



CITY OF SHAFTER
invites applications for the position of:

Code Enforcement Officer I/II

SALARY:	\$27.14 - \$36.28 Hourly \$2,171.00 - \$2,902.00 Biweekly \$56,446.00 - \$75,452.00 Annually
OPENING DATE:	02/24/22
CLOSING DATE:	Continuous
OBJECTIVE:	

Open until Filled

Under general direction of the Building Official, perform work from routine difficulty to considerable difficulty as a journey level position, requiring specialized skills to secure compliance with zoning regulations and the Municipal Building Codes (including the Uniform Housing Code and Uniform Code for the Abatement of Dangerous Buildings). Resolve difficult and complex conversation issues within established policy; establish rapport with other agencies, City Departments, etc.; assist in the development of policies and procedures; and recommend revisions to ordinances and codes. Incumbents have citation authority and will require a PC832 certificate or equivalent. Perform other work as required.

Code Enforcement Officer II Distinguished Characteristics:

The series of Code Enforcement Officer positions may vary in education and the array and complexity of duties performed in addition to the level of supervision received. Code Enforcement Officer II candidates are required to have a minimum of five years of experience in the code enforcement, building, construction or civil engineering trade. A vast and more expert level of knowledge is required in the second position of the Code Enforcement Officer series. The Code Enforcement Officer II is expected to perform the duties effectively and efficiently and exercise discretion in the absence of supervisors. The Code Enforcement Officer II shall have a broad knowledge of building construction (building, structural, electrical, mechanical, and plumbing) and assist in the more difficult and complex construction projects.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Conduct routine field inspections for all new and follow-up cases, to ensure compliance with applicable codes and ordinances.
- Prepare and processes appropriate corrective orders and acts to gain compliance to zoning, housing, and municipal code violations.
- Prepare a variety of comprehensive written reports, memos, correspondence, and maps of code violations.
- Research ownership and lien holders of subject properties.
- Meet and work with city staff, city residents, community groups, and businesses; provide and maintain a positive customer service relationship.
- Interact with the public in potentially volatile situations.
- Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and

attorneys; conduct follow up investigations to ensure compliance with applicable codes and ordinances.

- Make drive-by or on-site inspections of residential, industrial, and/or commercial areas.
- Conduct field inspections for all posted properties and properties that need to be secured; secure vacant buildings and properties.
- Participate in joint enforcement efforts with the Building Department and Police Department.
- Prepare noncompliance cases for legal action; present testimony at nuisance abatement hearings.
- Recommend, prepare and assist with Municipal codes and ordinances.
- Issue stop work notices.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent.
- Valid California driver's license and good driving record.
- Certification from an accredited Municipal Code Enforcement organization preferred.
- Obtain Building Inspector Certificate from the International Conference of Building Officials (ICBO) or International Code Council (ICC) within one year of appointment, if currently not in possession.
- Obtain PC 832 Arrest and Control/Firearms Certificate within six months of appointment, if currently not in possession.
- **Code Enforcement I:** Two years of experience in dealing with building codes, code enforcement, zoning, building construction, building permit issuance or related field.
- **Code Enforcement II:** Five years of experience in dealing with building codes, code enforcement, zoning, building construction, building permit issuance or related field, proficient in Microsoft Office Suite and Building/Code Enforcement Software; or any combination of experience and training that would likely provide the required knowledge and abilities is qualifying, including certifications, experience with college courses in architecture, engineering or related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Uniform Housing Codes, Abatement of Dangerous Building Codes, California Building Codes, State Health and Safety Codes, Shafter Municipal Codes, and Shafter Zoning Ordinance.
- Knowledge of inspection and abatement warrants, right of entry, collection and analysis of evidence, due process and courtroom procedures.
- Possess analytical skills to identify problems and opportunities, review possible alternative courses of actions before selecting one, utilizing information resources available when making decisions.
- Possess strategic problem-solving skills to develop feasible solutions to problems, recommend actions, designed to prevent problems from occurring, and refer problems to upper management when necessary.
- Possess planning and organizing skills to develop long-range plans to solve complex problems or take advantage of opportunities, establish systematic methods of accomplishing goals.
- Possess good communication skills to effectively convey ideas, both written and oral.
- Possess creative decision-making skills to evaluate or make independent decisions, based on experience or knowledge, without supervision.
- Ability to interpret regulations with firmness, tact, and impartiality.
- Ability to effectively read and understand information contained in memos, reports, and bulletins.
- Ability to comprehend and to follow instructions, including verbal and written instructions from supervisor.
- Skilled in compiling and preparing clear and concise reports.

- Strong time management skills in order to meet deadlines.
- Maintain interpersonal relationships which encourage openness, candor and trust.
- Mathematical ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to remain calm in adverse situations.

Application Process: Incomplete application packets will be rejected. Applications must contain the following:

1. City of Shafter Employment Application
2. Resume
3. PC 832 Certification if applicable
4. Any ICBO or ICC Certificates if applicable
5. Certificate from an accredited Municipal Code Enforcement organization if applicable

Selection Process: The following are steps in the selection process. Candidates must pass each step before proceeding to the next step:

1. Submit complete employment application as listed under Application Process
2. Oral Interview
3. Name Placed on Eligibility List
4. Conditional Offer
5. Background Investigation
6. Medical Examination; may involve a drug test
7. Formal Offer
8. Begin Employment
9. 6-month Probationary Period

The City of Shafter is an Equal Employment Opportunity Employer. If you have a disability for which you may need a reasonable accommodation, contact the Human Resources Department at (661) 746-5003 or hr@shafter.com.

All City of Shafter employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109). As Disaster Service Workers, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.shafter.com/76/Job-Opportunities>

Position #04
CODE ENFORCEMENT OFFICER I/II
LB

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661 746-5003

HR@shafter.com
