

Community Preservation Officer

Open Competitive Examination

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.
- 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.

IMPORTANT & ESSENTIAL DUTIES

(continued)

- 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.
- Establish/maintain effective working relationships with those encountered in the course of work

SPECIAL ASSIGNMENT

Building Inspector is an available at-will assignment, subject to appointment by the Director of Community Development. The employee shall receive ten percent (10%) above base pay. When assigned to the position, duties may include, but limited to, the following:

- Inspects all types of residential, commercial, and industrial buildings to ensure compliance with City building/plumbing/mechanical/electrical codes and related federal/state/local regulations.
- Interpret and classify provisions of the Building Code for contractors, architects, Engineering Division, and the public.
- Institute legal actions against violators of the Building Code.
- Maintain inspection records pursuant to the Building Code and the Building/Safety Division.
- Possess knowledge of construction that complies with provisions of building, plumbing, mechanical, electrical, zoning, seismic, and other building related codes/ordinances.

SPECIAL ASSIGNMENT

(Continued)

- Ensure construction is completed consistent with approved plans and specifications.

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 upon appointment, 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.
- If assigned to the Building Inspector assignment, at least one valid certification as either a Residential Building Inspector or Commercial Building Inspector issued by the International Code Council (ICC) is required. Possession of both ICC certificates as a Residential Building Inspector and as a Commercial Building Inspector are a condition of continued assignment within 18 months of the assignment.

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.

COMPENSATION & BENEFITS

Salary: \$62,912-\$77,843 per year (Effective July 2023) (Additional 10% shall apply for Building Inspection Certification)

RETIREMENT: Public Employees' Retirement System (PERS), 3% at 60 or 2% @ 55 for Classic members (depending on hire date); 2% @62 for PEPRAs members. Both are integrated with Social Security. City pays full portion of employee's share, while employee pays partial portion of City's share of PERS for Classic members only.

MEDICAL INSURANCE: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$1,008.88 Single; \$1,739.30 Two Party; and \$2,337.42 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents.

LIFE/AD & D INSURANCE: The City pays for a \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at a group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

VACATION LEAVE: Accrual varies based on years of service, and ranges from 11 days (88 hours) per year for 0-4 service years to 21 days (168 hours) for 15 service years or more.

BEREAVEMENT LEAVE: 3 days paid following the death of an immediate family member, and 1 day paid following the death of an extended family member.

SICK LEAVE: 12 days per year with a maximum accumulation of 100 days (800 hours).

HOLIDAY: 13 Paid holidays per year.

BILINGUAL BONUS: \$100 Bilingual pay per month to eligible employees.

UNIFORM ALLOWANCE: \$300 per year for all now-sworn personnel in the Police Department. Uniforms are provided and replaced for unit employees as required by the Department.

OVERTIME: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

CALL BACK TIME: Any general employee called back to work other than as a continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 3 hours applies

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there's enough fund allocation in the budget for this team.

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.

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** you may download an application online (SFCITY.ORG/Hiring-Now). Applications may be submitted in person; **OR** via email (personnel@sfcity.org); **OR** by regular mail.

Please forward all correspondence and questions to:

**City of San Fernando-Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1221**

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.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

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

Open Competitive Examination

SALARY

**\$62,912 – \$77,843 Per Year
(Effective July 2023)
(Additional 10% shall apply for Building
Inspection Certification)**

FILING DEADLINE:

**OPEN UNTIL FILLED
APPLY IMMEDIATELY**

**FIRST REVIEW:
MONDAY, JUNE 12, 2023**