



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

CODE ENFORCEMENT OFFICER I/II

#24A-40

SALARY:

Code Enforcement Officer I
\$8,184.00 - \$9,947.00 / Monthly

Code Enforcement Officer II
\$9,003.00 - \$10,942.00 / Monthly
(Hybrid schedule) – subject to change based on department needs

Closing: October 14, 2024, at 11:59 pm
(Opened: 9/23/2024)

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Zoom interviews tentatively scheduled for
Thursday, November 7, 2024

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that

believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The Code Enforcement Officer I or II is a part of the Building Division in the Community Development Department. This position will be filled at either Officer I or Officer II level, depending on qualifications of the final candidate. Under the direction of the Building Official and with day-to-day supervision by Senior Building Inspector, Code Enforcement Team, this position will work to ensure compliance with the Redwood City Municipal Code, ordinances and zoning regulations; and investigate and document violations. The Code Enforcement Program seeks to promote and maintain a safe and desirable living and work environment. These duties will require coordination with other City staff in Community Development, Public Works, Fire and Police Departments, as well as other agencies, and the public.

Typical duties include, but are not limited to: Work closely with homeowners, businesses and community groups to enhance the quality of neighborhoods through public relations, community building, and code enforcement related educational activities; Maintain effective and cooperative relations with the public; Investigate complaints of violations of City code, zoning ordinances, sign regulations and related laws, ordinances, and codes; Document complaints, inspections, actions, administrative remedies and compliance; Issue courtesy notices, notices of violations, correction notices, and stop work orders, as appropriate; Conduct routine follow-up investigations to ensure compliance with applicable codes, notify concerned parties of action taken. Code Enforcement Officer II will be required to handle the more complex type of Code Enforcement violation such as dealing with Zoning and illegal construction cases.



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Opportunity to select from a variety of plans that are administered by PERS; Maximum City contribution is 2,373/month for 2024.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Long Term Disability**
- **Employee Assistance Program**
- **Life Insurance**
- **Bilingual Premium:** 2.5% - 5%
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Holidays** 14/year and *Holiday pay)
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$1,500 Annually
- **Deferred Compensation Plan (457)**
- **Commuter Program:** City matches up to \$100/month on commuter expenses. (6-minute walk from Caltrain to City Hall)

CITY VALUES



Please review the detailed job description for the Code Enforcement Officer I/II [here](#), which includes more information on the duties and essential knowledge, skills and abilities for this position.

THE IDEAL CANDIDATE

The ideal candidate will embrace the City's emphasis on excellent customer service while working through issues to ensure compliance with various rules and regulations. The successful candidate will be detail-oriented and able to manage multiple tasks; creative in approaches to problem-solving while demonstrating good judgment; communicate clearly with all types of people and will be an effective team player who works productively with City staff, businesses and the public.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience & Education

Candidates must possess sufficient education, training and/or work experience to demonstrate possession of the skills and abilities required, which would be typically acquired through:

Code Enforcement Officer I:

Education:

- Equivalent of completion of twelfth grade

Experience:

- Two years of experience in public contact work involving investigation or inspection skills. Experience enforcing codes and ordinances is highly desirable.

License or Certificate:

- Possession of and the ability to maintain a valid California Driver's License.

Code Enforcement Officer II:

Education:

- Equivalent of completion of twelfth grade

Experience:

- In addition to experience required above, another two years of experience comparable to that of a Code Enforcement Officer I in the City of Redwood City.

License or Certificate:

- Possession of and the ability to maintain a valid California Driver's License.
- Possession of a valid Code Enforcement Officer certificate issued by the California Association of Code Enforcement Officers (CACEO), or equivalent.



Highly Desirable:

- Possession of an ICC Building Inspection certification. (obtain and maintain within a year of hire); and or
- Possession of an ICC International Property Maintenance Code (IPMC) (obtain and maintain within a year of hire)

A City application including a supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check at no cost to the candidate.

- Criminal History Check
- DOJ Fingerprints
- DMV Check
- References
- Pre-Employment Physical Exam

**SUPPLEMENTAL QUESTIONNAIRE
CODE ENFORCEMENT OFFICER I/II
CITY OF REDWOOD CITY**

Please answer the following questions.

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. Applications without answers will not be considered complete. There is not a strict minimum or maximum word count, and we encourage you to submit thoughtful and complete responses.

1. Do you possess at least two years of responsible experience performing the duties of a Code Enforcement Officer? These duties include but are not limited to investigating complaints and conducting field inspections regarding compliance with zoning, building, and/or land use in an official capacity. **Please describe your experience.**
2. Do you have experience building and maintaining positive working relationships with the public in potentially hostile or emotional situations using principles of good customer service? **Please provide an example of a situation and explain your answer in detail.**
3. Do you have experience explaining health and safety, building, and/or housing codes to the public? **If so, please describe your experience in detail.**

The City of Redwood City is proud to be an Equal Opportunity Employer!
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*