

# COMMUNITY PRESERVATION OFFICER THE POSITION

The City of San Fernando is seeking a qualified professional to serve as a Community Preservation Officer in the Community Development Department. Under general supervision, the position conducts field inspections to ensure compliance with zoning, municipal, building, and business license requirements; explains code regulations to the public; and issues notices and citations as needed. Candidates with Building Inspector certification will be titled Community Preservation Officer/Building Inspector.

## IMPORTANT & ESSENTIAL DUTIES

The duties, qualifications, and guidelines 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:

[sanfernando.gov/Hiring-Now/#Job-Specs](http://sanfernando.gov/Hiring-Now/#Job-Specs)

- Inspects properties and businesses to enforce zoning, municipal, and building codes, issuing notices and citations as needed.
- Advises the public, responds to complaints, coordinates with City departments and agencies, and represents the City in court.
- Enforces business licensing and illegal vending regulations, including issuing citations and securing evidence when required.
- Investigates nuisance and vector control issues and coordinates with County agencies to address public health concerns.
- Conducts community outreach and mediation, participates in neighborhood and homeless-related efforts, and maintains accurate case records and reports.

## 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.
- Spanish speaking is highly desirable.

## SPECIAL ASSIGNMENT

Building Inspector is an available at-will assignment, subject to appointment by the Director of Community Development. The employee shall receive 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.
- Institute legal actions against violators of the Building Code.
- Maintain inspection records pursuant to the Building Code and the Building/Safety Division.

## 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 and ability to maintain insurability under the City's vehicle insurance program are required.
- 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.
- For the Building Inspector assignment, at least one valid ICC Residential or Commercial Building Inspector certification is required, with both certifications required within 18 months of assignment.

### Physical Requirements:

Essential duties require prolonged sitting, standing, and walking; frequent bending, climbing, reaching, and use of hands and vision; and lifting up to 25 pounds. Work may involve exposure to hazardous conditions, airborne particles, chemicals, vibration, electrical risks, and interactions with difficult individuals.

## SALARY AND BENEFITS

**Annual Salary: \$69,936 - \$ 85,836**

**RETIREMENT** California Public Employees' Retirement System (CalPERS), 2% at 55 formulas for Classic members and 2% at 62 for PEPRA members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

**INSURANCE** Cafeteria Plan with monthly flex dollar allowance to apply towards offered medical, dental, and vision plans for employee and eligible dependents. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available, with no medical questions asked.

**VACATION** Ranges from 11 days (88 hours) per year to 21 days (168 hours), depending on years of service (YOS).

**SICK LEAVE** 12 days per year. Partial payment of unused accumulated sick leave (over 800 hours).

**HOLIDAYS** 13 paid holidays per year.

**BILINGUAL PAY** \$100 per month upon passing bilingual (Spanish language) exam.

**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) of their regular established work schedule, will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. The minimum period to be compensated for call backs shall be 3 hours.

**LONGEVITY PAY** SFCPA members receive an additional 3% after 10 YOS; a total of 4% after 20 YOS; and a total of 5% after 30 YOS.

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

**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.

## HOW TO APPLY

### DOWNLOAD AN APPLICATION

- Visit [sanfernando.gov/Hiring-Now](http://sanfernando.gov/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 Human Resources Division  
117 Macneil Street, San Fernando, CA 91340  
[HumanResources@sanfernando.gov](mailto:HumanResources@sanfernando.gov) | (818) 898-1221

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.

POSTED: 1/5/26

## 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)

## ANNUAL SALARY

**\$69,936 - \$85,836**  
Plus Excellent Benefits

## FILING DEADLINE

**JANUARY 29, 2026 – 5PM**

**APPLY IMMEDIATELY**