a highly skilled segment of engineers.

Personnel Board May 23, 2024

Senior Civil Engineer Staff Report

In addition, we have examined our internal processes and determined that being registered as a Professional Engineer in California is not immediately required. The City Engineer can oversee and sign off on projects while the incumbent applies for registration in California. In addition, unlike many other states, we are advised that the State of California only offers the test one to two times per year, which necessitates a one-year timeframe to acquire the registration. Furthermore, Incorporating the flexibility for candidates with out-of-state licenses to apply for the Senior Civil Engineer position, with the stipulation of acquiring in-state licensure within one year, represents a strategic move to attract and retain top-tier talent. This approach expands our recruitment horizon and promotes a culture of continuous learning and adaptability. The revision to Senior Civil Engineer will align it with the market.

CONCLUSION

On May 14, 2024, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and invited the union to meet and confer regarding the drafted specification. The union did not raise concerns or want to meet about the changes. HR staff recommends approval of the revision of the classification and edits to the job specification.

ANALYST: Jessica Somera, Senior Personnel Analyst

Attachments: Proposed Senior Civil Engineer Job Specification Clean
Proposed Senior Civil Engineer Job Specification Redline
Original Senior Civil Engineer Job Specification



Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

GENERAL SUMMARY

Supervises and participates in both the field and office work of engineers, inspectors, and technical personnel in connection with the design and construction of streets, sewers, and other public and private works. Assignment may include the review and approval of development projects.

DISTINGUISHING CHARACTERISTICS

This is a management position that requires supervision, training, and evaluation of subordinates. It requires considerable latitude for independent judgment and action. The Senior Civil Engineer will also assist in the development and implementation of City departmental or division goals, policies, procedures and priorities. Senior Civil Engineers will be assigned to one of the following functional sections but may assist in other areas as well:

Land Development Section: This Senior Civil Engineer position will manage all aspects of private land development and street encroachments in conformance with engineering standards, City regulations, and California Subdivision Map Act requirements. Reviews or supervises review of subdivision maps, improvement plans, excavation permits and building plans for conformance with flood plan ordinance. A Senior Civil Engineer who is eligible to sign subdivision maps or is a licensed surveyor in this position will receive a 15% salary supplement. This Engineer will attend Planning Commission meetings as required.

Design Section and Construction Section of the City Capital Improvement Program: These two Senior Civil Engineer positions will be responsible for the design and/or construction of the City's Capital Improvement Program (CIP) for all city departments, including collecting the capital projects from each city department, cost estimating, planning, design, contract administration and the construction of all capital projects. Construction management and inspection of projects, as well as scheduling contract payments, will also be required. Coordination with the Finance Department will be required to develop the financial structure and budget to finance capital projects. This position will also have custody of and responsibility for preservation and filing of all maps and drawings. These two positions would report directly to the Capital Project's Manager.

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

Water Pollution Control Plant including the Collection System: This Senior Civil Engineer position will be responsible for the Water Pollution Control Plant (WPCP), and Collection System when the City is operating and staffing the WPCP or administration and management of the WPCP and collection system contract if operation is performed by others under contract. Must also attend Joint City/West County Waste Water District meetings and coordinate relations with that agency. Requires knowledge of and responsibility for compliance with the NPDES Permits and Clean Water Act laws and regulations as well as annual preparation and presentation of the Director's report which sets the annual sewer rates. A certification as an Environmental Compliance Inspector and/or a license as a Waste Water Treatment Plant Operator is desirable.

Traffic Section: This Senior Civil Engineer position will be responsible for this function in addition to the coordinating, making assignments to and oversight of the services of a Traffic Engineer Consultant if contracted. Includes evaluation of EIR Traffic elements as well as on private development, coordination of traffic signals, signs, lines, traffic counts, traffic calming requests, accident evaluation, railroad issues, evaluation of new applications related to traffic circulation, and other associated activities as required. Arranges for speed surveys and preserves resulting records as well as other traffic records required to be retained and retrieves information as requested from various sources. Requires coordination and review of transportation and traffic issues with the Community Development Department, Police Department, and other departments as needed. Will attend City Council Public Safety Committee meetings and all other local and Regional Transportation planning groups as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Supervises the preparation of plans and specifications for a wide variety of public works' projects, such as streets, curbs, gutters, sidewalks, sewers, and drainage structures and systems.
- Reviews work in progress, decides on design procedures, and gives advice and instruction to subordinates in connection with standards and design problems.
- Checks completed work for accuracy and conformance with standards.
- Consults with sub-dividers, contractors, engineers, and utility company representatives on problems relating to right-of-way improvements and public works design and construction.

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

- Prepares and reviews drafts of the technical provisions of ordinances, resolutions, and policy statements.
- Maintains responsibility for field inspections of construction work in progress.
- Confers with and advises personnel of other departments on engineering problems.
- Prepares analyses, reports, and studies regarding public works' projects, and investigates complaints and other related work or assignments, usually through subordinates.
- Assists in the development and implementation of City departmental or division goals, policies, procedures, and priorities.
- Develops Requests for Qualifications (RFQs) and Requests for Proposals (RFPs), and participates with other department staff in the selection of consulting engineers.
- Reviews Environmental Impact Reports (EIRs) and related documents.
- Analyzes, administers and manages contracts and projects; may initiate grants.
- Meets with state, federal, local districts, agencies, consultants, and engineers to discuss project guidelines, design parameters, policies, and procedures.
- Develops long-term work plans, and develops and monitors the annual budget in their function.
- Represents the Engineering Division in staff, neighborhood, City Council, and other public meetings.
- Prepares written reports and correspondence for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes, including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (one (1) or more full-time employees), including providing input on hiring/disciplinary actions and work objectives/effectiveness, issue performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

- Work requires regular interaction involving exchange and receipt of information.
- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Civil Engineering or a related field
- Four (4) to seven (7) years of increasingly responsible professional civil engineering experience, including supervision
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Valid registration as a Professional Engineer in the State of California is required. Out-of-state reciprocity may be granted pending the successful completion of the California Exam within one year to remain in the Senior Civil Engineer classification.
- A Professional Engineer license eligible to sign California subdivision maps, or a land surveyor's license is desirable.
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles of civil engineering as applied to the design and construction of municipal public works

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

- Applicable federal, state, and local laws relating to design and construction of municipal public works
- Safety laws, regulations, and practices
- Office and records administration
- Surveying methods and practices
- Rules, regulations, laws, and procedures related to municipal public works
- Public administration, including personnel management and supervision
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Analytical thinking
- Problem solving
- Organization and time management
- Leadership

Ability to:

- Prepare computer-generated written reports, spreadsheets, and presentations
- Prepare designs and specifications for all types of public works
- Direct and coordinate the work of other engineering and technical personnel
- Review and analyze relevant legislation
- Prepare successful grant applications
- Represent the City effectively with various public and private agencies
- Establish and maintain effective working relationships with administrative personnel, other staff, private engineers and consultants, and members of the public.
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here 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 functions.

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Established: 02/01/1965

Revised: 06/29/2023

EEO Code: PR-263

Bargaining Unit: Mid-Management



Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

GENERAL SUMMARY

Supervises and participates in both the field and office work of engineers, inspectors, and technical personnel in connection with the design and construction of streets, sewers, and other public and private works. Assignment may include the review and approval of development projects.

DISTINGUISHING CHARACTERISTICS

This is a management position that requires supervision, training, and evaluation of subordinates. It requires considerable latitude for independent judgment and action. The Senior Civil Engineer will also assist in the development and implementation of City departmental or division goals, policies, procedures and priorities. Senior Civil Engineers will be assigned to one of the following functional sections but may assist in other areas as well:

Land Development Section: This Senior Civil Engineer position will manage all aspects of private land development and street encroachments in conformance with engineering standards, City regulations, and California Subdivision Map Act requirements. Reviews or supervises review of subdivision maps, improvement plans, excavation permits and building plans for conformance with flood plan ordinance. A Senior Civil Engineer who is eligible to sign subdivision maps or is a licensed surveyor in this position will receive a 15% salary supplement. This Engineer will attend Planning Commission meetings as required.

Design Section and Construction Section of the City Capital Improvement Program: These two Senior Civil Engineer positions will be responsible for the design and/or construction of the City's Capital Improvement Program (CIP) for all city departments, including collecting the capital projects from each city department, cost estimating, planning, design, contract administration and the construction of all capital projects. Construction management and inspection of projects, as well as scheduling contract payments, will also be required. Coordination with the Finance Department will be required to develop the financial structure and budget to finance capital projects. This position will also have custody of and responsibility for preservation and filing of all maps and drawings. These two positions would report directly to the Capital Project's Manager.

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

Water Pollution Control Plant including the Collection System: This Senior Civil Engineer position will be responsible for the Water Pollution Control Plant (WPCP), and Collection System when the City is operating and staffing the WPCP or administration and management of the WPCP and collection system contract if operation is performed by others under contract. Must also attend Joint City/West County Waste Water District meetings and coordinate relations with that agency. Requires knowledge of and responsibility for compliance with the NPDES Permits and Clean Water Act laws and regulations as well as annual preparation and presentation of the Director's report which sets the annual sewer rates. A certification as an Environmental Compliance Inspector and/or a license as a Waste Water Treatment Plant Operator is desirable.

Traffic Section: This Senior Civil Engineer position will be responsible for this function in addition to the coordinating, making assignments to and oversight of the services of a Traffic Engineer Consultant if contracted. Includes evaluation of EIR Traffic elements as well as on private development, coordination of traffic signals, signs, lines, traffic counts, traffic calming requests, accident evaluation, railroad issues, evaluation of new applications related to traffic circulation, and other associated activities as required. Arranges for speed surveys and preserves resulting records as well as other traffic records required to be retained and retrieves information as requested from various sources. Requires coordination and review of transportation and traffic issues with the Community Development Department, Police Department, and other departments as needed. Will attend City Council Public Safety Committee meetings and all other local and Regional Transportation planning groups as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Supervises the preparation of plans and specifications for a wide variety of public works' projects, such as streets, curbs, gutters, sidewalks, sewers, and drainage structures and systems.
- Reviews work in progress, decides on design procedures, and gives advice and instruction to subordinates in connection with standards and design problems.
- Checks completed work for accuracy and conformance with standards.
- Consults with sub-dividers, contractors, engineers, and utility company representatives on problems relating to right-of-way improvements and public works design and construction.

Classification Specification

Classification Title	Senior Civil Engineer
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- Prepares and reviews drafts of the technical provisions of ordinances, resolutions, and policy statements.
- Maintains responsibility for field inspections of construction work in progress.
- Confers with and advises personnel of other departments on engineering problems.
- Prepares analyses, reports, and studies regarding public works' projects, and investigates complaints and other related work or assignments, usually through subordinates.
- Assists in the development and implementation of City departmental or division goals, policies, procedures, and priorities.
- Develops Requests for Qualifications (RFQs) and Requests for Proposals (RFPs), and participates with other department staff in the selection of consulting engineers.
- Reviews Environmental Impact Reports (EIRs) and related documents.
- Analyzes, administers and manages contracts and projects; may initiate grants.
- Meets with state, federal, local districts, agencies, consultants, and engineers to discuss project guidelines, design parameters, policies, and procedures.
- Develops long-term work plans, and develops and monitors the annual budget in their function.
- Represents the Engineering Division in staff, neighborhood, City Council, and other public meetings.
- Prepares written reports and correspondence for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes, including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (one (1) or more full-time employees), including providing input on hiring/disciplinary actions and work objectives/effectiveness, issue performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

- Work requires regular interaction involving exchange and receipt of information.
- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Civil Engineering or a related field
- Four (4) to seven (7) years of increasingly responsible professional civil engineering experience, including supervision
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Valid registration as a Professional Engineer in the State of California is required. Out-of-state reciprocity may be granted pending the successful completion of the California -Exam within one year to remain in the Senior Civil Engineer classification.
- A Professional Engineer license eligible to sign California subdivision maps, or a land surveyor's license is desirable.
- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles of civil engineering as applied to the design and construction of municipal public works

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	2485
FLSA Status	Exempt

- Applicable federal, state, and local laws relating to design and construction of municipal public works
- Safety laws, regulations, and practices
- Office and records administration
- Surveying methods and practices
- Rules, regulations, laws, and procedures related to municipal public works
- Public administration, including personnel management and supervision
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Analytical thinking
- Problem solving
- Organization and time management
- Leadership

Ability to:

- Prepare computer-generated written reports, spreadsheets, and presentations
- Prepare designs and specifications for all types of public works
- Direct and coordinate the work of other engineering and technical personnel
- Review and analyze relevant legislation
- Prepare successful grant applications
- Represent the City effectively with various public and private agencies
- Establish and maintain effective working relationships with administrative personnel, other staff, private engineers and consultants, and members of the public.
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	

Classification Specification

Classification Title	Senior Civil Engineer
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Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

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Construction site		X	
Confined space	X		
Vehicle		X	

Classification Specification

Classification Title	Senior Civil Engineer
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Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
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Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

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