Council Communication

Department: Community Development Case/Project No.:	Ordinance No.: Resolution No.: 22-	City Council: 9-12-2022

Subject/Title

Resolution approving the creation of one Permit Technician and one Plumbing-Mechanical Inspector positions.

Background/Discussion

Background/Discussions

The Community Development Department wishes to create two new positions within the department to expand department capacity:

1. Creation of Permit Technician (FTE)
    a. Currently there are two Permit Technician positions that serve the Building Division. This division requires extensive interaction with the public and contractors for application intake, issuing building permits and scheduling inspections. Pay Grade 16 which aligns with the other Permit Technicians.
    b. The creation of a third Permit Technician will increase the authorized strength by one fulltime employee.
2. Plumbing-Mechanical Inspector (FTE)
    a. Community Development wishes to create an additional Plumbing-Mechanical Inspector. The Mechanical and Plumbing Inspector positions were combined many years ago. Currently the City employs one Plumbing-Mechanical Inspector which completes an average of seven (7) inspections per day year round. An additional Plumbing-Mechanical Inspector will allow for time reviewing plans and working further with contractors. Pay Grade 20 which aligns with the other City Inspectors.
    b. The creation of a second Plumbing-Mechanical Inspector will increase the authorized strength by one fulltime employee.

These changes will add additional payroll expense to the current authorized strength; however, the Building Division generates enough revenue through permit fees to pay for both new positions.

Staff Recommendation

The Community Development Department recommends that City Council adopt a resolution approving the creation of one Permit Technician and one Plumbing-Mechanical positions.

Attachments

Resolution

Submitted by: Courtney Harter, Director of Community Development