



## EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

### CODE ENFORCEMENT OFFICER MONTHLY SALARY: \$6,129 - \$7,450 **FINAL FILING DEADLINE**

SUNDAY, SEPTEMBER 18, 2022, 11:59 PM **OR** WHEN WE RECEIVE THE FIRST 50 QUALIFIED APPLICATIONS, WHICHEVER OCCURS FIRST.

**THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE PUBLIC WORKS DEPARTMENT AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.**

**SUMMARY:** Under basic supervision, to perform technical office duties and a wide range of field work associated with the enforcement of the City's municipal code, and other related codes and adopted ordinances, dealing with code violations including but not limited to, zoning, land use, business license and permitting regulations, building, housing, dangerous buildings, inoperable vehicles, noise, litter, sanitation, weeds and other public nuisance code provisions to ensure compliance with municipal code regulations, local and adopted ordinances, and state and federal laws and regulations.

**ESSENTIAL FUNCTIONS:** As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. This job announcement does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Conducts field inspections for violations of and ensures compliance with various City codes and ordinances including but not limited to, nuisances, zoning, building codes, property maintenance, weed abatement, inoperable vehicles, substandard housing, dangerous buildings, health and safety, and business license and permits.
- Performs zoning, land use and code enforcement inspections; issues written notices of violation, compliance orders and/or administrative and/or misdemeanor citations; serves as a witness regarding any administrative or criminal proceedings and appeals to enforcement cases.
- Receives, logs, and investigates complaints and surveys the City for possible code violations.
- Inspects dwellings, buildings, vacant lots, businesses and commercial properties for violations of applicable City ordinances, codes, resolutions, regulations and applicable local law.
- Prepares reports, case logs and notices regarding related ordinance and code violations.
- Performs administrative proceedings, including administrative abatements as required; prepares requests and declarations in support for Inspection and/or Abatement Warrants, as required; and documents and coordinates billing for costs incurred by the City in these efforts, as allowed by law.
- Assists in the coordination of inspection activities with other City departments, divisions and outside local, state and federal regulatory agencies.
- Assists the public at the permit counter; provides general information; advises and interprets codes to the general public, contractors, engineers, architects and others as required.
- Assists in the preparation of new regulations; recommends revisions of existing regulations.
- Maintains inspection records, photographs, and documentation on an automated data base.
- Maintains public records for public examination.
- Attends various seminars and training courses for professional development.

**MINIMUM QUALIFICATIONS: Education, Training, and Experience Guidelines:** High School Diploma or GED equivalent; AND two (2) years of experience in the area of interpretation, analysis, and enforcement of municipal codes and ordinances, field inspections, investigations and compliant procedures, with extensive public contact experience.

**LICENSE AND CERTIFICATION REQUIREMENTS:** A valid class C California State Driver's License is required. A valid California Peace Officer's Standards and Training (POST) 832 P.C. Laws of Arrest Certificate of completion is required. Designation as a Certified Code Enforcement Officer (CCEO) from the California Association of Code Enforcement Officers (CACEO) or the American Association of Code Enforcement (AACE) is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** Work is performed in primarily in an outdoor work environment where there may be extreme temperatures, exposure to sun, dirt and/or dust, as well as in a normal office environment. May be exposed to dangerous machinery, extreme weather conditions and hazardous chemicals. May be required to climb ladders, work within confined spaces and/or trenches.

#### **SELECTION PROCESS:**

Completed application packets will be reviewed and only the first 50 qualified applicants whose qualifications best meet or exceed the requirements of the position and needs of the City, will be invited to participate further in the selection process that may include: a written exam and an external panel interview. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information may lead to elimination from consideration. Applications must be **submitted online**. If you submit multiple applications, only the most recent application will be considered. Stating "see resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at [www.cityofvernon.org](http://www.cityofvernon.org). It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information.

*To view the complete job announcement, please visit our website at:*

<https://www.governmentjobs.com/careers/vernon>

**CITY OF VERNON HUMAN RESOURCES DEPARTMENT**

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**"The City of Vernon is an Equal Opportunity Employer"**