

CITY OF GILROY IS HIRING

CODE ENFORCEMENT OFFICER

Community Development Department – Building Division

Code Enforcement Officer - \$7,842.58 – \$11,035.29 Monthly
Plus Excellent Benefits!

Additional steps (Step F, Step G, and Step H) included in the salary range listed above are available to employees in this job classification after completion of five years of service (Step F), ten years of service (Step G), and 15 years of service (Step H), and one year at the prior step, and good performance evaluation. Initial salary placement is typically at the entry point of the range unless the candidate has prior Code Enforcement Officer experience which may warrant initial placement at a higher step.

Opportunity to work a 9/80 work schedule with every other Friday off. This is a full-time, on-site position, designed for direct collaboration with the team and active participation in daily operations.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, and inclusion. Join our team!

ABOUT THE POSITION

The City of Gilroy is recruiting to fill the position of Code Enforcement Officer in the Community Development Department, Building Division.

In this exciting opportunity, the Code Enforcement Officer will work under the supervision of the Supervising Code Enforcement Officer and will serve as a frontline ambassador for city standards, working directly with residents, businesses, and property owners to ensure compliance with local codes and ordinances. If you believe in building better neighborhoods through fairness, respect, and community engagement and have a passion for public service, enjoy being out in the field and solving problems, and want to be part of a team that enhances the health, safety, and welfare of our community then this is an excellent opportunity for you. Come join our team and make meaningful impacts daily!

The Code Enforcement Officer is distinguished from the Supervisor by performing work of moderate difficulty and more routine tasks and duties assigned to this position within this classification series. These tasks involve inspections and enforcement of applicable ordinances pertaining to residential and commercial properties, housing, building construction, and other related regulations. The Code Enforcement Officer will respond to citizen concerns and proactively identify violations such as property maintenance issues, and zoning infractions. You will educate the public on code requirements through clear and respectful communication and work collaboratively with other city departments and external agencies to resolve issues. Additionally, the Code Enforcement Officer will issue notices, citations, and follow up on compliance efforts in a fair and consistent manner. It is also imperative that the Code Enforcement Officer maintain accurate case files and documentation for possible legal proceedings.

ABOUT THE DEPARTMENT

Our team thrives on teamwork and stands united to uphold city codes. We specialize in investigating complaints, meticulously documenting violations and conducting



APPLICATION CLOSING DATE

MAY 27, 2025

PRACTICAL EXERCISE AND ORAL BOARD

JUNE 18, 2025

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- Complete application with responses to Supplemental Questions
- Detailed resume focusing on relevant work experience and education is required
- A cover letter expressing your interest in this position is required

Apply at

www.CityOfGilroy.org/jobs



thorough research for a precise understanding. Our enforcement activities are diverse, addressing complex issues involving multiple departments. Education is integral and we provide training, correct deficiencies, and offer guidance, developing a highly skilled team. Our goal in providing this valuable service is based on shared community expectations. We strive to promote voluntary compliance, with a focus on education to increase public awareness of the city's regulatory expectations. Working together with property owners and business operators, positive and lasting results are achieved to benefit the Gilroy community.

THE IDEAL CANDIDATE WILL

- Be motivated to become familiar with code enforcement procedures and processes in the public sector.
- Have the ability to understand and communicate a variety of municipal codes, ordinances, legal descriptions, City policies, procedures, and other regulations to residents and property owners.
- Hold customer service in high regard and help residents and businesses understand the “why” behind the rules and guide them through the resolution process.
- Use effective time management skills to work independently and adapt to changing priorities in the field.
- Be emotionally intelligent during challenging conversations and use strong conflict resolution skills.
- Be eager to learn and understand methods and procedures for code compliance, including issuing citations, obtaining inspection warrants, and preparing legal documents.
- Be a problem solver with the ability to gather information and weigh the facts against applicable laws, rules, and regulations to draw factual conclusions.
- Ability to apply regulations and policies in a constructive and calm manner to achieve compliance with guidelines.
- Possess excellent written and verbal communications skills to clearly express thoughts, explain codes and interpret ordinances to various stakeholders.
- Have strong interpersonal skills to effectively interact with a diverse range of individuals.
- Be detail oriented and skilled in time-management to handle a variety of assignments and meet deadlines in a fast-paced work environment.
- Contribute to the overall effectiveness of the division by being conscientious and professional.

FIRST YEAR PROJECTS/ASSIGNMENTS:

- Learn and understand the City of Gilroy code enforcement processes and help solve problems to foster community pride.
- Engage in real-world code enforcement assignments by working on active cases and assisting in clearing the backlog to ensure safe and well-maintained neighborhoods.
- Participate in specialized training and obtain certifications to enhance your expertise and knowledge of code enforcement.



CANDIDATE PERSPECTIVE/ LEARNING OPPORTUNITIES

As a Code Enforcement Officer, you will have the opportunity to be part of and work with a dedicated team in maintaining and improving the quality of life of the diverse community with the City of Gilroy. Your responsibilities will include investigating complaints, meticulously documenting violations and ensuring strict compliance with codes and regulations. You will interpret and explain City codes and ordinances, issue notices of violations, issue administrative citations, prepare written reports, administrative abatement orders, and record abatement notices. You will actively contribute to the team by assisting customers, taking the lead with some cases that may require the cooperation of other departments, attend community meetings, and work evenings and weekends as needed.

QUALIFICATIONS

- Two (2) years of experience in code enforcement, housing inspection, building inspection or environmental inspections for a public agency, OR possess a California Association of Code Enforcement Officers (CACEO) certification as a Code Enforcement Officer, OR possess an International Code Council (ICC) certificate as a Building Inspector, Combination Inspector or other discipline.
- A California Association of Code Enforcement Officers (CACEO) certification as a Code Enforcement Officer must be obtained within 12 months of hire.
- Possess an 832 P.C. certificate (Module III Arrest, Search and Seizure Certificate) of completion or obtain within 12 months of hire.
- Possess a high school diploma or G.E.D. certificate.
- Possess and maintain a valid California Driver License necessary to operate assigned vehicle(s).
- Must be available to work varied hours, evening hours, weekends, and/or holidays for special enforcement details.
- Must pass an employment background check including a Department of Justice criminal record check.
- Pass a post offer medical examination, which includes a drug test.
- Bilingual (English/Spanish) desired, but not required.
- Prefer a non-tobacco user.

TO REVIEW JOB DESCRIPTION AND ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES, CLICK HERE: [CODE ENFORCEMENT OFFICER](#)

**Changes to the Code Enforcement Officer job description as noted above are subject to the final review, and approval by the Gilroy Personnel Commission.*

REPRESENTATION:

AFSCME Local 101 General Unit

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

**Human Resources can be reached
at: (408) 846-0228**

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- A complete application with responses to Supplemental Questions
- A cover letter that explains your specific interest in this position with the City of Gilroy is required
- Detailed resume focusing on relevant work experience and education is required

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (includes testing for psychoactive marijuana metabolites), given at the City's expense, prior to appointment. If special accommodation is necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

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, EQUITY, AND INCLUSION.

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