

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: December 14, 2021

Title: New Business – Approval of Funding for New Full-Time Positions (Public Works Construction Manager, Combination Planning/Building Plans Reviewer & Utility Construction Inspector)

(Check Mark)

<input type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

Summary: At its November 9, 2021 meeting, the Board of Supervisors directed staff to prepare job descriptions and cost estimates for three (3) new proposed full-time positions: – 1) Public Works Construction Manager (Department of Public Works/Utilities); 2) Combination Planning/Building Plans Reviewer (Department of Planning & Community Development; and 3) Utility Construction Inspector (Department of Public Works/Utilities).

Attached are job descriptions for each proposed new position.

Budget Impact: The estimated annual cost of each new position is as follows:

Public Works Construction Manager
Grade 24 (Minimum \$59,485 to Maximum \$95,176)
Estimated Starting Salary - \$75,000
Fringe Benefits* - \$31,991
Uniforms/Safety Equipment - \$650
Cell Phone – 950

Total Recurring Costs - \$108,591

One-Time Cost - \$38,000 for purchase of vehicle

Combination Planning/Building Plans Reviewer
Grade 21 (Minimum \$51,386 to Maximum \$82,217)
Estimated Starting Salary - \$60,000
Fringe Benefits - \$29,461

Total Recurring Costs - \$89,461

Utility Construction Inspector
Grade 18 (Minimum \$44,608 to Maximum \$71,022)
Estimated Starting Salary - \$52,000
Fringe Benefits - \$28,111
Uniforms/Safety Equipment - \$650
Vehicle Fuel - \$3,500
Cell Phone – 950

Total Recurring Costs - \$85,211

One-Time Cost - \$38,000 for purchase of vehicle

TOTAL RECURRING COST - \$283,263

TOTAL ONE-TIME COST - \$76,000

TOTAL ESTIMATED COST - \$359,263

Note: fringe benefit cost assumes the most expensive health insurance tier (family coverage) as a worst-case scenario for cost; actual cost could be less)

Requested Action from Board of Supervisors: Discuss and direct staff

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MEMORANDUM

To: Charles M. Culley Jr.
County Administrator

From: Joseph C. Schiebel
Director of Public Works/Utilities

Date: December 7, 2021



SUBJECT: Utility Construction Inspector and Construction Manager Positions

Utility Construction Inspector

Mr. Culley, as you are aware, Public Utility contrition inspection has increased drastically over the last 18 months. In years past, we have hired a utility inspection.

- Full-Time Inspector (1997 promoted Wastewater Maintenance Supervisor)
1994-1997 - Ladysmith Infrastructure Project
- Contract Inspector(s) – Construction Dinamic Group (CDG)
2000-2007 – Belmont, Ladysmith Village, Rt 1 Water Line, Dawn Wastewater project

In the Fall of 2020, we discussed utilizing contractual service for utility inspection versus hiring a full-time employee. Since that time, we have provided all inspections in-house. Unfortunately, this has caused other utility services to suffer as we do not have enough staff to cover the operations and the inspections. In August of this year, you allowed the Utility Construction Inspector position to be added to our planning calendar for a future board meeting. At the end of September, it was decided that we would schedule this request at the first

meeting in January. However, with the recent discussion with the Board, this has been moved up a month to December.

Public Utilities is allowed to recover the cost of the inspections from the developer. We have documented 1,766 man-hours for utility construction inspections and have recovered nearly \$30,000 last year. It is important to note that utility inspections are entirely different than building inspections. Unlike a building inspection, the builder can schedule an inspection for the next day. Utility line work is constantly being backfilled; as such, inspectors need to spend a lot of time on-site inspecting the construction. All of the infrastructure being installed will become the property of Caroline County

Public Utilities has not been able to monitor the utility inspection as we would like and can only spot check the projects daily and hope the contractor continues to perform the work satisfactorily. There are specific times that staff will be on-site for extended periods. Pressure testing water and sewer lines, vacuum testing manholes, and cameraing sewer lines.

Public Utility inspections have become very demanding on our workload abilities. Subdivision infrastructure development in Brookwood, Pendleton, Ladysmith Village, South River, and new home connections have seen an increase in over one hundred new connections. Add to that the commercial projects under construction, in design, or in the planning stages over the next two years; additionally, we have twenty million dollars worth of wastewater conveyance lines and pump station work between Ladysmith and the WWTP that will take place over the next four to five years.

Public Utilities is now requesting a full-time Utility Construction Inspector. A job description was developed.

The annual cost of this position is as follows:

- \$52,000 Salary (Grade 18 - \$44,608.18 – 71,021.99)
- \$18,200 Benefits
- \$ 650 Uniforms/Safety Equipment
- \$ 3,500 Vehicle Fuel
- \$ 950 Cell Phone
- \$75,300 Total annual expence

As this position is being filled mid-year, these expenses can be slipt in half. In addition, a one-time expense for a vehicle will also be required in the amount of \$38,000.

Therefore the total amount required for FY-22 for the Utility Construction inspector is **\$75,650**.

Public Works Construction Manager

At the Board's request, staff has created a job description, and a salary scoring key was completed. This is a professional position that would perform complex administrative and technical tasks related to construction and would ensure compliance with contract terms, construction plans, building codes, and state and federal regulations for County projects. It is staff's belief that a full-time construction manager could help the County save money on construction projects, accelerate the implementation and completion of construction projects, and avoid most common problems related to a lack of oversight on large scale endeavors. For example, this position would manage the following current and proposed projects.

- Administration Building Addition
- New Carmel Church Fire Station
- New Sparta Fire Station
- New Ladysmith Convenience Site
- School projects as assigned by the Board

In the absence of larger scale projects, this position would assist in completing smaller projects within the department. Recent examples include:

- Generator installation at County Administration Building, Sheriffs Office, Fire and Rescue, and the Courthouse/911 center
- Energy Performance Contract
- Emergency Door installation at Economic and Development
- Boiler Replacement Admin
- Boiler Replacement CSC
- Chiller Replacement CSC
- CSC Roof replacement (over Social Services)
- Parking lot paving, CSC, Sparta Site, Dawn Site, Courthouse
- Tennis Court renovations
- Park restroom renovation
- Installation of the ADA doors at Admin, RAAA, and Social Services
- Stormwater drains and paving County Administration Building
- Ladysmith Vol Fire Department Renovations
- Animal Shelter Kennel Replacement
- Animal Shelter Office Replacement
- Middle School gym floor replacement
- Circuit Courthouse rubber roof replacement
- Paving of Park basketball courts
- Contract Painting Circuit Courthouse exterior
- Contract Painting interior District Courthouse
- Elevator replacement Circuit Courthouse

The cost of this position is as follows:

\$75,000 Salary (Grade 24 - \$59,485.17-95,176.26)

\$26,250 Benefits

\$ 650 Uniforms/Safety Equipment

\$ 3,500 Vehicle Fuel

\$ 950 Cell Phone

\$106,350 Total annual expence

As this position is being filled mid-year, these expenses can be slipt in half. In addition, a one-time expense for a vehicle will also be required in the amount of \$38,000.

Therefore the total amount required for FY-22 for the Public Works Construction manager is **\$91,175**.

Therefore the total amount required in FY-22 for these two positions is \$166,825 and will require the Board of Supervisors to appropriate these funds from the unencumbered fund balance. Beyond FY-22, the combined annual cost for both positions is approximately \$181,650.

Attached:

Job Descriptions

Caroline County Position Description

Construction Manager

Created:

December 2021

General Description:

This is a professional position. The incumbent performs complex administrative and technical tasks related to construction that ensure compliance with contract terms, construction plans, building codes, state and federal regulations for County projects.

Organization:

Reports to Public Works/Utilities Director or His/Her designee. Does not supervise any staff.

Essential Functions:

The list of essential functions as outlined is intended to be representative of the tasks performed with this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- ◆ Participates in the preparation and review of specifications, plans, cost estimates, contracts, and reports
- ◆ Serves as project manager for assigned projects
- ◆ Coordinates meetings with designers, other agencies, officials, and contractors that interface the work.
- ◆ Reviews site plans and construction plans for compliance with requirements
- ◆ Prepares reports, documents, and letters as needed.
- ◆ Identifies and resolves construction problems.
- ◆ Keeps accurate daily notes, records and makes reports on materials and workmanship entering into construction by maintaining records of time, materials, works, and significant events
- ◆ Maintains a record of field changes for incorporation into recorded drawings.
- ◆ Coordinates with the public, contractors, and others during construction to ensure minimum field-related construction problems.
- ◆ Lays out and checks lines and levels
- ◆ Monitors contractors compliance with contract documents
- ◆ Reviews and verifies payment requests by contractors and special services.
- ◆ Keeps a diary of important conditions and happenings during the progress of the projects
- ◆ Performs other related duties as assigned

Working Conditions:

A. Hazards

- May be exposed to chemicals, dust, fumes, noise, wastewater, vibrations, and repetitiveness

B. Environment

- 40% - Office
- 60% - Field

- The worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibrations, atmospheric conditions, and working with hazardous chemicals and/or toxic substances.

C. Physical Effort

- Intermittent lifting of objects of approximately 50 (fifty) lbs
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data
- Visual inspection involving small defects and/or small parts at or within arm's length
- May require climbing ladders and scale rough terrain
- Must travel to project sites to perform essential functions.

D. FLSA

- Non-Exempt

Knowledge, Skills, and Abilities:

- Ability to work effectively and independently with minimal direction or guidance
- Ability to communicate effectively orally and written
- Requires extensive knowledge of modern building construction practices, methods, materials, equipment, and engineering principles
- Extensive knowledge of construction codes and related reference standards required
- Must have the ability to evaluate work in progress and to establish and maintain cooperative relationships with contractors, County officials, and the general public.
- Working knowledge of soil compaction and mechanics; grading and paving; installing rebar, placing, finishing, and curing concrete; defects in fasteners and hardware; preparing surfaces and applying paint and other finishes; structural steel assembly and welding.
- The ability to detect poor materials and workmanship, use hand tools and measuring devices; lift and move heavy objects, read and interpret construction drawings and specifications and detect deviations by testing and inspection
- Communicate clearly orally and in writing; maintain calm, analyze situations accurately and take effective action in stressful situations.
- Basic computer competency required
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Education, Experience, and Training:

Bachelor's degree (preferably in engineering, architecture, or building construction) required with at least seven (7) years of related experience, including progressive supervisory experience – OR – Any equivalent combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills, and abilities is acceptable.

Special Conditions:

- Essential Employee
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule, including callbacks

Caroline County Position Description

Utility Construction Inspector

Created:

December 2021

General Description:

This is a technical position. The incumbent performs technical tasks to ensure compliance with Caroline County Utility Design Standards and Specification, Water and Sewer Construction Plans, regulatory requirements, and project contract documents.

Organization:

Reports to Public Utilities Superintendent and supervises no staff

Essential Functions:

The list of essential functions as outlined is intended to be representative of the tasks performed with this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- ◆ Inspects mains, structures, and other infrastructure during construction for conformance with Department standards and project documents
- ◆ Makes detailed continuous inspections of infrastructure projects in the process of construction or alterations
- ◆ Identifies and resolves construction problems.
- ◆ Observes pressure and vacuum testing of water and sewer infrastructure
- ◆ Reviews camera inspections to ensure compliance
- ◆ Keeps accurate daily notes, records and makes reports on materials and workmanship entering into construction by maintaining records of time, materials, works, and significant events
- ◆ Maintains a record of field changes for incorporation into recorded drawings.
- ◆ Coordinates with the public, contractors, and others during construction to ensure minimum field-related construction problems.
- ◆ Lays out and checks lines and levels
- ◆ Locates mains, manholes, valves, laterals, and other appurtenances
- ◆ Monitors contractors compliance with contract documents, utility requirements, and regulatory agencies
- ◆ Coordinates meetings with designers, operation staff, other agencies, officials, and contractors that interface the work.
- ◆ Reviews and verifies payment requests by contractors and special services.
- ◆ Keeps a diary of important conditions and happenings during the progress of the projects
- ◆ Performs other related duties as assigned

Working Conditions:

A. Hazards

- May be exposed to chemicals, dust, fumes, noise, wastewater, vibrations, and repetitiveness

B. Environment

- 20% - Office
- 80% - Field
 - The worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibrations, atmospheric conditions, and working with hazardous chemicals and/or toxic substances.
-

C. Physical Effort

- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data
- Visual inspection involving small defects and/or small parts at or within arm's length
- May require climbing ladders, and scale rough terrain
- Must travel to project sites to perform essential functions.

D. FLSA

- Non-Exempt

Knowledge, Skills, and Abilities:

- Ability to work effectively and independently with minimal direction or guidance
- Ability to communicate effectively orally and written
- Requires thorough knowledge of the principles, practices, methods, materials, and equipment used in constructing sewer and waterworks methods.
- Working knowledge of soil compaction and mechanics; grading and paving; installing rebar, placing, finishing, and curing concrete; defects in fasteners and hardware; preparing surfaces and applying paint and other finishes; structural steel assembly and welding.
- The ability to detect poor materials and workmanship, use hand tools and measuring devices; lift and move heavy objects, read and interpret construction drawings and specifications and detect deviations by testing and inspection
- Communicate clearly orally and in writing; maintain calm, analyze situations accurately and take effective action in stressful situations.
- Ability to establish and maintain a positive and cooperative working relationship with all parties in the development and construction process.
- Basic computer competency required
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Education, Experience, and Training:

High school diploma or equivalent supplemented with training in inspection & testing procedures required and five (5) years of related experience – OR – Any equivalent combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Essential Employee
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule

COMBINATION PLANNING/BUILDING PLANS REVIEWER

GENERAL STATEMENT OF DUTIES

Under general supervision, performs technical and skilled plans review in the Building Department. Work involves enforcement of compliance with adopted codes governing specified trade area expertise. Work involves review of all plans for a variety of building, electrical systems, plumbing, mechanical, fire alarms and fire sprinkler installations for quality workmanship, materials and safety preventions. Duties also involve interpreting, applying, and enforcing of rules and regulations relating to the approved submittal of plans for the construction of new single family dwellings and/or commercial structures. Employee must perform a total review of plans and specifications for proposed installation to ensure all applicable codes and ordinances will be followed. Employee must exercise independent judgement in applying these standards to a variety of submittals. Employee must also exercise considerable tact, courtesy and firmness in dealing with property owners, contractors and the general public. Reports to the Building Official [and/or Director of Planning and Community Development as appropriate](#).

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS

[Reviews subdivision plat/plan, site plan, rezoning, Special Exception Permit applications and construction plans. Prepares written plan review reports and approves or disapproves submittals. Coordinates with federal, state and county departments and agencies in reviewing applications.](#)

Reviews mechanical, plumbing, framing, electrical systems, fire alarm and fire sprinklers of single family/commercial structures; reviews newly submitted [zoning and building permits](#) along with plans, specifications, and site plans; assists and advises contractors, [engineers, developers](#) and others regarding pertinent regulations.

Reviews new and existing single family dwellings/commercial structure plans for conformance with [zoning regulations](#), safety standards, codes and ordinances; reviews manufactured homes and industrialized structures for adherence to applicable codes, [including zoning](#). Prepares written plan review reports and approves or disapproves submittals.

Enforces state and local building codes; issue plan review comments to permit applicants as necessary to obtain approval of plans submitted.

Researches materials/products on submittals with regard to being listed and or labeled for the intended use.

Testifies in court when violations of compliancy may arise.

Receives a variety of inquiries, provides information or directs inquires to appropriate personnel.

Maintains all necessary reports and records pertaining to review and approval of residential and commercial [building and site plan](#) submittals.

Attends and participates in meetings, prepares correspondence; work and interact with engineers/architects, contractors, material suppliers, and the general public to advise them of code changes and submittal differences and/or approval.

Reviews and studies Virginia Uniform Statewide Building Code (VUSBC), National Electrical Code (NEC), ~~and~~ National Fire Protection Association (NFPA) regulations, [County zoning, subdivision and environmental regulations](#), as well as other ~~county~~ [applicable](#) codes and ordinances to stay current of changes in trade areas of expertise: completes necessary classes to maintain required plans reviewer certifications.

Attends code update training as mandated by the Virginia Department of Housing and Community Development and other relative training as directed by the Building Official [and/or Director of Planning and Community Development](#).

Compose and type material, which requires use of a variety of formats for preparing correspondence, reports, memos, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar.

Answers telephone; receives inquires and provides information in a timely manner. Provides in person assistance with walk-in applicants at the office counter.

Provides emergency response for damage assessment when required.

Performs related duties as directed by the Building Official [and/or Director of Planning and Community Development](#).

WORKING CONDITIONS

- A. Hazards
 - * Potential danger around construction sites
- B. Environment
 - * Office and field in occasional adverse conditions
- C. Physical Requirements
 - * Driving, walking, crawling, and climbing are necessary to perform assigned duties

KNOWLEDGE, SKILLS AND ABILITIES

Possess considerable knowledge of modern electrical, building, plumbing, mechanical, and fire safety, features common to single family/commercial construction practices, materials and equipment in the various stages of construction and review of the proposed design to ensure compliance with adopted codes. Has considerable knowledge of the state and local ordinances and codes administered through the county, [including zoning and subdivision regulations and processes](#). Has a general knowledge of the geographical layout of the County. Has considerable knowledge of the approved methods and practices involved in the installation, construction, repair and maintenance of a variety prescribed referenced standards. Able to deal tactfully and firmly with contractors, property owners and the general public. Able to physically maneuver on ladders, scaffolding, structural members and in cramped quarters to accomplish thorough reviews. Effective oral and written communication skills required.

EDUCATION, EXPERIENCE AND TRAINING

High school graduate supplemented by technical/vocational courses in building construction and code compliance; certification as residential and commercial plans reviewer, [certified zoning official](#), ability to obtain, and five plus years' experience in construction work or inspections; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Other certifications as deemed necessary.

SPECIAL CONDITIONS

- Valid Commonwealth of Virginia Driver's License
- Six-month probationary period
- Certification in accordance with Department of Housing and Community Development within one (1) year of employment/appointment for Plans Review Residential/Commercial
- Work beyond normal schedule, including callbacks and meetings

Fair Labor Standards Act Status – Non-exempt