

CODE COMPLIANCE OFFICER I / II / III
County of San Mateo
\$68,348.80 - \$103,916.80 Annually

The County of San Mateo's Planning and Building Department is currently seeking qualified candidates for Code Compliance Officers I / II / III.

Under general supervision, the Code Compliance Officer will perform duties to assure compliance with various land use related codes and ordinances; identify, investigate and cite building code violations; investigate and enforce applicable laws, regulations and ordinances related to various land use matters, such as zoning violations, weed abatement, public nuisances, property maintenance and abandoned vehicle abatement; process citizen complaints, perform skilled investigative research, conduct site inspections, issue notices of violation and citations; maintain records of inspections, write letters and reports, draft inspection warrants, may appear in court, and coordinate with County staff regarding possible health, building code or fire violations. Position requires extensive public contact, particularly when investigating complaints and recommending corrective actions.

Appointments to these positions may be made at the level corresponding to the experience and qualifications of the successful candidates.

IDEAL CANDIDATE

In addition to the knowledge, skills and abilities listed below, the ideal candidate will have:

- At least two to three years of experience interpreting, analyzing and applying local zoning codes and coastal codes
- Effective interpersonal skills, with experience explaining policies and procedures to members of the public and dealing with uncooperative or angry customers
- Experience documenting activities using a permit tracking system
- Excellent written and verbal communication skills

SALARY

- Code Compliance Officer I: \$68,348.80 - \$85,404.80 Annually
- Code Compliance Officer II: \$78,665.60 - \$98,363.20 Annually
- Code Compliance Officer III: \$83,075.20 - \$103,916.80 Annually

NOTE: The eligible list generated from this recruitment may be used to fill future extra-help, limited term, unclassified and regular classified vacancies.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Investigate alleged code violations in response to public complaints
- Identify and investigate violations observed while in the field
- Process cases in accordance with procedures and standards of the Planning and Building Division and in accordance with state and local laws
- Issue notices of violation and citations
- Initiate coordination with other County departments and governmental agencies in processing cases
- Maintain complete and accurate records

- Prepare various summary reports
- Interview property owners, neighbors and others to obtain necessary information
- Negotiate action plans with property owners to abate nuisances
- Refer to appropriate County officials suspected violations of health, building, fire or zoning codes and ordinances
- Present cases to hearing officer in charge of appeals
- Initiate summary abatement process for cases where voluntary compliance is not obtained
- Coordinate the summary abatement process including selecting contractors and monitoring their performance
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Code Compliance Officer I: College-level coursework in planning, law, public administration, law enforcement or related field and two years of experience in a position involving public contact which provides the knowledge and skills identified.

Code Compliance Officer II: College-level coursework in planning, law, public administration, law enforcement or related field and two years of code compliance and enforcement experience involving public contact which has included responsibility for interpreting Planning and Land Use regulatory information and making presentations.

Code Compliance Officer III: College-level coursework in planning, law, public administration, law enforcement or related field and three years of code compliance and enforcement experience involving public contact which has included responsibility for interpreting Planning and Land Use regulatory information and making presentations.

Licensure/Certification:

- Possession of a class C California driver license or equivalent
- Possession of POST 832 P.C. Arrest Course certificate either at the time of employment or no later than six months after the date of employment

Knowledge of:

- Principles and practices of code enforcement and officer safety, such as those obtained through seminars, workshops, or certification courses from CACEO, SCACEO or equivalent organization or association
- Local and state laws, ordinances and codes regulating public nuisances, zoning, health and fire safety
- The organization of local government and concepts of public administration
- Research and statistical methods and sources of data
- Modern office equipment, including computer and applicable software

FINAL FILING DATE: October 13, 2021

To learn more about this career opportunity and how to apply, read our job posting at:

<https://www.governmentjobs.com/careers/sanmateo/jobs/3251477/code-compliance-officer-i-ii-iii->

open-promotional or visit the County jobs portal page at <https://jobs.smcgov.org>. Applications are only accepted online.

The County of San Mateo is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer.