

COMMUNITY PRESERVATION OFFICER

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. Candidates with Building Inspector certification will assume the title of Community Preservation Officer/ Building Inspector. 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

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

- Performs inspections and re-inspections of public/private property to ensure compliance with City zoning, municipal/building codes
- Recommends corrective actions to bring about compliance; determines time frames.
- 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
- Visits or researches City businesses to ensure valid business licensing and compliance with applicable codes/conditions of operation
- Responds to/investigates calls for service regarding mosquitoes, bees, insects or vermin
- 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.

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 Building Inspector, duties may include, but are not 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.
- 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 or an equivalent combination of training and experience 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.
- Ability to understand and speak Spanish is highly desired.

Physical Abilities & 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

Annual Salary: \$62,912-\$77,843
Additional 10% shall apply for
Building Inspection Certification

RETIREMENT Public Employees' Retirement System (PERS), 3% @ 60 or 2% @ 55 for Classic members; 2% @ 62 for PEPR members. Both 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.

INSURANCE 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. The City pays for a \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available, with no medical questions asked.

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

BEREAVEMENT LEAVE 3 days for immediate family member, and 1 day for extended family member.

SICK LEAVE 12 days per year.

HOLIDAY 13 days per year.

BILINGUAL BONUS \$100 per month upon passing Bilingual exam.

UNIFORM ALLOWANCE \$300 per year. Uniforms provided and replaced 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.

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

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall
(117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Personnel Division
117 Macneil Street, San Fernando, CA 91340
Personnel@sfcity.org | (818) 898-1220

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.

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. 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.

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.



INVITES
APPLICATIONS
FOR

COMMUNITY PRESERVATION OFFICER

Additional 10% pay with a
Building Inspector Certification

Open Competitive Examination

ANNUAL SALARY

\$62,912 – \$77,843

FILING DEADLINE

OPEN UNTIL FILLED
APPLY IMMEDIATELY

NEXT REVIEW:
MONDAY, OCTOBER 16, 2023