

## **Community Preservation Officer**

Open Competitive Examination

*NOTE: This is an at-will, part-time position with minimal benefits*

### **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a Community Preservation Officer in our Community Development Department.

Under general supervision, performs routine to difficult field inspections of public and private property to ensure compliance with City zoning, municipal and building code provisions; explains regulations relating to codes to the public; inspects for business licenses; issues compliance orders and citations; and performs related duties as assigned. This position reports directly to the Director of Community Development.

### **IMPORTANT & ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Performs inspections and re-inspections of public/private property to ensure compliance with City zoning, municipal/building codes, including proactive inspections of residential, commercial/industrial buildings/properties; investigates and determines existence and type of zoning, municipal or building code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues verbal warnings, notices of violation/citations in accordance with all City codes; documents investigations/inspections.
- Answers inquiries/advises property owners, builders and the public regarding compliance with City municipal and building codes; responds to citizen complaints regarding potential code violations; coordinates with other City departments and other governmental agencies and performs code enforcement actions as necessary including encroachment issues, animal control/licensing, delinquent business licenses, non-payment of City fees/utility bills, refuse collection issues, NPDES violations and damaging public property; represents the City in court and testifies regarding code violations.

## **IMPORTANT & ESSENTIAL DUTIES**

**(continued)**

- Visits or researches City businesses to ensure valid business licensing and compliance with applicable codes/conditions of operation; contracts vendors that are illegally selling, peddling or soliciting in the City; Issues written warnings, compliance orders, citations/documents items being sold; seizes items being sold/documents storage of evidence if necessary; testifies at court hearings as needed.
- Responds to/investigates calls for service regarding mosquitoes, bees, insects or vermin; issues notices of violation, notices to abate nuisance and citations; identifies/monitors potential sources of mosquito breeding; works with Los Angeles County Vector Control to treat sources of mosquito breeding as needed.
- Performs public outreach and mediation of community concerns regarding property maintenance, municipal code compliance/enforcement/impacts on the community; attends Neighborhood Watch meetings; leads or participates in homeless counts; may provide information/assistance at a public counter.
- Maintains accurate, complete records of complaints, inspections, violations/citations within the City's permit, application, and code enforcement case tracking software system; prepares periodic written reports and/or memorandums detailing code enforcement activity.

### **JOB-RELATED & ESSENTIAL QUALIFICATIONS**

#### **Knowledge Of:**

- City, county, state and federal laws/regulations and City codes relating to zoning/building permits, public health, public safety, peace/public nuisance.
- Evidentiary requirements for courts of law.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

#### **Ability To:**

- Perform code enforcement activities with minimum supervision.
- Reach sound decisions in accordance with City policies and procedures.

## **JOB-RELATED & ESSENTIAL QUALIFICATIONS (continued)**

#### **Ability To:**

- Establish/maintain effective working relationships with those encountered in the course of work
- Understand and speak Spanish is highly desirable.

### **EXPERIENCE & TRAINING GUIDELINES**

A typical way to obtain the knowledge, skills and abilities would be the following:

#### **Experience:**

- Two years of code enforcement experience involving public contact in a municipal setting is required.

#### **Training:**

- Graduation from high school or GED equivalent is required.

#### **Special Requirements:**

- Must possess a valid California Class C driver's license and as condition of continued employment, as well as maintain insurability under the City's vehicle insurance program.
- A POST Training, PC 832 certificate is required and must be maintained during the course of employment.
- Certification as a Code Enforcement Officer (CCEO) by an organization recognized by the California Alliance of Code Enforcement Organizations (CACEO) is highly desired.
- May be required work various shifts such as standby at night, on weekends, and holidays as needed.

### **Physical Requirements:**

Essential duties require the following physical abilities and environmental conditions:

Ability to sit, walk, and stand for long periods; stoop, kneel, bend at waist, crouch/crawl, smell, and reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; climb/balance on ladders or stairs; frequently required to lift up to 25 pounds unaided; occasionally exposed to wet/humid conditions, vibration, airborne particles, toxic/caustic chemicals, and risk of electrical shock; may deal with dissatisfied/abusive individuals;

Specific vision abilities required include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

## **SALARY AND BENEFITS**

**\$27.15 - \$33.59 per hour**

Minimal benefits are applicable.

## **APPLICATION PROCESS**

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Division prior to the final filing date. Candidates who successfully pass the examination process are placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the city's designated physician, at City expense.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** via email ([personnel@sfcity.org](mailto:personnel@sfcity.org)); **OR** you may complete an application online ([www.sfcity.org/personnel](http://www.sfcity.org/personnel)).

Completed application should be returned to:

**City of San Fernando**  
**Personnel Division**  
**117 Macneil Street**  
**San Fernando, CA 91340**  
**(818) 898-1220**

## **ABOUT THE CITY**

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

*The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.*

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**INVITES  
APPLICATIONS  
FOR**

***Community  
Preservation Officer  
(Part-Time)***

Open Competitive Examination

## **SALARY**

**\$27.15 - \$33.59 Per Hour**

## **FILING DEADLINE:**

**OPEN UNTIL FILLED  
Apply Immediately**