



We invite applications for the position of:  
**CODE ENFORCEMENT OFFICER I/II**  
Code Enforcement Officer I \$6,857 - \$8,179 Monthly  
Code Enforcement Officer II \$7,549 - \$8,999 Monthly  
Next Increase - 07/22/2024 - 5%  
Plus a comprehensive benefits package

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## The City of San Mateo Community Development Department is looking for a Code Enforcement Officer I/II

### Why Join our Department?

The Community Development Department, also known as CDD, is organized into four divisions – Building, Code Enforcement, Housing, and Planning. CDD has broad responsibilities including, but not limited to, long-range planning, review of applications for new developments, implementation of the City's housing programs, and maintenance of neighborhoods. You will be joining a talented team in a fast-paced, dynamic work environment dedicated to serving the San Mateo community. The Community Development Department's core function is to ensure a quality-built environment, healthy neighborhoods, and a strong economic base in the City. Collaboration, innovation, respect, accountability, creativity, transparency, thoughtfulness, and informed risk-taking are attributes and competencies that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work: [https://www.youtube.com/watch?v=\\_GTIzeSpc\\_g](https://www.youtube.com/watch?v=_GTIzeSpc_g)

### What You'll Do

The Code Enforcement Officer I/II performs investigative abatement work and enforcement work for State and City codes, ordinances, and approval conditions related to use, maintenance and safety of land and structures. The position receives supervision from the Code Enforcement Manager or Senior Code Enforcement Officer or higher-level department personnel. The Code Enforcement Officer II may exercise technical and functional supervision over lower level staff.

The current vacancy may be filled at either level based on experience. Depending upon class level and assignment, duties may include, but are not limited to, the following:

- Receives complaints of violations of city codes and ordinances for residential, commercial and industrial property.
- Reviews case files, zoning, general plan and tract maps and other documentation relating to property involved in complaint.
- Conducts interviews, field investigations and site surveillance.
- Determines compliance requirements.
- Explains violations and alternative mitigation measures.
- Issues Warning Notices and Administrative Citations.
- Coordinates enforcement activities with other agencies.
- Generates reports and conducts research using computer.
- May review planning applications for enforceability of variances and use permit conditions.
- Prepares case information for and present evidence at appeal hearings and other legal proceedings.
- Reviews case files, zoning codes and ordinances, general plan and tract maps and other documentation.
- Refers cases to other agencies.
- Provides technical expertise and participates in the training of other staff.
- Assists processing of abatement orders.
- May review planning applications, draft ordinance amendments, variances and development proposals for enforceability of conditions of approval.
- Prepares written reports, legal documents, memos and letters.

For a complete list of duties, reference our job specifications at [www.cityofsanmateo.org](http://www.cityofsanmateo.org)

### Who You Are

- Innovative doer who welcomes challenge, is resourceful and works well both independently and with others.

- Detail oriented individual who finds it rewarding to work with the community to ensure compliance with state and local codes and regulations.
- Able to handle large case load and be a strong team player.
- Exceptional communicator (oral and written) with superior interpersonal skills.
- Able to exercise good judgement and decision-making.
- Have problem solving and customer service skills, accountable, collaborative and interpersonally effective.
- Planner, organizer, and strategic thinker.

### **What You Bring**

*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:*

#### Code Enforcement Officer I:

- Two years of undergraduate course work from an accredited college or university and one year of experience with the public in enforcement, inspection, investigative or public relations work, or six months of experience enforcing codes and ordinances relating to planning, zoning, building, or health and safety.

#### Code Enforcement Officer II:

- Two years of undergraduate course work from an accredited college or university and two years of experience enforcing codes and ordinances relating to planning, zoning, building, or health and safety.

#### *Licenses*

- Ability to obtain a valid Class C California Driver's License by date of hire is required. A valid required license shall be maintained.

#### *Certificate/Special Requirements*

- ICC Certification Property Maintenance and Housing or Zoning Inspector within one year of hire
- Certified Code Enforcement Officer with California Association of Code Enforcement Officers (CACEO) within one year of hire
- Successful Completion of a POST 832PC class required within one year of hire

#### **Bonus Points (highly desirable)**

- ICC Building Inspector Certification (Residential or Commercial)

**Work Environment:** Works indoors, works outdoors, driving required, use of computer, iPad or other mobile devices, works around others, works alone. Uniform required (provided by the Department), certain field work will require the use of personal protective equipment.

**ADA Special Requirement:** *Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist and climb; exposure to cold, heat, outdoors, electrical hazards, vibration, chemicals, dust, toxic waste and mechanical hazards, exposure to slippery or uneven walking surfaces.*

#### **What We Offer**

- *Salary:* Code Enforcement Officer I - \$6,857 - \$8,179/month, Code Enforcement Officer II - \$7,549 - \$8,999/month; next salary increase will be 5% on July 22, 2024
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan, and 1% city contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$90 bi-weekly (if applicable)
- This classification is represented by the San Mateo City Employees' Association

#### **Are You Ready? Apply.**

Submit an online application, résumé (*required*), and supplemental questionnaire at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

## Application Deadline

Recruitment will close by **Wednesday, August 14, 2024 @ 11:59 p.m. OR upon receipt of the first 50 applications, résumés, and supplemental questionnaires**, whichever occurs first.

## Interview Process

All applications, résumés (*required*), and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral board is tentatively scheduled for August 29, 2024.**

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

**Date Posted** – July 17, 2024

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org).*

**Fine Print:** Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [lcoles@cityofsanmateo.org](mailto:lcoles@cityofsanmateo.org) or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

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## CITY OF SAN MATEO Code Enforcement Officer I/II

### Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)*

1. Describe your experience and training that makes you the best candidate for this position. In your response, include examples of your experience working with the public and interpreting rules, laws, or procedures.
2. Describe your experience with inspections of multi-family dwelling units (apartment inspections).
3. Describe your experience in case investigation, case documentation, and issuance of notices.
4. Describe your experience dealing with an angry or hostile customer and include de-escalation techniques that you have found to be helpful.