



ANNOUNCEMENT OF RECRUITMENT

CODE ENFORCEMENT OFFICER PART-TIME

THE POSITION: Under general direction, conducts a variety of code enforcement related activities and routine investigations in the enforcement of City codes, ordinances, and abatement regulations; and performs related responsibilities as required.

SALARY: \$21.33/hour; usual schedule is up to 20 hours per week.

QUALIFICATIONS: Any combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the position and to learn skills normally acquired on the job is qualifying. A typical entrance background is: Any combination equivalent to completion of twelfth grade (G.E.D. equivalent) and one (1) year of code enforcement experience or closely related field.

Licenses/Certificates: Possession of a valid Class C California Motor Vehicle Operator's License.

THE SELECTION PROCESS: Applications will be reviewed and evaluated; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further. All applicants will be advised on their status in the selection process. The selection process may include written examination, oral board interview, department interview, background investigation, post-offer medical examination, drug and alcohol screening, and any other testing that may be deemed necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, phone (559) 591-5900 ext. 108. City application is required. Deadline to apply: **September 8, 2021 by 5:00 p.m.** Postmarks are **not** accepted.
www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, age, national origin, sexual orientation or disability.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

**CITY OF DINUBA
JOB DESCRIPTION**

**CODE ENFORCEMENT OFFICER
PART-TIME**

DEFINITION: Under general direction, conducts a variety of code enforcement related activities and routine investigations in the enforcement of City codes, ordinances, and abatement regulations; and performs related responsibilities as required.

EXAMPLES OF DUTIES:

Investigates and initiates procedures to abate violations of fire, building, business license, zoning, land use, housing, dangerous building and property maintenance codes and ordinances regulating abandoned vehicles, trash, and weeds; conducts field inspections of local businesses to ascertain conformance to City codes, ordinances, and regulations; responds to citizens' complaints; determines code violations; prepares required documentation; confers with property owners, tenants and other agencies to monitor code compliance activities; responds to citizen's inquiries and gives general assistance or direction; oversees collection, storage, and retrieval of abandoned shopping carts; writes letters to citizen's regarding enforcement of the City's ordinances; prepares and maintains a variety of records, reports, and correspondence relating to inspections and enforcement activity; explains code requirements and violations; investigates complaints regarding alleged violations of various codes and ordinances; issues citations for violations of City's codes, ordinance, and regulations; researches records to determine property owner; coordinates efforts with police, planning, building and related departments, and other staff or agencies; may testify in court regarding compliance action; assists with the development and implementation of programs to support compliance and enforcement; and performs related work as required.

EMPLOYMENT GUIDELINES:

Knowledge of:

Uniform building codes and other regulations including handicapped, safety and energy requirements;
Accurate record keeping methods;
Safety, hazardous materials and building codes and regulations;
Modern office methods including computer applications and keyboard skills.

Ability to:

Read, understand and interpret laws, City ordinances, rules and regulations;
Read, interpret, and understand building permit plans, specifications, codes, and regulations;
Explain laws, ordinances, rules and regulations to property owners and the general public;
Analyze and evaluates facts and evidence to draw logical conclusions and adopt effective course of action;
Enforce necessary regulations with firmness and tact;
Research and develop alternative solutions to difficult code problems;
Communicate clearly and concise, both orally and in writing;
Prepare clear and concise written reports;
Operate a vehicle observing legal and defensive driving practice;
Maintain accurate records;
Establish and maintain cooperative working relationship with those contacted in the course of work.

Education/Experience/Training: Any combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the position and to learn skills normally acquired on the job is qualifying. A typical entrance background is: Any combination equivalent to completion of twelfth grade (G.E.D. equivalent) and one (1) year of code enforcement experience or closely related field.

Licenses/Certificates: Possession of a valid and appropriate California Driver's License issued by the Department of Motor Vehicles.

PHYSICAL DEMANDS/WORKING CONDITIONS

Stamina to stand on feet for long periods of time. Occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Occasionally lift and/or move up to 50 pounds. Sense of smell to detect odors. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed mostly in field settings with considerable outdoor work in outside weather conditions. Occasionally works near moving mechanical parts and in high, precarious places. Occasional exposure to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level is usually quiet in the office, and moderate to loud in the field.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**An Equal Opportunity/
Affirmative Action Employer**



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: Code Enforcement Officer (PT)

NAME:	Last Name	First Name	Middle
ADDRESS:	Street/P.O. Box	City	State Zip Code
TELEPHONE: ()	Home	()	Business () Cell
EMAIL ADDRESS: _____			

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **STATE:** _____ **EXPIRES:** _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. Yes No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
 Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check ; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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