



SAN RAFAEL

THE CITY WITH A MISSION

Code Enforcement Official III

\$5,671 - \$6,894 per month
Plus, excellent benefits

OPEN UNTIL FILLED: *Apply by Friday, March 27, 2020 for first consideration*

THE POSITION:

The City of San Rafael Community Development Department is seeking a full-time Code Enforcement Official III. The incumbent in this position assists with the enforcement of all provisions of the San Rafael Municipal Code, performs code inspections and enforces the zoning code. This position is responsible for providing advanced journey level code enforcement duties and for providing some building and/or fire inspection duties typically regarding issues that do not require a permit. This position requires certification as a Combination Building Inspector or the residential inspection track of the International Code Council and/or the Fire Prevention IA, 2A, and 3A courses of the California State Fire Training.

This position performs the following essential job duties:

- Exercises enforcement and abatement responsibilities under the land use regulations of the City's Municipal Codes.
- Conducts field investigations of reported complaints of municipal code, ordinance and resolution violations.
- Advises individuals of violations and methods of abatement.
- Seeks abatement (remedies) through voluntary compliance or informal administrative process or administrative hearings or judicial action.
- Conducts field inspections to uncover violations, gathers supporting evidence, inform individuals of code provisions and encourage compliance.
- Issue warnings and violation notices and see remedies through voluntary compliance or informal administrative process or administrative hearings or judicial action.
- Explains and interprets municipal codes, ordinances, and resolutions at the counter and in the field to City staff, to property owners and the general public.
- Confers with other agencies and City departments, verbally and in writing, on the investigation and disposition of related violations.
- Prepares written staff reports and present evidence at hearings before the Planning Commission, City Council, Hearing Officer, and/or Courts of Law related to current code enforcement administrative and judicial proceedings.
- Completes forms, prepare reports, investigation narratives, and related correspondence.
- Maintains case records, program statistics, and related materials.
- Function as a lead work supervisor over other Code Enforcement Official employees.
- Performs related duties as required.

To be eligible for this position, you must have knowledge of:

- Correct English usage, spelling and punctuation.
- Simple research and statistical methods.
- Interviewing techniques necessary to obtain investigative and personal data.
- Modern office policies, procedures, and equipment.
- Goals, objectives and policies of the department.
- Correct written and spoken English.
- Technical aspects of Zoning and Code Enforcement.
- Supervisory techniques and methods.

To be eligible for this position, you must have the ability to:

- Interpret and apply laws, ordinances, codes and policies.
- Express oneself clearly and concisely both orally and in writing.
- Work cooperatively with other departments, agencies and citizens.
- Establish and maintain effective work relationships.
- Lead and direct the work of others.
- Perform field investigations.
- Enforce applicable codes and ordinances.

EDUCATION and/or EXPERIENCE: (Any combination of experience and training that would likely provide the required knowledge, abilities and skill.) A typical way to obtain these would be:

- Graduation from an accredited high school or equivalent.
- Three (3) years of full-time experience involving the enforcement and interpretation of administrative rules and regulations, two (2) years of which must be in a code inspection capacity, with at least one (1) of those years at an equivalent level to the Code Enforcement Official II.
- Requires certification as a Building or Fire Prevention Inspector.
- Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and regularly works in inside environmental conditions. The employee is frequently exposed to video display and moving mechanical parts. The employee occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate. Hazards are moderate, predictable and protected against.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment

physical, background check, driving record, drug screen, and fingerprinting. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-19981919>

For more information about the City of San Rafael, please visit www.cityofsanrafael.org.

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.