

CITY OF SAN ANSELMO

RESOLUTION NO. 849

A RESOLUTION CREATING THE NON-CLASSIFIED DEPARTMENT OF PUBLIC WORKS AND CITY ENGINEER AND APPOINTING THE PERSON TO HEAD SAID DEPARTMENT AND OUTLINING THE DUTIES OF SAID DEPARTMENT AND OFFICE.

GOOD CAUSE APPEARING THEREFOR, IT IS HEREBY RESOLVED AS FOLLOWS:

1. That effective August 30th, 1960, there is hereby created the non-classified Department of Public Works and City Engineer, and there is also created the non-classified office of Director of Public Works and City Engineer.

2. That the said Department and said Director shall be under the administrative direction and supervision of the Chief Administrative Officer and, in general, to be responsible for the planning, design, and construction of municipal public works; to have responsible charge of street planning, improvement, design and construction work; and personally perform and assume responsibility for the inspection of all building in the City of San Anselmo; to issue building, plumbing, electrical and excavation permits; and to do related work.

3. That some examples of the duties of the said Director, under the administrative direction of the Chief Administrative Officer, are as follows:

and Plans, organizes, supervises and performs professional engineering work in the design, construction and maintenance of public works, parks, streets and street improvements, sidewalks and drainage structures; directs building inspection activities; personally performs all building inspections, and makes analysis of plans for major structures; evaluates the need for, and develops plans and schedules for long range public works programs; performs all engineering field work, survey work and drafting work in connection with the design and construction of streets and street improvements; performs and conducts field inspections of contracted construction work; compiles estimates, contract provisions and specifications; confers with and advises the City Administrator; Planning

Commission and various civic groups on proposed projects and improvements; consults with the Street Foreman on construction, repair and maintenance of City Streets, drainage structures and related public works; passes on problems of design, materials and processes proposed in connection with new construction or major repair, maintains proper files and records of projects and departmental activities; prepares and presents various regular and special reports; makes field inspections of building construction, electrical, plumbing and excavation work in residential, business and public buildings to insure compliance with State and City building codes, ordinances and regulations; conducts final inspection of completed buildings, giving approval to acceptable structures.

Investigates violations of building and zoning laws; checks plans for completeness and adequacy before issuing permits.


Tours City and checks new structures for compliance with building codes; gives information to the public regarding building and zoning requirements; confers with owners, architects and engineers regarding designs and construction.

4. That the salary range of the said office of Director shall be R-30, and that the initial salary shall be SEVEN HUNDRED EIGHTY-TWO AND NO/100 (\$782.00) per month and thereafter the City Council will fix and determine the salary.

5. The said Director shall be entitled to;

- (a) An annual vacation of eleven (11) working days, and
- (b) Sick leave benefits, and
- (c) California State Employees Retirement system benefits, and
- (d) Such other benefits as the City Council may, from time to time, determine to be proper.

6. That WILLIAM E. ROE is hereby appointed to the position and office of said Director and as such to head the said Department, to undertake his said duties as of the 1st day of September, 1960.


ANITA GANNON, CITY CLERK