



CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

Career Opportunity: Code Enforcement Officer, Full-Time Community Development Department

Filing Deadline: Apply Immediately, Open until Filled; First Review of Applications: 11/6/18

Full-Time Position: Salary \$5,462 - \$6,828 per month plus excellent benefits

Are you a strategic and innovative leader with a focused commitment to successful code enforcement efforts? Laguna Niguel's Community Development Department is looking for a dynamic, motivated individual to join their team as a Code Enforcement Officer. This clear-communicator will be responsible for responding to complaints regarding compliance with zoning and building codes, including regulations pertaining to building/construction; housing; noise; property maintenance; public nuisances; signs; and zoning/land use.

The City has a long-standing reputation for providing superior customer service to residents, businesses, and visitors. A successful candidate will be a customer-service driven professional who is able to work independently in the absence of supervision while fostering an excellent relationship with citizens, officials, property owners and business owners.

Examples of Duties:

- Perform both field and office work involving the enforcement of the City's municipal code and ordinances, as well as State regulations.
- Establish and maintain cooperative and effective relationships with the public to gain voluntary compliance.
- Respond to complaints, questions and inquiries regarding potential code violations including building, zoning, grading, noise, health and safety, graffiti, and nuisance regulations.
- Conduct inspections of properties for violations; investigate and determine existence and types of violations; issue warning notices, notices of violation, stop work notices and other related documentation for code violations; identify actions to correct violation(s) and applicable timeframes for compliance; perform follow-ups to ensure or gain compliance (e.g., writing letters, re-inspections, phone calls, meetings, etc.) issue administrative citations and/or abatements of nuisances.
- Prepare and maintain accurate documentation and case files through the City's case management system on all investigations, inspections and enforcement actions (photos, drawings, measurements, correspondence and any other relevant material to substantiate the existence of violations).
- Plan and recommend code enforcement strategies and procedures; assists in preparing forms, policies and other correspondence to educate the public and advise individuals on the City's code enforcement program.
- May assist planning staff in field work related to permit applications.
- Perform related duties as assigned

Minimum Qualifications:

Knowledge of:

- Principles, practices, methods and techniques of code violation investigation and enforcement.
- Principles and practices of providing quality customer service and public relations.
- Safe, appropriate and efficient work practices as they relate to difficult or confrontational encounters with the public.
- General city services and municipal organizational structure as they relate to code enforcement.

Ability to:

- Understand, interpret, apply and explain pertinent policies, codes, ordinances, laws and regulations relating to zoning, land use, building codes, property maintenance, water quality, public nuisance and other matters of public concern.
- Respond to inquiries, complaints and requests for service in a timely and tactful manner.
- Inspect and use proper judgment in identifying violations of applicable codes and ordinances.
- Enforce regulations in a tactful, firm and impartial manner.
- Defuse and react appropriately and professionally when working with the public in difficult situations.
- Prepare and maintain accurate and detailed documentation of investigation findings, including a variety of correspondence, logs and other pertinent records.
- Be proficient in a variety of computer technologies, including Microsoft Office Suite, and other computer applications necessary to research, investigate, document and report complaints, requests for service, enforcement activities and compliance.

Experience and Training REQUIRED:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of code inspection and enforcement experience involving considerable public contact in a municipal setting; AND high school diploma or GED equivalent.
- **Desired:** POST PC 832 and certification as a Code Enforcement Officer issued by the CACEO.

Licenses:

Possession of a valid California Driver's License and an excellent driving record.

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.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection

of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk, talk, and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, bacterial waste, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

How to Apply:

A required City application form is found on the City's website at www.cityoflagunaniguel.org. Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications should be submitted to Hresources@cityoflagunaniguel.org or in person to Human Resources at the address above. Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

Equal Opportunity Employer:

The City of Laguna Niguel recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

Special Notice:

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and

prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.