

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: October 15, 2019

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion for the addition of one position for the Permits and Inspections Department to add a Residential Field Supervisor, Grade 27.

Approval Recommended?

Yes

Item Details

This position is essential to add to the Permits and Inspections department to supervise the residential field inspectors as the department transitions towards single trade or dual trade inspections from the multi-trade model currently in place. This position will work concurrently with the other residential field supervisor to provide policies, procedures and supervision for the field inspectors which will maintain consistency with the department. This position will advise field inspectors, property owners and contactors in interpreting and applying code regulations to resolve complaints and concerns with the state building codes and local ordinance.

The position will also provide additional time for more one on one field training of new inspectors and existing inspectors on the codes. This position will allow both Residential Field Supervisors to focus on the primary trade (or dual trade) assigned to each group and allow the supervisor to provide support and guidance on code interpretations improving their knowledge and making them more efficient performing inspections.



The Residential Field Supervisor will work in the field with the other supervisor conducting inspections to assist with the workload and will be able to provide better supervision of the inspectors providing more timely feedback on inspections.

As we transition the department from the multi-trade business model to the single/dual trade business model for inspections, the supervisor will provide support and coordination of duties for their team. Having his additional supervisory resource will help provide a smoother transition from the one model to the next.

The addition of this supervisor position will provide contactors, homeowners and developers a contact person that will be able to facilitate and resolve any complaints or concerns they might have with a specific code item under the responsibility of the supervisor. The Residential Field Supervisor will develop and maintain positive working relationships with citizens, builders, developers and Town officials.

Attachments

- None

