



City of Lompoc  
**Senior Code Enforcement Officer**

<b>SALARY</b>	\$33.17 - \$39.95 Hourly \$2,653.22 - \$3,196.21 Biweekly \$5,748.63 - \$6,925.12 Monthly	<b>LOCATION</b>	Lompoc, CA
<b>JOB TYPE</b>	Full-Time, Permanent	<b>JOB NUMBER</b>	6610424
<b>DEPARTMENT</b>	Community Development	<b>OPENING DATE</b>	04/25/2024
<b>CLOSING DATE</b>	Continuous		

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## DEFINITION/SELECTION PROCESS

**THIS RECRUITMENT IS TO ESTABLISH AN ELIGIBILITY LIST FOR A CURRENT VACANCY.** Interested applicants must submit on-line application -- **NO paper applications will be accepted.**

If you forget your password, have application login problems, or get an error message during the application process, please call the NeoGov helpline at 1-855-524-5627 for assistance.

**The City reserves the right to stop accepting applications prior to the posted deadline, if sufficient numbers of qualified applications are received. Therefore, applicants are encouraged to apply as early as possible. The recruitment is officially closed once it has been removed from the City's website.**

**EXAMINATION PROCESS:** Based upon screening of the **City application**, résumé, and **responses to supplemental questions**, applicants whose qualifications best meet the requirements of the position will be invited to the examination process. This process may include, but is not limited to: written examination, panel interview and/or performance examination, which consists of an evaluation of some of the essential knowledge, skills, abilities, and job related experience listed below. Those candidates who pass the examination process are placed on an eligibility list from which the final selection will be made.

**SELECTION PROCESS:** As authorized by City policy, applicants being considered for hire in this position are subject to fingerprinting for purposes of investigating criminal history background, as part of the employment screening process. Appointment is subject to successful completion of a pre-employment medical examination (based upon job-related physical standards) by a City-designated physician.

Under direction, performs the more complex technical inspections, investigative, and compliance work related to municipal code violations; responds to requests and complaints; issues warnings and citations; maintains related reports and records; monitors the City-wide code enforcement plan; assists in the development and implementation of training programs and day-to-day duties relative to training staff; monitors status of complaints and investigations; and perform other related duties as required.

The class of Senior Code Enforcement Officer serves in a lead capacity. The incumbent is expected to perform the full range of assigned duties and assist other code compliance personnel, with only occasional instruction or assistance. In addition to code compliance investigation duties, the incumbent may train and assign program staff. The incumbent in this classification processes greater breadth of knowledge and experience, and reviews the more complex requests related to violations of City codes and ordinances; may be responsible for day-to-day training or program staff; and has functional

charge of code enforcement activities when the supervisor is absent or unavailable.

**Failure in any one part of the examination or selection processes will disqualify a candidate from further consideration.**

## **ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES**

*The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Leads and participates in the more complex technical inspections, investigative, and compliance duties related to code violations; receives and responds to citizen inquiries and other complaints related to violations of the City municipal code, including but not limited to building zoning, nuisance, environment, neighborhood enhancement, health and safety ordinance, and weed abatement; interprets and enforces provisions of municipal codes and ordinances, state and federal laws and/or regulations pertaining to code enforcement; investigates alleged violations and citizen complaints; conducts field checks to uncover/respond to alleged violations; issues notices of violation and citations; issues warning and compliance letters; attempts to gain compliance; performs follow-up investigations to ensure compliance; initiates legal action when required; testifies when necessary; compiles and monitors statistical information on permits and inspections; issues permits; assists in collecting, compiling and analyzing data; investigates and resolves problems; monitors the City-wide code enforcement plan; provides information to the public and other City departments; assists City departments with municipal code enforcement activities; trains staff; prepares correspondence and reports; prepares cases including history, facts, photos and other needed information; carries out preventative enforcement; maintains code enforcement reports, files and documents; patrols assigned areas of the City to locate and observe violations; photographs violations for the purpose of evidence and identification; coordinates inspections and dispositions of cases with other city departments and outside agencies; conducts property searches for legal descriptions and corrects property owner; may be required to assume full responsibility of code enforcement activities in absence of supervisor; and performs other duties as assigned.

**PERIPHERAL FUNCTIONS:** Use and operate computers and various office equipment; database software; small hand tools; motor vehicle; portable radio and cellular telephone.

**If you are unable to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation, please notify Human Resources at (805) 875-8208.**

## **TYPICAL QUALIFICATIONS**

*Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:*

**Education And Experience:** Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is: education must be equivalent to a high school diploma. Must possess four years code enforcement and/or building inspection experience, which included significant public contact; of which three years experience is with the City of Lompoc, OR equivalent professional experience with a California municipality. Bachelor's degree in a closely related field is highly desirable.

**License/Certificates Required:** Possession of a valid and appropriate California Driver's License. Peace Officers Standards Training (POST) approved Penal Code §832 certificate is highly desirable prior appointment and required as a condition of successful completion of probation. Possession of California Association of Senior Code Enforcement Officers (CACEO) Basic and/or Intermediate certificate required. California Association of Senior Code Enforcement Officers (CACEO)

Advanced certificate is required as a condition of successful completion of probation. Possession of ICBO/AACE and/or SCACEO certificate is desirable.

**Knowledge of:** Principles, practices, and techniques of inspection and investigation; principles, practices, methods and techniques of ordinance enforcement; general principles of supervision and training; methods and techniques of conflict resolution; research and report writing techniques; research methodology and data collection techniques; principles and practices of exemplary customer service; computer terminology and processes; database programs and designated software packages; standard and accepted records management practices; safety and efficient work practices relative to code enforcement; standard and accepted English grammar, spelling, punctuation, and usage; organization, procedures, and operating details of the assigned area of code enforcement and City's code enforcement plan; applicable City, State, and Federal codes, ordinances, and regulations related to assigned area of code enforcement and related activities; general City services and the municipal organizational structure as they relate to ordinance enforcement; regulations and requirements of court evidence; municipal code administrative fine procedures.

**Ability to:** Lead and train staff; interpret and enforce City Codes, Ordinances and laws pertaining to building, land use, zoning, nuisance, health, safety and welfare; conduct field survey and notification for weed abatement on an annual basis; geography of the City; understand and interpret legal descriptions and boundary maps of real property; gather data and evidence; analyze and compile technical information on investigations and violations; apply investigative techniques useful in insuring compliance with appropriate codes and ordinances; maintain and update records, logs land reports; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; operate a computer and City vehicle/equipment; demonstrate strong interpersonal skills; take a proactive approach to problem solving; use good judgment and make sound recommendations; work independently; establish and maintain cooperative working relationships with those contacted in the course of work.

## SUPPLEMENTAL INFORMATION

***PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS*** -- *The conditions herein 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.*

**Physical: Strength Category:** Medium-exert force of 20-50 pounds occasionally, 10-25 pounds frequently or up to 10 pounds constantly to lift, carry, push, pull or move objects. Frequent walking, standing, bending, stooping and sitting. Occasional fingering, typing, crouching, climbing stairs, ladders and scaffolding, reaching at, above, and below shoulder level, extending neck upward, downward and side-to-side, pushing, pulling, and twisting at the waist. On rare occasion crawls, kneels, handles, grips and grasps. **Vision:** visual acuity sufficient to perform the essential functions of the position. **Hearing:** effectively hear/comprehend oral instructions and communication.

**Mental/Psychological:** Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor; read/comprehend complex material; utilize complex math skills; utilize complex writing skills; understand, remember and carry out complex, detailed job instructions; communicate effectively orally and in writing; respond quickly to changing priorities; work under pressure; and work within deadlines.

**ENVIRONMENTAL CONDITIONS:** Works outdoors frequently and indoors occasionally. Frequently works alone, occasionally works with others. Noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Frequently exposed to slippery or uneven walking surfaces and drives City vehicle. Occasional use of computer, working at unprotected heights, around machinery, and exposure to dust and fumes. On rare occasion exposed to gases and odors, excessive noises, electrical energy, solvents, grease, or oil, flames/smoke, and extreme temperatures.

**Phone**

805-875-8208

**Website**<http://agency.governmentjobs.com/lompocca/default.cfm>**Senior Code Enforcement Officer Supplemental Questionnaire****\*QUESTION 1**

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration. "See Resume" is not an acceptable answer to the questions.

- Yes, I understand and agree
- No, I do not agree

**\*QUESTION 2**

What is the highest level of degree you possess; SPECIFICALLY in relating to Code Enforcement or a related field?

- Associate Degree / related to Building Inspection Technology
- Bachelor's Degree / related to Building Inspection Technology
- Master's Degree / related to Building Inspection Technology
- Associate Degree NOT related to Building Inspection Technology
- Bachelor's Degree NOT related to Building Inspection Technology
- Master's Degree NOT related to Building Inspection Technology
- No degree

**\*QUESTION 3**

What best describes your level of experience in code enforcement and/or building inspection?

- No Experience
- Unskilled Level (Less than 1 year)
- Trainee Level (1 year to less than 2 years)
- Semi-Skilled Level - Some experience ( 2 years to less than 4 years)
- Skilled Level - Highly experienced (4 years to less than 5 years)
- Advanced Skilled Level - Extensive experience (5+ years)

**\*QUESTION 4**

Do you possess a Peace Officers Standards Training (POST) approved Penal Code §832 certificate?

- Yes
- No

**\*QUESTION 5**

**Do you possess a California Association of Code Enforcement Officers (CACEO) certification?**

- Yes  
 No

**\*QUESTION 6**

**If YES, please list what level certification. If NO, please enter N/A.**

**\*QUESTION 7**

**Do you possess ICBO/AACE and/or SCACEO certificates?**

- Yes  
 No

**\*QUESTION 8**

**If YES, please list certificates. If NO, please enter N/A.**

**\*QUESTION 9**

**Do you possess any other related code enforcement and/or building inspection certifications?**

- Yes  
 No

**QUESTION 10**

**If so, please list what certification(s). If NO, please enter N/A.**

**\* Required Question**