



City of Desert Hot Springs

Invites Applications for the Position of
Community Preservation Officer

Hourly Rate: \$20.38 - \$25.81

Applications must be filed by December 12, 2016 at 6:00pm

Human Resources Dept., 65-950 Pierson Blvd. Building A, Desert Hot Springs, CA 92240
Telephone: (760) 329-6411, ext. 401 • Fax: (760) 288-0624 • email HR@cityofdhs.org

JOB SUMMARY: Under the direction of the Community Preservation Supervisor, performs office and field work in the investigation of violations or potential violations of State and local codes, laws, and ordinances; enforces State and Local codes, laws, and ordinances through issuance of citations and other means of achieving compliance; receives, processes, and maintains citizen complaints of a routine nature. Plans, coordinates, inspects, and performs activities and projects of City building inspection, and permit application functions. Performs day-to-day activities of plan checking, building inspections and permit applications processing functions; exercises independent judgment and provides technical advice to those making inquiries and/or applications in the review of permits, and plans, and specifications for compliance with local codes. Performs related work as assigned.

ESSENTIAL FUNCTION STATEMENT: Essential responsibilities and duties may include, but are not limited to, the following:

ESSENTIAL FUNCTIONS

- Performs routine community preservation activities, including conduct of field investigations for possible violations of a variety of City codes and ordinances including zoning, substandard housing, nuisances, blight conditions, and property maintenance.
- Contacts responsible parties in person and in writing;
- Performs follow-up investigations to ensure that remedial action has been taken;
- Responds to citizen complaints regarding code violations;
- Provides information to the public by telephone, in person and/or in writing;
- Interprets and explains applicable ordinances, codes and regulations to property owners, contractors, business owners, and residents.
- Researches and compiles information relating to community preservation activities;
- Prepares case files after establishing legal ownership of property;
- Prepares written correspondence pertaining to violations;
- Issues Notices of Violation and Infraction Citations;
- Testifies in court as needed;
- Documents violations by taking photographs and recording other pertinent data;
- Refers non-routine, more complex cases regarding non-compliance to the Community Development Director, and cases outside the City's jurisdiction to the appropriate regulatory agency;
- Approve moderate to complex plans;
- Confers with contractors, architects, engineers, property owners, and other agencies and organizations to discuss conformance requirements and problems;
- Recommends abatement proceedings for dangerous building;
- Inspects essential facilities in accordance with state requirements;
- Provides technical assistance in making complex interpretations and decisions concerning problems related to plan checking, building inspection, and code enforcement; and
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Local government organization and functions;
- Applicable ordinances and codes;
- Investigative principles, procedures, and practices;
- Regulations and requirements for court evidence; research and report writing techniques;
- Principles and practices involved in construction and building inspection, including problems encountered in building inspection;
- Techniques, materials, and practices in the structural, mechanical, electrical, and plumbing fields;
- Applicable laws, codes, and ordinances affecting construction, zoning and building inspection work;
- Life safety and fire prevention principles and practice;

Ability to:

- Communicate clearly and concisely, orally and in writing;
- Analyze and compile technical information on code investigations and violations and explain applicable ordinances and codes;
- Understand legal descriptions and boundary maps of real property; read and interpret maps and plans;
- Use a camera and/or camcorder effectively; use computers and other related office equipment;
- Operate a vehicle, observing legal and defensive driving practices;
- Deal constructively with conflict and hostile situations to develop effective resolutions;
- Read, interpret and explain complex drawings, specifications, codes, ordinances, and other related building documents;
- Organize and maintain accurate records of division activities and projects;
- Develop and maintain effective working relationships with others; and
- Ability to successfully pass a pre-employment physical including drug test

EXPERIENCE/EDUCATION:

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:

- High school diploma or equivalent;
- A combination of education and experience equivalent to three (3) years of customer service experience or experience in enforcing local codes and ordinances, conducting investigations and inspections and resolving violation situations;
- Ability to acquire an ICC certificate within twelve (12) months of appointment.

Required Licenses and Certification:

- A valid California Driver License at time of hire.

WORKING CONDITIONS:

Environmental Conditions:

Working conditions are mostly in the field, but mixed with typical office environment. Heavy citizen contact, including potentially hostile situations.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting or walking for prolonged periods of time.

INFORMATION AND BENEFITS

MEDICAL REQUIREMENTS: Selected candidates must pass a pre-employment physical exam, a drug screen, and a background investigation if applicable. Failure to pass the medical examination may be cause for rejection or removal from the eligibility list.

PROBATIONARY PERIOD: Employees in this classification serve a probationary period of one (1) year.

EMPLOYEE LEAVE: The City offers a generous Vacation and Sick leave program, plus 10 annual holidays and one (1) floating holiday. Employees accrue 80 hours per year of sick leave; employees accrue 80 hours of vacation leave for the first five years; after five years, employees accrue 120 hours of vacation leave.

RETIREMENT: The City participates in the Social Security system and all employees are covered by the Public Employees Retirement System (PERS). Employees pay the Member's contribution rate of 6.25% or 7% depending on their prior PERS eligibility. Membership is mandatory. The retirement formula for new employees is 2% at 60, or 2% at 62, depending on prior PERS eligibility, with highest three-year compensation average.

INSURANCE: The City provides a maximum amount per month towards the cost of medical, dental and vision coverage available to employees and dependents; life insurance is paid by the City.

DEFERRED COMPENSATION PLAN: Available for interested employees, offered through ICMA.

DRUG FREE WORKPLACE: In compliance with the DRUG FREE WORKPLACE ACT OF 1988 it is City policy to maintain a drug free workplace.

APPLICATIONS: A completed City application must be on file in the Human Resources Department to be considered for positions within this classification. The job announcement shall not be interpreted as all inclusive. Completed City applications received by the final filing date will be reviewed and those candidates most qualified will be invited to participate in the selection process which may consist of, but not limited to, application screening in relation to position criteria, written examination, oral board interviews, and finalist interviews. Applications must be thoroughly completed. All information on the application is subject to investigation and verification. Resumes may be attached but will not be accepted in lieu of a city application form. Applications and additional information can be obtained by visiting our website at www.cityofdhs.org, by calling the Human Resources Department (760) 329-6411 x401, or at Desert Hot Springs City Hall, 65-950 Pierson Blvd, Monday - Thursday 7am – 6pm.

BULLETIN PROVISIONS: The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this bulletin may be modified or revoked without notice.

The City of Desert Hot Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Desert Hot Springs will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

FLSA Status: Non-Exempt
DSHEU MOU
EOE/AA/ADA
Posted: November 1, 2016