

Candidate Profile

This candidate must have knowledge of Uniform Codes related to housing, abatement of dangerous buildings, and applicable Delano Municipal Codes. Applicable laws and ordinances regulating building construction and zoning. Maintaining complete files, investigative records and other relevant evidence for use in administrative and legal proceedings. Correct use of oral and written English, and proper spelling, punctuation, and composition. Must be skilled in conducting effective and timely investigations. Dealing with the public under stressful, contentious, and confrontational conditions. Recognizing dangerous situations and reacting appropriately. Communicating tactfully and effectively with the public and employees. Must have ability to be consistent in meeting employment obligations by reporting on time and working full workdays and workweeks, as assigned. Maintain confidentiality. Operate a desktop computer and related programs, including spreadsheet and word processing programs. Physically be present at the worksite to ensure proper staffing levels.

Compensation and Benefits

The Salary Range for Certified Level is \$28.82 - \$35.05 per hour. The Salary Range for Entry Level is \$23.63 - \$28.74 per hour. Salary Range placement is dependent on the candidate's qualifications.

Part-Time: No more than 29 hours per week, no fringe benefits.

Full-Time: The City of Delano offers an excellent benefit package including:

- Comprehensive City-paid medical, dental, and vision benefits for the employee and a portion of the premiums for their dependents
- City pays \$30/month for Bilingual Pay
- City pays \$35/month for Longevity Pay after 8 continuous years of service
- Life insurance equal to 1 yr. base salary with a minimum of \$30,000
- Supplemental life insurance (Optional)
- Aflac Insurance (Optional)
- Deferred Compensation 457 Plan (Optional)
- Section 125 participation
- 12 days vacation, 12 days sick pay accrued annually
- 13.5 days holiday pay

Application and Selection Process

Employment Applications may be obtained by visiting the Human Resources Department during normal business hours, 8:00 a.m. - 5:00 p.m. Monday through Friday, calling the number listed below or visiting the City's website at: <http://www.cityofdelano.org>.

To be considered for this position, please submit a completed employment application, an **Official K4 D.M.V. printout** (online copy not accepted), and any required certification to:

Noemi Zamudio
Human Resources Director
City of Delano
1005 Eleventh Avenue
P.O. Box 3010
Delano, CA 93216

Phone: (661) 721-3305

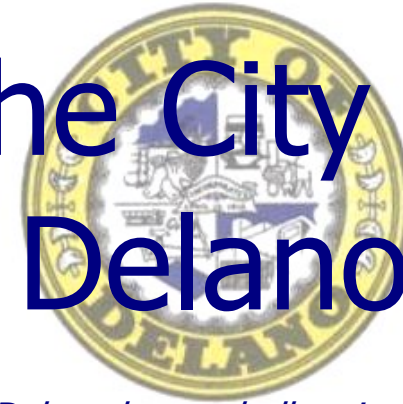
Filing Deadline: September 25, 2018 at 4:30 pm.

A resume in-lieu of a completed employment application, facsimile, and/or postmark will not be accepted.

Candidates with the most relevant qualifications will be invited to participate in the interview & testing processes. Reference checks, LiveSCAN, background investigations, and pre-employment physicals are part of the employment process.

The information contained herein is subject to modification and does not constitute either an expressed or implied contract.

The City of Delano



The City of Delano has a challenging and exciting opportunity for a dynamic and progressive...



Code & Building Enforcement Officer



The Community

The City of Delano is a unique, culturally diverse community honoring rich traditions and history; with a rapidly growing population of more than 52,000 residents. Delano is Kern County's second-largest and fastest-growing city. Delano has received an urban status designation.

With vast amounts of agricultural land primed for the next wave of commercial development and expansion, Delano offers affordable housing, rich cultural history and vast labor resources for industry. Major portions of the City are within a state designated enterprise zone boding well for future industrial development. The city currently has major commercial projects under development.

The regional climate offers temperate weather the majority of the year, offset by seasonably warm summers. Located within a 30-minute drive of the county seat (Bakersfield), Delano's City Council understands the need to promote and market the rich resources the region has to offer.

City Government

The City of Delano operates under the Council-Manager form of government with the City Manager serving as the Chief Executive Officer. The Council is comprised of five members who are elected at-large for staggered four-year terms. The Mayor and Mayor Pro Tem are selected from among the Council members and serve for a one-year term.

The City Manager is responsible for the day-to-day administration of all operational and business matters including implementation of Council directives and policies. The City Manager appoints all Department Directors and manages the day-to-day activities of the 250+ full and part-time staff.

Position Overview

The Code & Building Enforcement Officer performs work of routine difficulty to secure compliance with zoning regulations, Municipal Codes and related Government Codes, Uniform Housing Codes (including Uniform Codes for the Abatement of Dangerous Buildings). Resolve issues within established policy.

Essential Duties and Responsibilities:

- Interprets the Municipal Code and other applicable regulations during investigation of complaints and/or other violations.
- Investigates routine complaints from the public, City departments, or other public agencies.
- Prepares detailed reports on building conditions and violations.
- Prepares and processes appropriate corrective orders, and acts to enforce and gain necessary compliance with, but not limited to, appropriate zoning, housing, and local or state codes and ordinances.
- Coordinates with other department and agencies to assess jurisdiction in terms of code violations being pursued and in assisting the public in obtaining solutions to code violations.
- Issues stop-work orders when appropriate.
- Issues correction notices and citations.
- Prepares, documents, and tracks procedures set forth in the City Municipal Code for the abatement of public nuisances.
- Works with the Office of the City Attorney and Municipal Court when legal action is necessary.
- Provides court testimony when required.
- Investigates complaints concerning new construction or work involving permits.
- Conducts field inspections of building sites in process of construction, alteration or repair for compliance with building and related codes and regulations, for safe application of construction and installation practices.
- Inspects sites and buildings before construction

or alteration to determine practicability of plans, compliance, and regulations, and validity of permits.

- Researches ownership and lien holders of subject properties.
- Enforces deadlines, tracks cases and documents the procedures taken by the City to hold responsible parties accountable to abating code violations.
- Interacts with the public in potentially volatile situations. Resolves disputes in a tactful and productive manner.
- Prepares and maintains a comprehensive file system of investigations and inspections.
- Prepares and provides timely and comprehensive reports.
- Performs a variety of other duties as assigned.

Education and Experience:

Entry Level: High School Diploma, or an equivalent certificate recognized by the State of California. Possess an Associate's Degree or two full academic years of attendance at an accredited college or university with a major in engineering, architecture, construction technology, administration of justice or another related field, may be substituted for one year of experience. Two years of experience in working with issues involving building codes, related law, planning, code enforcement, zoning, building construction, building permit issuance or related field. Maintain a valid Class C California Driver License with an overall driving record acceptable to the City.

Certified Level: In addition to the above listed requirements, must also have possession of any certification from an accredited Municipal Code Enforcement organization. A PC 832 Certificate. Possession of a Building Inspector Certificate from the International Conference of Building Officials (ICBO).

" Feel the Momentum "

The City of Delano is an Equal Opportunity Employer