



CODE ENFORCEMENT OFFICER

Part-Time

(Up to 25 hours per week; includes weekend and evening work hours)

Community Development Department

***\$33.19 - \$41.73 Hourly – Non-Benefited Position**

***Effective July 1, 2017**

APPLICATION CLOSING DATE: OPEN UNTIL FILLED

Please Apply As Soon As Possible

If you are interested in pursuing this exciting career opportunity, there are **four (4) required items that must be submitted with your application** in order for you to be considered:

- **A completed City of Gilroy/CalOpps online application and supplemental questionnaire.**
- **A Cover Letter that explains your specific interest in this position with the Gilroy Community Development Department, Planning Division.**
- **A detailed resume that highlights your related skills and experience.**
- **A list of five work-related references with contact information.** (*Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.*)

*There are several ways to submit the above required items: they may be uploaded as 1 (one) attachment to your on-line application, mailed, or dropped off at the Human Resources Department.

ABOUT THE POSITION

The City of Gilroy is currently recruiting for one part-time Code Enforcement Officer. The goal for the Community Development Department is to provide current and long term community planning services in conformance with the Gilroy General Plan and consistent with city council direction to enhance the design and livability of residential neighborhoods, commercial areas and industrial zones within the city's urban sphere and promote sustainable development.

GENERAL DESCRIPTION:

Under direct supervision of the Planning Division Manager, perform work of moderate difficulty involving inspection and enforcement of applicable ordinances pertaining to housing, building construction, and related code enforcement regulations.

EXAMPLES OF DUTIES:

1. Perform inspections of a complex nature and complaint investigations involving commercial and industrial inspections, rehabilitation housing inspection specializing in existing housing, single and multiple dwellings, and other related facilities.
2. Participate in the complex investigation and enforcement of municipal codes and other applicable state and federal rules and regulations as assigned.
3. Ascertain and gather facts related to applicable ordinances, codes, laws, development policies, rules and regulations and determine and institute proper action to be taken.
4. Explain, interpret and make presentations of ordinances, codes, laws, rules and regulations to citizens and groups, agencies businesses, and other entities.
5. Issue citations on code misdemeanors. Research and prepare cases for prosecution and testify in court.
6. Communicate and coordinate actions with other involved city departments.
7. May inspect residential, commercial and industrial buildings in various stages of progress against plans or specifications to ascertain code and/or zoning ordinance conformance.
8. Prepare and compile reports.
9. Maintain required certification and training levels necessary to stay current in all requirements of the job.
10. Maintain an accurate activity log.
11. Conduct various surveys to determine a variety of code enforcement data and related information.
12. Perform other duties as required.

IDEAL CANDIDATE

The “ideal candidate” for this position will:

- Have prior code enforcement experience in a fast-paced and demanding customer service environment requiring the ability to effectively communicate technical information (i.e. codes, regulations, inspection requirements).
- Be meticulous in documenting all aspects of code enforcement activities.
- Be able to communicate effectively, both verbally and in writing.
- Be able to provide excellent customer service in a calm and assuring manner to gain compliance.
- Be self-motivated, team oriented, organized and comfortable working and dealing with the general public.
- Be fluent in both English and Spanish.
- Be flexible with work schedule and able to work evenings and weekend hours as scheduled.
- Possess an 832 P.C. Certificate
- Possess an ICBO Code Enforcement Officer Certification

QUALIFICATIONS

EDUCATION/EXPERIENCE:

1. Two years of experience in code enforcement, housing inspection, building inspection or environmental inspections for a public agency OR possess a certificate of registration as a Code Enforcement Officer, Building Inspector, Combination Inspector or other discipline from the International Conference of Building Officials (ICBO).
2. A certificate in Building Inspection Technology from an accredited college or trade school may substitute for the required ICBO certificate at the time of hire. However a certificate from ICBO as a Code Enforcement Officer must be obtained within 18 months of hire.
3. Possess an 832 P.C. certificate (Module I Arrest, Search and Seizure Certificate) of completion or obtain within 12 months of hire.
4. Possess a high school diploma or G.E.D. certificate.
5. Possess and maintain a valid California Driver License necessary to operate assigned vehicle(s).
6. Pass a post offer medical examination, which includes a drug test.
7. Must pass a Department of Justice criminal record check for employment.
8. Prefer bilingual (English/Spanish).
9. Prefer a non-tobacco user.

COMPENSATION, BENEFITS, AND ADDITIONAL INFORMATION

Other Information

Part-time employees are non-benefited, at-will positions. Part-time employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

Payroll

All City employees are paid monthly, on the last business day of each month via direct deposit.

Work Hours

Part-Time employees must have availability to work the designated work schedule for the position and must be available to work additional or less hours as needed. Part-Time employees may work up to 25 hours per week and may not exceed 108 hours per month.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process.

Supplemental Questions:

1. Describe your most recent experience enforcing newly adopted regulations for a city or county, including how you handled explaining the new regulations to the community members.
2. How would you handle a citizen that insists that your enforcement of a newly modified sign ordinance will put him out of business?
3. How would you handle a citizen that threatens to call your supervisor, the City Administrator or the Mayor regarding your handling of enforcement of a newly modified sign ordinance?
4. Provide an example of a difficult enforcement case, the actions you took and the resolution.
5. Describe your organizational skills, including what you do to ensure you follow up on compliance deadlines.
6. Do you have any work schedule conflicts or limitations? If yes, explain (Please note: This part-time position requires evening and weekend work hours)

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **four (4) required items that must be submitted with your application** in order for you to be considered:

- **A completed City of Gilroy/CalOpps online application and supplemental questionnaire.**
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- **A detailed resume that highlights your related skills and experience.**
- **A list of five work-related references with contact information.** (Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.)

(There are several ways to submit the above required items: they may be uploaded as an attachment to your on-line application, faxed (*with originals mailed*), mailed, or dropped off at Human Resources.)

Apply Online:

1. Go to <http://www.calopps.org>.
2. Click on "Member Agencies"
3. Click on the "City of Gilroy"
4. Scroll down until you see "City of Gilroy Job Openings"
5. Click on desired job title
6. Click on "Apply"
7. Click on "Apply Anyway"
8. When prompted click on "Create a Profile"
9. Continue with application and SUBMIT

Please scan and save your attachments into **one** PDF document before uploading and attaching them to your application.

City Application Form – Candidates must complete the CalOpps City of Gilroy application form for the part-time position of Code Enforcement Officer and submit on line. Please prepare attachments prior to completion of the CalOpps application so that you may upload and attach them to your CalOpps submittal.

Once you have the above items ready to upload, you can either scan them and attach them to your CalOpps on-line application and submit them electronically OR, if you do not have access to a scanner, you will need to mail in the application attachments to the City of Gilroy Human Resources Department for attachment to your application. ***These forms must be submitted electronically with your CalOpps application or must be received by mail by the Gilroy Human Resources Department to be included with your online application.***

Or mail them to:

**City of Gilroy
Human Resources Department
7351 Rosanna Street
Gilroy, CA 95020**

NEXT STEPS

This position is open until filled and first review of applications is July 3, 2017. Only complete applications with the required documents and are reviewed as the most qualified applicants with the most relevant experience, education and training will be invited to continue in the examination process. Candidates identified for further consideration will be required to submit criminal conviction information via a supplemental questionnaire. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, required medical evaluation/testing, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND
SUPPORTS WORKFORCE DIVERSITY.**