



CITY OF WALNUT CREEK
invites applications for the position of:
Code Enforcement Officer

An Equal Opportunity Employer

SALARY: \$78,658.58 - \$94,932.76 Annually

OPENING DATE: 06/02/16

CLOSING DATE: 06/17/16 05:00 PM

POSITION DESCRIPTION: The City of Walnut Creek is currently seeking an experienced Code Enforcement Officer to perform both field and office work involving the administration and enforcement of the City's zoning regulations, building codes, and nuisance ordinance. Fulfillment of this vacancy is contingent on approval of the 2016-2018 budget, set for City Council review on June 21, 2016.

REPRESENTATIVE DUTIES: Provides information to the public on nuisance, building code, and zoning ordinance requirements and compliance; provides notification of violations to property owners and achieves compliance by voluntary agreement and when necessary by issuing warnings and citations; locates owners of property using tax rolls, maps, and court records.

Investigates reports of violations of laws relating to nuisances, and building and zoning code requirements; monitors sites for compliance, conducts follow-up investigations, and oversees abatement of violations.

Coordinates with and performs joint inspections with other City departments and outside agencies.

Keeps field notes, takes photographs and writes letters and notices; prepares detailed written reports and routine correspondence; provides evidence and testimony at City hearings and in court; maintains inspection files and records in Permits Plus, Accela Automated, and SeeClickFix software; attends meetings and conferences as assigned.

Contacts and Relationships:

The employee has extensive public contact and interaction with business and property owners, renters, City employees, and elected officials. Effective handling of contacts is of significant importance and the employee is expected to deal effectively and courteously with the public, and exercise tact and discretion at all times.

QUALIFICATIONS GUIDELINES: **Education and Experience:**

Graduation from high school supplemented by college level courses in a field related to municipal code enforcement, an Associate of Arts degree or higher is desirable; A minimum of three years of experience in code or law enforcement, planning, or a closely related field that involved field

investigative work, public contact, and the interpretation and application of laws or rules ; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below.

The highly qualified candidate will possess a California Certified Code Enforcement Officer certification, an ICC Building Inspector certification, and have experience in ensuring compliance with local and State zoning, building, fire, accessibility, and related codes.

Special Requirements:

Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record.

Ability to obtain certification as a California Certified Code Enforcement Officer.

Employee may be required occasionally to work odd hours and weekends.

Knowledge, Skills, and Abilities:

Knowledge of zoning and nuisance ordinances, building codes, and enforcement procedures.

Knowledge of investigative techniques used in inspecting residential, commercial, and non-conforming land use activities to ensure compliance with code, zoning, and ordinance requirements.

Highly skilled in communicating effectively in English both orally and in writing; preparing clear, concise and complete written reports.

Skill in establishing and maintaining effective working relationships with others.

Ability to read, interpret, and apply laws and legal documents pertaining to land use and development.

Ability to identify violations and use proper judgment in determining the degree of compliance with various laws based upon evidence.

Ability to deal firmly, tactfully, and effectively with the public in difficult situations while conveying empathy, understanding, and patience; and skilled in conflict resolution.

Ability to maintain records.

Ability to follow proper procedures and instructions in the performance of assigned duties.

Ability to collect, record, and interpret data from the field and previous studies.

Ability to effectively utilize computer applications and technology related to the work.

**SUPPLEMENTAL
INFORMATION:**

All applicants must apply online at www.walnut-creek.org to be eligible for consideration.

Applicants possessing the MOST DESIRABLE qualifications will be invited to continue in the selection process, which will include a **panel interview tentatively scheduled for the week of June 27-30, 2016**. An eligible list will be established as a result of this examination process and will be valid for a period of six months.

All applicants will be notified by email as to whether or not they are invited to participate further in the selection process. In addition, applicants can log on to their account and check their current status online.

Applicants considered for appointment to this position will be subject to fingerprinting and a thorough background (including driving record) and criminal check.

If special accommodations are necessary at any stage of the examination process, please provide the Human Resources Division with advance notice and every attempt will be made to consider your request.

As required by law, all public employees are designated as Disaster Service Workers. As such, all City of Walnut Creek employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

Please see the class specification at www.walnut-creek.org for a complete description of this classification's representative duties, requirements, working conditions, and physical requirements.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.walnut-creek.org>

Job #16-13
CODE ENFORCEMENT OFFICER
HR

City of Walnut Creek
Human Resources Division
1666 North Main Street
Walnut Creek, CA 94596

jobs@walnut-creek.org

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Code Enforcement Officer Supplemental Questionnaire

- * 1. Qualification guidelines for this position include graduation from high school, supplemented by college level courses in a field related to municipal code enforcement. An Associate of Arts degree or higher from a recognized college or university is desirable. Please check your highest level of academic achievement.
- ☐ Some High School
 - ☐ High School Graduate or Equivalent
 - ☐ Some College
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree

2. Please list any college courses that you have completed related to municipal code enforcement.
- * 3. Qualification guidelines for this position include a minimum of three years experience in code or law enforcement, planning, or a closely related field that involved field investigative work, public contact, and the interpretation and application of laws or rules. Please check the number of years of experience you possess.
- ☐ none
☐ Up to 3 years
☐ 3 to 5 years
☐ 5 to 10 years
☐ 10+ years
4. If you checked that you have work experience as described in question # 3, please indicate when, where, and in what capacity you obtained this experience.
- * 5. Do you possess a California Certified Code Enforcement Officer certification?
- ☐ Yes ☐ No
- * 6. Do you possess a ICC Building Inspector certification?
- ☐ Yes ☐ No
- * 7. Please indicate your proficiency using the Permits Plus or Accela Automated software.
- ☐ None
☐ Beginner
☐ Intermediate
☐ Advanced
- * 8. Please indicate your proficiency using Microsoft Word.
- ☐ None
☐ Beginner
☐ Intermediate
☐ Advanced
- * 9. The majority of the Code Enforcement Officer's workday is spent enforcing the City's zoning regulations and nuisance ordinance. On occasion, conflicts with the public may arise. Please describe a time when you have experienced conflict with a member of the public. How did you respond and what was the outcome? (Please limit your response to one paragraph.)
- * 10. It is anticipated that the selected candidate will spend approximately 20 hours per week devoted to downtown enforcement focusing primarily on retail shops and restaurants, including: signage, outdoor seating and product displays, unpermitted construction, smoking, and recyclables scavenging. Describe your experience working collaboratively and providing educational outreach with retail businesses, restaurants, and business associations. (Please limit your response to two paragraphs).

* Required Question