NEW CASTLE COUNTY COUNCIL
ADMINISTRATIVE-FINANCE COMMITTEE MEETING

Co-Chair George Smiley, Seventh District
Co-Chair John Cartier, Eighth District

January 14, 2025
4:00 PM

VIRTUAL ZOOM WEBINAR MEETING &**
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801

AGENDA

A. Call To Order/Roll Call

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

D. Review/Discussion of Ordinance(s)

°24-179: TO AMEND THE PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND TO ADOPT NEW AND AMEND CLASS SPECIFICATIONS FOR LAND USE LICENSING RELATED POSITIONS
Prime Sponsor(s): Ms. Williams-Johns

°24-180: AMEND THE GRANTS BUDGET: APPROPRIATING BUDGET FOR A DONATION OF LAND FROM PAR 1, INC. AND A DONATION FROM VERINO PETTINARO IN THE AMOUNT OF $70,000 TO BE USED FOR MAINTENANCE COSTS
Prime Sponsor(s): Mr. Sheldon, Mr. Carter

E. New Castle County Grant Requests/Community Events

F. Expense and Revenue Round Table

G. Other

H. Public Comment

I. Adjournment

AGENDA POSTED: January 7, 2025

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

**Under Title 29, Section 10006A of *Delaware Code*, New Castle County Council is holding this meeting as a telephone and video conference, utilizing zoom Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : https://zoom.us/j/377322142 You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at https://www.nccde.org/2351/Agendas-and-Minutes Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

Primary Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of Introduction: December 10, 2024

ORDINANCE NO. 24-179

TO AMEND THE PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND TO ADOPT NEW AND AMEND CLASS SPECIFICATIONS FOR LAND USE LICENSING RELATED POSITIONS

WHEREAS, the Department of Land Use has determined that it is necessary to make organizational changes to operate most effectively and to continue to deliver high quality customer service to the residents and businesses of New Castle County;

WHEREAS, the Department of Land Use has determined the class specifications for Building and Site Inspector and Plan Examiner need to be changed from a Pay Grade 20 to Pay Grade 21 (Exhibits “E-G”) to reflect the work currently being performed; and

WHEREAS, the Department of Land Use has submitted a new class specification for a Senior Certified Building and Site Inspector (Exhibit “A”), Pay Grade 25 (Exhibits “E-G”), that requires at least five (5) years of experience as a Certified Building and Site Inspector with New Castle County, and the two (2) most current annual performance evaluations must be rated with an overall performance rating of satisfactory or above; and

WHEREAS, the Department of Land Use has submitted a new class specification for a Senior Certified Plan Examiner (Exhibit “B”), Pay Grade 25 (Exhibits “E-G”), that requires at least five (5) years of experience as a Certified Plan Examiner with New Castle County, and the two (2) most current annual performance evaluations must be rated with an overall performance rating of satisfactory or above; and

WHEREAS, the Department of Land Use has submitted a new class specification for a Plumbing and Mechanical Plan Examiner (Exhibit “C”), Pay Grade 21 (Exhibits “E-G”), that requires completion of a four-year apprenticeship program or equivalent work experience at a skilled level in the plumbing or HVAC field or two years of work experience at a skilled level in the plumbing or HVAC field and two years of college course work involving drafting work and interpretation of construction drawings; or equivalent experience, education or training directly related to the required knowledge, skills and abilities; and

WHEREAS, the Department of Land Use has submitted a new class specification for a Senior Certified Plumbing and Mechanical Plan Examiner (Exhibit “D”), Pay Grade 25 (Exhibits “E-G”), that requires at least five (5) years of experience as a Certified Plumbing and Mechanical Plan Examiner with New Castle County, and the two (2) most current annual performance evaluations must be rated with an overall performance rating of satisfactory or above; and

WHEREAS, in accordance with *New Castle County* Code Section 26.03.103, the Human Resources Advisory Board (HRAB) at their meeting on November 7, 2024, reviewed and recommended the new and amended class specifications and respective changes to pay plans for these Land Use Licensing related positions; and

WHEREAS, the Acting Chief Human Resources Officer concurs with the recommendation of the Human Resources Advisory Board.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The new Class Specifications for Senior Certified Building and Site Inspector, Senior Certified Plan Examiner, Plumbing and Mechanical Plan Examiner and Senior Certified Plumbing and Mechanical Plan Examiner are adopted as set forth in Exhibit “A-D”.

Section 2. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2024 through June 30, 2025 as set forth in Exhibit “E”, is hereby amended by adding the material that is underscored and deleting the material that is stricken.

Section 3. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2025 through June 30, 2026 as set forth in Exhibit “F”, is hereby amended by adding the material that is underscored and deleting the material that is stricken.

Section 4. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607, effective July 1, 2026 as set forth in Exhibit “G”, is hereby amended by adding the material that is underscored and deleting the material that is stricken.

Section 5. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* § 1156.

Adopted by County Council of
New Castle County on:

_____
Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

_____

County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, amends or creates the class specifications for Classified Service 35-Hour Workweek Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607 and updates the pay plans as follows:

- Amends class specification of Building and Site Inspector (Pay Grade from 20 to Pay Grade 21)
- Creates class specification for Senior Certified Building and Site Inspector (Pay Grade 25)
- Amends class specification of Plan Examiner (Pay Grade from 20 to Pay Grade 21)
- Creates class specification for Senior Certified Plan Examiner (Pay Grade 25)
- Creates class specification for Plumbing and Mechanical Plan Examiner (Pay Grade 21)
- Creates class specification for Senior Certified Plumbing and Mechanical Plan Examiner (Pay Grade 25)

The HRAB reviewed and recommended the amendments and additions on November 7, 2024, and the Chief Human Resource Officer concurs with recommendations of the HRAB.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grades for the position titles of Building and Site Inspector and Plan Examiner from Pay Grade 20 to Pay Grade 21 on the Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607. All other changes are creating new classifications.

There are currently three filled positions with the title of Building and Site Inspector and three filled positions with the title of Plan Examiner. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the six employees currently in these positions is $11,096 in FY2025, $25,237 in FY2026 and $27,166 in FY2027.

EXHIBIT A

NEW CASTLE COUNTY GOVERNMENT

CLASS SPECIFICATION

	Number XXXX
	Page 1 of 3
	Date DRAFT
Title: SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	**Approved:** CHRO Signature here

GENERAL STATEMENT OF DUTIES: Inspects all building activity to assure compliance with all New Castle County Codes relating to construction; performs basic assessment work and performs lines and grades inspections specific to the lot; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for inspecting permitted construction projects to assure conformance with a variety of codes such as the building code, plumbing code, mechanical code, safety code, State of Delaware drainage code, and other related codes. This employee is also responsible for inspections of on-site grading and drainage, erosion/sediment controls, storm water stormwater management, assessment valuations, and related work. An employee i n this class may serve as a trainer to new hires, perform quality audits, and provide peer-to-peer assistance on challenging cases and inspections. This employee exercises independent judgement, initiative, and discretion and must keep abreast of new technical developments and engineered systems in the construction field. Depending upon the needs of the department, this employee may be required to work extended hours such as early mornings, nights, and weekends. This employee deals with confidential matters and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Performs field inspections on all categories of permitted activities to assure compliance with all appropriate New Castle County Codes;
- Consults with architects, builders, job superintendents, tradespeople, and others on construction practices and code applications;
- Makes final inspections of permitted construction and lines and grades to ensure that all necessary inspections have been completed satisfactorily to allow the issuance of the Certificate of Occupancy;
- Provides training to newly hired Inspectors;
- Assist management by providing peer-to-peer assistance in the field on cases and inspections;
- Performs regular field audits of construction-related activities to ensure compliance with approved plans, codes, and policies;
- Inspects for evidence of unpermitted building activity, initiates action to achieve conformance with codes and reports non-conformance;
- Maintains current knowledge of technical developments and engineered systems in the construction field;
- Inspects grading of building lots in developments, private lots, and commercial sites to assure compliance with approved plans and specifications and erosion/sediment control;
- Maintains a daily log of all work performed;

EXHIBIT A

NEW CASTLE COUNTY GOVERNMENT	Number XXXX
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CLASS SPECIFICATION	Date DRAFT
Title: SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	**Approved:**

- Posts "Stop Work" Orders in accordance with policies and procedures;
- Investigates complaints and violations alleging code infractions and/or safety issues relating to the occupancy or use of a structure;
- Maintains records and makes reports as required;
- Prepares data on code violations for use in legal cases and testifies in court, when necessary;
- Reviews plans on the job site;
- Examines property and measures the structures to verify information contained in plans and specifications and files the required reports concerning finished areas and the dimensions of the structure for assessment purposes;
- Performs emergency response activities resulting from natural disasters and vehicle damage;
- Prepares appraisals of the true market value of real property us1;,,g1 appraisal guidelines and practices; V
- Follows up on code violations to ensure correction and compliance;
- Promotes an ongoing attitude of dedication to excellent public service to ensure that internal and external customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of construction principles, techniques and practices; thorough knowledge of codes and ordinances relating to construction; ability to perform inspections of permitted activities to assure conformance with appropriate codes; ability to read and interpret plans, specifications and blueprints; ability to maintain current knowledge of technical developments in the construction field by maintaining the required International Code Council (ICC) certifications; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective and courteous relations with builders, contractors and the public; ability to maintain accurate records; excellent ethical standards; integrity.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three (3) years' experience in construction work in a skilled trade and possession of a high school diploma or GED; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills and abilities. Additionally, for promotion to Senior Certified Building and Site Inspector, at least five (5) years of experience as a Certified Building and Site Inspector with New Castle County, and the two (2) most current annual performance evaluations must be rated with an overall performance rating of satisfactory or above. Any record of discipline that resulted in a suspension during the twelve (12) months preceding the application for promotion shall be reviewed to determine eligibility for promotion.

EXHIBIT A

NEW CASTLE COUNTY GOVERNMENT	**Number** XXXX
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CLASS SPECIFICATION	**Date** DRAFT
Title: SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	**Approved:** CHRO Signature here

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent; and successful completion of five (5) of the necessary ICC examinations. All costs associated with ICC examinations, verification and subsequent maintenance of current status in such examination areas shall be borne by the employee or applicant, unless specifically outlined in the collective bargaining agreement.

REQUIRED DISCIPLINES	ICC
Residential Building Inspector	B1;
Commercial Building Inspector	B2;
Commercial Mechanical Inspector	M2;
Commercial Plumbing Inspector	P2; and
Residential Energy Inspector/Plans Examiner	79;
or Accessibility Inspector/Plans Examiner	21;
or Building Plans Examiner	B3

HISTORY OF REVISIONS:
Established: --/--/--

EXHIBIT B

NEW CASTLE COUNTY GOVERNMENT	**Number** XXXX
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CLASS SPECIFICATION	**Date** DRAFT
Title: SENIOR CERTIFIED PLAN EXAMINER	**Approved:** CHRO Signature here

GENERAL STATEMENT OF DUTIES: Reviews construction drawings and plans to ensure compliance with all New Castle County codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class examines prints and plans for construction projects throughout the County before a building permit is issued to assure that the plans adhere to all New Castle County codes relating to construction. This employee determines whether the proposed construction is a permitted use in the zoning classification and ensures that all other required permits have been obtained prior to issuing the permit. When technical problems are evident in plans, this employee advises architects, engineers, construction managers, other professionals, and the applicant as to the proper method and materials to use to meet code requirements. This employee must keep abreast of new technical developments and engineered systems in the construction field. When technical problems arise pertaining to construction, the employee makes field inspections to ensure compliance with approved plans. An employee in this class may serve as a trainer to new hires, perform quality audits, and provide peer-to-peer assistance on challenging permit-related matters. Depending upon the needs of the department, the employee may be required to work extended hours such as early mornings, nights, and weekends. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Reviews and approves construction plans to assure compliance with codes relating to exits, structural members, fireproofing, occupancy, fire protection, and others;
- Refers to engineering tables to check the adequacy of proposed load bearing members in a structure; Interprets and provides information and answers pertaining to New Castle County codes relating to construction and explains the code to permit applicants;
- Maintains current knowledge of technical developments and engineered systems in the construction field;
- Calculates and estimates valuation of proposed construction for permit fees and processes applications for permits;
- Makes recommendations on code-related issues such as code amendments, variances, modifications, and enforcement actions;
- Coordinates with outside regulatory agencies to ensure that various approvals required for construction projects are obtained;
- Meets with architects, engineers, contractors, and homeowners to review and solve problems with construction plans as they relate to code conformance and represents New Castle County at community meetings;
- Maintains a daily log of all work reviewed;
- Maintains records and prepares plan review reports;
- May instruct and train other staff members in subjects such as plan review, blueprint reading, and other specific topics as requested;

EXHIBIT B

NEW CASTLE COUNTY GOVERNMENT	Number XXXX
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CLASS SPECIFICATION	Date DRAFT
Title: SENIOR CERTIFIED PLAN EXAMINER	**Approved:**

- Assists both walk-in and electronic submission customers as needed with regard to questions, permits, and other related work;
- Assist management by providing peer-to-peer assistance in the office on permit-related work;
- Performs regular plan review audits of construction drawings and documents to ensure compliance with approved plans, codes, and policies;
- Reviews and approves lines and grades for swimming pools, garages, accessory buildings, and additions;
- May administer a licensing program for building contractors and new homebuilders which includes the review of credentials for new applications for licenses and preparing, scheduling, monitoring;
- Works with Code Enforcement to provide code interpretations and resolve problems relating to code violations and unpermitted activity;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of building construction and alterations; thorough knowledge of the techniques and principles of reading and interpreting plans, specifications, and blueprints accurately; good knowledge of codes and ordinances relating to construction; ability to perform mathematical calculations necessary to compute estimated valuation of building projects; ability to use appropriate engineering tables to verify the adequacy of proposed load bearing members in structures; ability to maintain current knowledge of technical developments in the construction field; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with government officials, professional associates, architects, engineers, contractors, homeowners, agencies, other employees, subordinates, and the public; ability to maintain accurate records and to prepare related reports.

MINIMUM QUALIFICATIONS: At least three (3) years' experience in construction work in a skilled trade and completion of two (2) years of college course work involving drafting work and interpretation of construction drawings or related field; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills, and abilities. Additionally, for promotion to Senior Certified Plan Examiner, at least five (5) years of experience as a Certified Plan Examiner with New Castle County, and the two (2) most current annual performance evaluations must be rated with an overall performance rating of satisfactory or above. Any record of discipline that resulted in a suspension during the twelve (12) months preceding the application for promotion shall be reviewed to determine eligibility for promotion.

EXHIBIT B

NEW CASTLE COUNTY GOVERNMENT	**Number** XXXX
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CLASS SPECIFICATION	**Date** DRAFT
Title: SENIOR CERTIFIED PLAN EXAMINER	**Approved:**

ADDITIONAL REQUIREMENTS: Ability to pass a Class Ill County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent; verification of successful completion of two (2) of the necessary ICC examinations. All costs associated with ICC examinations, verification and subsequent maintenance of current status in such examination areas shall be borne by the employee or applicant, unless specifically outlined in the collective bargaining agreement.

REQUIRED DISCIPLINES	ICC
Building Plans Examiner	B3; and
Residential Energy Inspector/Plans Examiner	79; or
Accessibility Inspector/Plans Examiner	21

HISTORY OF REVISIONS:
Established: --/--/--

EXHIBIT C

NEW CASTLE COUNTY GOVERNMENT	**Number** XXXX
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CLASS SPECIFICATION	**Date** DRAFT
Title: PLUMBING AND MECHANICAL PLAN EXAMINER	**Approved:** CHRO Signature here

GENERAL STATEMENT OF DUTIES: Reviews construction drawings and plans with specific responsibility for plumbing, mechanical, and HVAC (heating, ventilation, and air conditioning) to assure compliance with all New Castle County codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class examines prints documents and plans for construction projects and plumbing and mechanical installations throughout the County before a building permit is issued to ensure that the plans adhere to all New Castle County codes relating to construction and plumbing and mechanical installations. This employee also determines whether the proposed construction is a permitted use in the zoning classification and meets all setback requirements. The employee reviews permit applications for completeness and ensures that all other required permits have been obtained prior to issuing the permit. When technical problems are evident in plans, the employee advises architects, engineers, construction managers, other professionals, and the applicant as to the proper methods and materials to use to meet code requirements. This employee must keep abreast of new technical developments and engineered systems in the construction field. When technical problems arise pertaining to construction and plumbing and mechanical installations, the employee makes field inspections to ensure compliance with approved plans. Depending upon the needs of the department, the employee may be required to work extended hours such as early mornings, nights, and weekends. This employee may deal with confidential matters and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Operates a personal computer, and other related equipment in the course of the work.
- Reviews and approves plans and permit applications for plumbing and/or HVAC work in accordance with all applicable codes;
- Reviews literature and publications concerning new equipment and techniques to ensure that equipment complies with all applicable codes and to maintain current knowledge of manufacturer installation instructions;
- Interprets and provides information and answers pertaining to New Castle County codes relating to plumbing and mechanical installations and explains the code to permit applicants;
- Maintains current knowledge of technical developments and engineered systems in the plumbing and mechanical fields;
- Plans and conducts training classes for plan review staff and inspection staff on new equipment and installation procedures and provides ongoing training as needed;
- Makes recommendations on code-related issues such as code amendments, variances, modifications, and enforcement actions;
- Calculates and estimates valuation of proposed construction for permit fees and processes applications for permits;

EXHIBIT C

NEW CASTLE COUNTY GOVERNMENT	**Number** XXXX
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CLASS SPECIFICATION	**Date** DRAFT
Title: PLUMBING AND MECHANICAL PLAN EXAMINER	**Approved:**

- Coordinates with outside regulatory agencies to ensure that various approvals required for construction projects are obtained;
- Meets with architects, engineers, contractors, and homeowners to review and solve problems with construction plans as they relate to code conformance and represents New Castle County at community meetings;
- Maintains a daily log of all work reviewed;
- Maintains records and prepares plan review reports;
- Assists both walk-in and electronic submission customers as needed with regard to questions, permits, and other related work;
- May instruct other staff members in subjects such as plan review, blueprint reading, and other specific topics as requested;
- Represents New Castle County on the Plumbing and Mechanical Code Technical Advisory Committee (PMC- TAC) and at other public meetings;
- Works with Code Enforcement to provide code interpretation and resolve problems relating to code violations and unpermitted activity;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of building construction and alterations and of Plumbing and Mechanical Codes, Chapter 6 of the County Code and Minimum Warranty Standards established for New Castle County; thorough knowledge of the techniques and principles of reading and interpreting plans, specifications, and blueprints accurately with specific knowledge of sanitary sewer, potable water supply, gas piping, HVAC and Manual "J" and "D" calculations; good knowledge of venting tables and ability to make heat load gain/loss calculations; good knowledge of codes and ordinances relating to construction; ability to perform mathematical calculations necessary to compute estimated valuation of building projects; ability to use appropriate engineering tables to verify the adequacy of proposed load bearing members in structures; ability to interpret and review plans for plumbing and HVAC; ability to read and calculate heat loads by means of Manual "J" and related information; ability to maintain current knowledge of technical developments in the construction, plumbing, and mechanical fields; ability to interpret legal codes and enforce code compliance with firmness, tact and impartiality; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with government officials, professional associates, architects, engineers, contractors, homeowners, agencies, other employees, and the public; ability to analyze data and draw valid conclusions; ability to maintain accurate records and to prepare related reports.

EXHIBIT C

NEW CASTLE COUNTY GOVERNMENT

CLASS SPECIFICATION

Number	XXXX
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Date	DRAFT
Approved:	

Title: PLUMBING AND MECHANICAL PLAN EXAMINER

MINIMUM QUALIFICATIONS: Completion of a four-year apprenticeship program or equivalent work experience at a skilled level in the plumbing or HVAC field; or two years of work experience at a skilled level in the plumbing or HVAC field and two years of college course work involving drafting work and interpretation of construction drawings; or equivalent experience, education or training directly related to the required
knowledge, skills and abilities.

ADDITIONAL QUALIFICATIONS: Possession of a valid Delaware Class D driver's license or its equivalent; verification of successful completion of one of all required following ICC and successful completion of necessary ICC examinations to meet all disciplines within one year of date of hire or promotion with maintenance of current status in all examination areas. (all costs associated with ICC examinations, verification and subsequent maintenance of current status in such examination areas shall be borne by the employee or applicant) unless specifically outlined in the collective bargaining agreement.

REQUIRED DISCIPLINES	ICC
Mechanical Plan Examiner	M3
Plumbing Plan Examiner	P3

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background

HISTORY OF REVISIONS:
Established: --/--/--

EXHIBIT D

NEW CASTLE COUNTY GOVERNMENT

CLASS SPECIFICATION

Number	XXXX
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Date	DRAFT

Title: SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER

Approved:
CHRO Signature here

GENERAL STATEMENT OF DUTIES: Reviews construction drawings and plans with specific responsibility for plumbing, mechanical, and HVAC (heating, ventilation, and air conditioning) to ensure compliance with all New Castle County codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class examines documents and plans for construction projects and plumbing and mechanical installations throughout the County before a building permit is issued to ensure that the plans adhere to all New Castle County codes relating to construction and plumbing and mechanical installations. This employee also determines whether the proposed construction is a permitted use in the zoning classification and meets all setback requirements. The employee reviews permit applications for completeness and ensures that all other required permits have been obtained prior to issuing the permit. When technical problems are evident in plans, the employee advises architects, engineers, construction managers, other professionals, and the applicant as to the proper methods and materials to use to meet code requirements. This employee must keep abreast of new technical developments and engineered systems in the construction field. When technical problems arise pertaining to construction and plumbing and mechanical installations, the employee makes field inspections to ensure compliance with approved plans. An employee in this class may serve as a trainer to new hires, perform quality audits, and provide peer-to-peer assistance on challenging permit-related matters. Depending upon the needs of the department, the employee may be required to work extended hours such as early mornings, nights, and weekends. This employee may deal with confidential matters and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Operates a personal computer, and other related equipment in the course of the work.
- Reviews and approves plans and permit applications for plumbing and/or HVAC work in accordance with all applicable codes;
- Reviews literature and publications concerning new equipment and techniques to ensure that equipment complies with all applicable codes and to maintain current knowledge of manufacturer installation instructions;
- Interprets and provides information and answers pertaining to New Castle County codes relating to plumbing and mechanical installations and explains the code to permit applicants;
- Maintains current knowledge of technical developments and engineered systems in the plumbing and mechanical fields;
- Plans and conducts training classes for plan review staff and inspection staff on new equipment and installation procedures and provides ongoing training as needed;
- Makes recommendations on code-related issues such as code amendments, variances, modifications, and enforcement actions;

EXHIBIT D

NEW CASTLE COUNTY GOVERNMENT	Number XXXX
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CLASS SPECIFICATION	Date DRAFT
Title: SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	**Approved:**

- Calculates and estimates valuation of proposed construction for permit fees and processes applications for permits;
- Coordinates with outside regulatory agencies to ensure that various approvals required for construction projects are obtained;
- Meets with architects, engineers, contractors, and homeowners to review and solve problems with construction plans as they relate to code conformance and represents New Castle County at community meetings;
- Maintains a daily log of all work reviewed;
- Maintains records and prepares plan review reports;
- Assists both walk-in and electronic submission customers as needed with regard to questions, permits, and other related work;
- Assist management by providing peer-to-peer assistance in the office on permit-related work;
- Performs regular plan review audits of construction drawings and documents to ensure compliance with approved plans, codes, and policies;
- May instruct and train other staff members in subjects such as plan review, blueprint reading, and other specific topics as requested;
- Represents New Castle County on the Plumbing and Mechanical Code Technical Advisory Committee (PMC -TAC) and at other public meetings;
- Administers the licensing program for plumbing and HVAC contractors which includes the review of credentials for new applications for HVAC licenses and preparing, scheduling, monitoring, and grading examinations;
- Works with Code Enforcement to provide code interpretation and resolve problems relating to code violations and unpermitted activity;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of building construction and alterations and of Plumbing and Mechanical Codes, Chapter 6 of the County Code and Minimum Warranty Standards established for New Castle County; thorough knowledge of the techniques and principles of reading and interpreting plans, specifications, and blueprints accurately with specific knowledge of sanitary sewer, potable water supply, gas piping, HVAC and Manual "J" and "D" calculations; good knowledge of venting tables and ability to make heat load gain/loss calculations; good knowledge of codes and ordinances relating to construction; ability to perform mathematical calculations necessary to compute estimated valuation of building projects; ability to use appropriate engineering tables to verify the adequacy of proposed load bearing members in structures; ability to interpret and review plans for plumbing

EXHIBIT D

NEW CASTLE COUNTY GOVERNMENT	Number XXXX
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CLASS SPECIFICATION	Date DRAFT
Title: SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	**Approved:**

and HVAC; ability to read and calculate heat loads by means of Manual "J" and related information; ability to maintain current knowledge of technical developments in the construction, plumbing, and mechanical fields; ability to interpret legal codes and enforce code compliance with firmness, tact and impartiality; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with government officials, professional associates, architects, engineers, contractors, homeowners, agencies, other employees, and the public; ability to analyze data and draw valid conclusions; ability to maintain accurate records and to prepare related reports.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a four-year apprenticeship program or equivalent work experience at a skilled level in the plumbing or HVAC field; or two years of work experience at a skilled level in the plumbing or HVAC field and two years of college course work involving drafting work and interpretation of construction drawings; or equivalent experience, education or training directly related to the required knowledge, skills and abilities. Additionally, for promotion to Senior Certified Plumbing and Mechanical Plan Examiner, at least five (5) years of experience as a Certified Plumbing and Mechanical Plan Examiner with New Castle County, and the two (2) most current annual performance evaluations must be rated with an overall performance rating of satisfactory or above. Any record of discipline that resulted in a suspension during the twelve (12) months preceding the application for promotion shall be reviewed to determine eligibility for promotion.

ADDITIONAL REQUIREMENTS: Ability to Must pass a Class Ill County physical examination and a background check. Possession of a valid Delaware Class D driver's license or its equivalent; verification of successful completion of three (3) of the necessary ICC examinations. All costs associated with ICC examinations, verification and subsequent maintenance of current status in such examination areas shall be borne by the employee or applicant, unless specifically outlined in the collective bargaining agreement.

REQUIRED DISCIPLINES	ICC
Mechanical Plan Examiner	M3;
Plumbing Plan Examiner	P3 and
Accessibility Inspector/Plans Examiner	21

HISTORY OF REVISIONS:
Established: --/--/--

EXHIBIT E

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
CLERK	12	28,739	30,175	31,684	33,267	34,928	36,676	38,509	40,434	42,457	44,580	46,810
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	31,684	33,267	34,928	36,676	38,509	40,434	42,457	44,580	46,809	49,149	51,607
AUTOMOTIVE PARTS CLERK	14											
CLERK TYPIST	14											
COMPUTER OPERATOR I	14											
JUNIOR ADMINISTRATIVE AIDE	14											
KEY OPERATOR	14											
MICROFILM TECHNICIAN	14											
PUBLIC SAFETY AIDE	14											
ACCOUNT CLERK I	15	33,267	34,928	36,676	38,509	40,434	42,457	44,580	46,809	49,149	51,608	54,188
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	34,928	36,676	38,509	40,434	42,457	44,580	46,809	49,149	51,608	54,189	56,898
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	36,676	38,509	40,434	42,457	44,580	46,809	49,149	51,608	54,189	56,899	59,744
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	38,509	40,434	42,457	44,580	46,809	49,149	51,608	54,189	56,899	59,743	62,730
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	40,434	42,457	44,580	46,809	49,149	51,608	54,189	56,899	59,743	62,730	65,867
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
~~BUILDING AND SITE INSPECTOR~~	~~20~~	42,457	44,580	46,809	49,149	51,608	54,189	56,899	59,743	62,730	65,868	69,161
CERTIFIED ASSESSOR I	20											
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20											
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20											
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20											
DELINQUENT ACCOUNT COLLECTOR	20											
DEPUTY II	20											
DRAFTING TECHNICIAN II	20											
GRAPHIC ARTS DESIGNER II	20											
HOUSING PROGRAM ASSISTANT	20											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
~~PLAN EXAMINER~~	~~20~~											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											

EXHIBIT E

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ASSISTANT PROCUREMENT AGENT	21	44,580	46,809	49,149	51,608	54,189	56,899	59,743	62,730	65,868	69,161	72,619
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											
ACCOUNTANT I	22	46,809	49,149	51,608	54,189	56,899	59,743	62,730	65,868	69,161	72,621	76,253
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	49,149	51,608	54,189	56,899	59,743	62,730	65,868	69,161	72,621	76,251	80,064
CENTRAL RECEIVING SUPERVISOR	23											
CENTRAL SERVICES TECHNICIAN	23											
CERTIFIED ASSESSOR II	23											
CERTIFIED BUILDING AND SITE INSPECTOR	23											
CERTIFIED PLAN EXAMINER	23											
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23											
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23											
COMPLAINTS SPECIALIST	23											
CONSTRUCTION INSPECTION SUPERVISOR	23											
EQUESTRIAN PROGRAM COORDINATOR	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	51,608	54,189	56,899	59,743	62,730	65,868	69,161	72,621	76,251	80,064	84,067
CUSTOMER SERVICES SPECIALIST	24											
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24											
PUBLIC WORKS CONTRACTS OFFICER	24											
SCHOOL CROSSING GUARD SUPERVISOR	24											
SITE INSPECTIONS SUPERVISOR	24											
STAFF ENGINEER	24											
ACCOUNTANT II	25	54,189	56,899	59,743	62,730	65,868	69,161	72,621	76,251	80,064	84,065	88,269
CHIEF CONSTRUCTION INSPECTOR	25											
CHIEF FIELD SUPERVISOR	25											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
CIVIL ENGINEER I	26	56,899	59,743	62,730	65,868	69,161	72,621	76,251	80,064	84,065	88,270	92,684
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	62,730	65,868	69,161	72,621	76,251	80,064	84,065	88,270	92,683	97,317	102,182
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF FACILITY MAINTENANCE	30	69,161	72,621	76,251	80,064	84,065	88,270	92,683	97,317	102,184	107,295	112,660
CHIEF OF PROJECT MANAGEMENT	30											
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	76,251	80,064	84,065	88,270	92,683	97,317	102,184	107,295	112,660	118,292	124,206
CHIEF OF SITE MANAGEMENT	32											

Effective: 07/01/2024 (Ordinance 24-089)
Revised: xx/xx/2024 (Ordinance 24-xxx)

Includes changes approved at 10/3/2024 HRAB meeting but still pending Council approval.

EXHIBIT F

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
CLERK	12	29,457	30,929	32,476	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,980
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	32,476	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,897
AUTOMOTIVE PARTS CLERK	14											
CLERK TYPIST	14											
COMPUTER OPERATOR I	14											
JUNIOR ADMINISTRATIVE AIDE	14											
KEY OPERATOR	14											
MICROFILM TECHNICIAN	14											
PUBLIC SAFETY AIDE	14											
ACCOUNT CLERK I	15	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,543
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,320
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,238
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,514
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
~~BUILDING AND SITE INSPECTOR~~	~~20~~	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890
CERTIFIED ASSESSOR I	20											
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20											
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20											
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20											
DELINQUENT ACCOUNT COLLECTOR	20											
DEPUTY II	20											
DRAFTING TECHNICIAN II	20											
GRAPHIC ARTS DESIGNER II	20											
HOUSING PROGRAM ASSISTANT	20											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
~~PLAN EXAMINER~~	~~20~~											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											

EXHIBIT F

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ASSISTANT PROCUREMENT AGENT	21	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,434
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											
ACCOUNTANT I	22	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,159
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066
CENTRAL RECEIVING SUPERVISOR	23											
CENTRAL SERVICES TECHNICIAN	23											
CERTIFIED ASSESSOR II	23											
CERTIFIED BUILDING AND SITE INSPECTOR	23											
CERTIFIED PLAN EXAMINER	23											
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23											
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23											
COMPLAINTS SPECIALIST	23											
CONSTRUCTION INSPECTION SUPERVISOR	23											
EQUESTRIAN PROGRAM COORDINATOR	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,169
CUSTOMER SERVICES SPECIALIST	24											
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24											
PUBLIC WORKS CONTRACTS OFFICER	24											
SCHOOL CROSSING GUARD SUPERVISOR	24											
SITE INSPECTIONS SUPERVISOR	24											
STAFF ENGINEER	24											
ACCOUNTANT II	25	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,476
CHIEF CONSTRUCTION INSPECTOR	25											
CHIEF FIELD SUPERVISOR	25											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
CIVIL ENGINEER I	26	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,477	95,001
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,477	95,000	99,750	104,737
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF FACILITY MAINTENANCE	30	70,890	74,437	78,157	82,066	86,167	90,477	95,000	99,750	104,739	109,977	115,477
CHIEF OF PROJECT MANAGEMENT	30											
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	78,157	82,066	86,167	90,477	95,000	99,750	104,739	109,977	115,477	121,249	127,311
CHIEF OF SITE MANAGEMENT	32											

Effective: 07/01/2025 (Ordinance 24-089)
Revised: xx/xx/2024 (Ordinance 24-xxx)
Revised: xx/xx/2024 (Ordinance 24-xxx)

Includes changes approved at 10/3/2024 HRAB meeting but still pending Council approval.

EXHIBIT G

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
CLERK	12	30,193	31,702	33,288	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,180
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	33,288	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,219
AUTOMOTIVE PARTS CLERK	14											
CLERK TYPIST	14											
COMPUTER OPERATOR I	14											
JUNIOR ADMINISTRATIVE AIDE	14											
KEY OPERATOR	14											
MICROFILM TECHNICIAN	14											
PUBLIC SAFETY AIDE	14											
ACCOUNT CLERK I	15	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,932
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,778
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,769
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,202
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
~~BUILDING AND SITE INSPECTOR~~	~~20~~	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662
CERTIFIED ASSESSOR I	20											
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20											
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20											
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20											
DELINQUENT ACCOUNT COLLECTOR	20											
DEPUTY II	20											
DRAFTING TECHNICIAN II	20											
GRAPHIC ARTS DESIGNER II	20											
HOUSING PROGRAM ASSISTANT	20											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
~~PLAN EXAMINER~~	~~20~~											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											

EXHIBIT G

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ASSISTANT PROCUREMENT AGENT	21	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,295
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											
ACCOUNTANT I	22	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,113
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118
CENTRAL RECEIVING SUPERVISOR	23											
CENTRAL SERVICES TECHNICIAN	23											
CERTIFIED ASSESSOR II	23											
CERTIFIED BUILDING AND SITE INSPECTOR	23											
CERTIFIED PLAN EXAMINER	23											
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23											
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23											
COMPLAINTS SPECIALIST	23											
CONSTRUCTION INSPECTION SUPERVISOR	23											
EQUESTRIAN PROGRAM COORDINATOR	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,323
CUSTOMER SERVICES SPECIALIST	24											
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24											
PUBLIC WORKS CONTRACTS OFFICER	24											
SCHOOL CROSSING GUARD SUPERVISOR	24											
SITE INSPECTIONS SUPERVISOR	24											
STAFF ENGINEER	24											
ACCOUNTANT II	25	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,738
CHIEF CONSTRUCTION INSPECTOR	25											
CHIEF FIELD SUPERVISOR	25											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
CIVIL ENGINEER I	26	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,739	97,376
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,739	97,375	102,244	107,355
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF FACILITY MAINTENANCE	30	72,662	76,298	80,111	84,118	88,321	92,739	97,375	102,244	107,357	112,726	118,364
CHIEF OF PROJECT MANAGEMENT	30											
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	80,111	84,118	88,321	92,739	97,375	102,244	107,357	112,726	118,364	124,280	130,494
CHIEF OF SITE MANAGEMENT	32											

Effective: 07/01/2026 (Ordinance 24-089)
Revised: xx/xx/2024 (Ordinance 24-xxx)
Revised: xx/xx/2024 (Ordinance 24-xxx)

Includes changes approved at 10/3/2024 HRAB meeting but still pending Council approval.

Prime Sponsor(s): Mr. Sheldon, Mr. Carter
Requested by: Public Works
Date of introduction: December 10, 2024

ORDINANCE NO. 24-180

AMEND THE GRANTS BUDGET:
APPROPRIATING BUDGET FOR A DONATION OF LAND FROM PAR 1, INC. AND A DONATION FROM VERINO PETTINARO IN THE AMOUNT OF $70,000 TO BE USED FOR MAINTENANCE COSTS

WHEREAS, Par 1, Inc. currently owns tax parcel numbers 08-020.40-052, 08-020.40-053, 08-020.00-116, 08-026.20-138, 08-026.20-139, 08-026.20-141, 08-026.20-142, 08-026.20-144, 08-027.10-001, 08-027.10-002, 08-027.10-003, 08-027.10-004, 08-027.10-005, 08-027.10-006, 08-027.10-007, 08-027.10-008, 08-027.10-010, 08-027.10-011 on the south side of Lancaster Pike and west of Hercules Road, and wishes to donate these parcels of open space totaling 35.71 acres to New Castle County valued at $6,000,000; and

WHEREAS, the listed tax parcels are part of the Delaware National subdivision being developed by Par 1, Inc. and Pettinaro Management, LLC; and

WHEREAS, New Castle County, Par 1, Inc. and Pettinaro Management, LLC agree that open spaces serve as vital components of our environment, providing numerous ecological, social, and economic benefits; and

WHEREAS, the parcels, in addition to their value as open space, are also important for establishing future key pathway connectors/trails proposed in the 2020 New Castle County Bicycle Plan and the Millcreek Pathway Concept Plan; and

WHEREAS, investing in biking and walking trails demonstrates a commitment to sustainability, public health, and quality of life for present and future generations; and

WHEREAS, in addition to the land donation, there will be a monetary donation of $70,000 from Pettinaro Management, LLC to assist New Castle County in preserving a key piece of open space for the benefit of the citizens of New Castle County; and

WHEREAS, the New Castle County Open Space Advisory Council considered these parcels on February 7, 2024 and recommended in favor of New Castle County accepting this land donation.

WHEREAS, Council has determined that the provisions of this Ordinance substantially advance, and are reasonably and rationally related to, legitimate government interests (i.e., promoting the health, safety, morals, convenience, order prosperity and/or welfare of the present and future inhabitants of this State).

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Grants Budget, as adopted by Ordinance No. 75-173, is hereby amended by adding the material on the attached “Exhibit A,” which is considered to be underscored in its entirety.

Section 2. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C.* § 1156.

Adopted by County Council of
New Castle County on:

_____
Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

_____

County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate the value of the land $6,000,000 and a monetary donation of $70,000 from Verino Pettinaro, individually, for maintenance of the land to the Delaware National Donation – Land and Maintenance Grant.

Resolution 24-xxx authorized the County to accept said donations.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating the value of the land donation $6,000,000 and a monetary donation of $70,000 from Verino Pettinaro, individually, for maintenance of the land to the Delaware National Donation – Land and Maintenance Grant.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of $70,000.00. This increase will impact FY2025 through FY2027, since the targeted program completion date of this award is June 30, 2027.

DEPARTMENT: Public Works **EXHIBIT:** "A"

GRANT TITLE: Delaware National Donation - Land and Maintenance **Ordinance No.** 24-180

PROGRAM TITLE: Delaware National Donation - Land and Maintenance

Revenue	Current	Change	Revised
Federal	$ -	$ -	$ -
State	$ -	$ -	$ -
County	$ -	$ -	$ -
Program Income	$ -	$ -	$ -
Other	$ 6,070,000.00	$ -	$ 6,070,000.00
Total	$ 6,070,000.00	$ -	$ 6,070,000.00

Expense	Current	Change	Revised
Salaries and Wages	$ -	$ -	$ -
Benefits	$ -	$ -	$ -
Training/Civic Affairs	$ -	$ -	$ -
Communication/Utilities	$ -	$ -	$ -
Materials/Supplies	$ -	$ -	$ -
Contractual Services	$ 70,000.00	$ -	$ 70,000.00
Equipment	$ -	$ -	$ -
Grants/Fixed Charges	$ -	$ -	$ -
Land and Structures	$ 6,000,000.00	$ -	$ 6,000,000.00
Contingency	$ -	$ -	$ -
Operating Transfer Charges	$ -	$ -	$ -
Operating Transfer Credits	$ -	$ -	$ -
Total	$ 6,070,000.00	$ -	$ 6,070,000.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 7/1/2024

Estimated Program Completion: 6/30/2027

The Local Match: **Found in (ORG):**

Ordinance Passed: **Date Revised:**

PROGRAM DESCRIPTION:

Pettinaro Management LLC is developing housing around the former Hercules Country Club, which later became the Delaware National golf course. As part of this development, Pettinaro will be donating 35.71 acres of open space to New Castle County. In addition to the land donation, there will be a $70,000 monetary donation for the maintenance of the land.

12/10/2024