



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

PART-TIME

CODE ENFORCEMENT OFFICER / EMERGENCY DISASTER WORKER

20-25 hours per week with varied work schedules.

Includes weekend, evening, and holiday hours

FILING INFORMATION: OPEN UNTIL FILLED; Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Please submit all applications and resumes to: HResources@cityoflosalamitos.org

SALARY RANGE: **\$22.83 to \$27.76 per hour** *Starting salary based on experience and education.

POSITION/ESSENTIAL JOB FUNCTION: Performs technical office and field work involving the inspection, investigation and enforcement of state and City codes and ordinances relating to public nuisances, zoning, litter, weeds, and signs; and performs other duties as required within the scope of the classification. Under the direction of the Community Development Director, the Part-Time Code Enforcement Officer is required to perform the following essential functions:

- Assists in the implementation of a comprehensive code enforcement program;
- Conducts field investigations and site surveillance of residential, commercial and industrial properties to uncover possible violations;
- Issues citations for violations relating to public nuisances including zoning, litter, abandoned vehicles, weeds and debris accumulation;
- Photographs evidence, prepares diagrams and measurements, interviews potential witnesses, composes letters and follows-up to ensure remedial action has been taken;
- Prepares memos and investigative reports;
- Answers inquiries from public regarding code and ordinance requirements, interpretations, policies and applicability;
- Researches property ownership, and zoning, building and parcel histories.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Building, zoning, and housing codes and regulations; legal descriptions and boundary maps; basic principles of land use planning; research practices and techniques.
- Read, interpret and enforce applicable codes; analyze and compile technical information; apply investigative techniques; inspect properties with unknown hazards; utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals.

DESIRABLE EXPERIENCE AND TRAINING:

- High school diploma or equivalent. Two (2) years of public contact experience of which at least one year must be in enforcement of administrative rules and regulations involving inspections and investigative work in a related field for a public agency.
- Possession of a valid PC 832 certificate. Possession of an appropriate, valid driver's license. Possession of California Association of Code Enforcement Officers Association (CACEO) or equivalent training/education certificates is desirable.

PHYSICAL TASK & ENVIRONMENTAL CONDITIONS:

Work involves moderate work often in an outdoor setting with exposure to loud noises, chemicals, debris, air and waterborne pathogens. There is frequent need to stand, walk, sit, talk or hear, use hands, kneel, stoop and perform other similar actions during the course of the workday. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

SELECTION PROCEDURE:

All applications will be reviewed by a City Screening Committee. Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications.

Please submit all applications and resumes to HResources@cityoflosalamitos.org

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.