



Employment Opportunities

12700 Norwalk Boulevard, P.O. Box 1030, Norwalk, California 90651-1030

(562) 929-5721 • Job Hotline (562) 929-5771

E-mail: humanresources@norwalkca.gov

CODE COMPLIANCE INSPECTOR

\$28.72 - \$34.91 Per Hour

(At-Will/Hourly/Part-Time)

Competitive – Open to the Public

DEFINITION

Under general supervision, reviews and investigates zoning and land use ordinance violations, property maintenance, and public nuisances. This is a part-time position averaging approximately 20 hours per week. Part-time schedule will consist of weekends and City Hall's Dark Fridays (alternating Fridays).

LAST DATE TO APPLY

Friday, July 21, 2017, 5:00 p.m. City employment applications and supplemental questionnaires will be accepted at Norwalk City Hall, Department of Human Resources, Room 9, 12700 Norwalk Blvd., Norwalk, CA 90650. Employment application and supplemental questionnaire must be completed. Cover letters and resumes will not be accepted in lieu of a completed application. **Faxed and emailed materials will not be accepted.** Postmarked materials will not be accepted after the Last Date To Apply. City Hall is closed on alternate Fridays due to the 9/80 compressed work schedule.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Receives and responds to complaints or inquiries regarding zoning, sign, land use ordinance violations, and public nuisances; explains code requirements and established policies and procedures; actively initiates enforcement and code compliance activities in specific geographic areas; may develop alternative methods to achieve code compliance in accordance with established guidelines; inspects business and other properties and works with owners to ensure compliance with the City's National Pollutant Discharge Elimination System (NPDES) requirements; prepares case files requiring the establishment of legal ownership, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action; participates in the conduct of site visits; documents violations by securing photographs and recording other pertinent data; prepares and refers cases to the City Prosecutor; may confer with City Prosecutor and violators to resolve cases prior to court appearance; testifies in Municipal Court; obtains bids and assigns and supervises contractors performing weed and litter abatement activities; makes referrals to community organizations to assist violators in abating nuisances and code violations; enforces compliance to City's yard sale and special event requirements; removes signs from public right-of-way; and performs related duties as assigned.

QUALIFICATIONS AND GUIDELINES

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or G.E.D. equivalent and two (2) years of experience involving municipal enforcement, inspections, or investigation. College courses in business or public administration, planning, code enforcement or a related field are desirable. Possession of or ability to obtain a valid California Class C driver license and a satisfactory driving record is required. Possession of Certification from California Association of Code Enforcement Officials for completion of Code Enforcement Officer Training (Basic Course) and PC 832 Certification are desirable. Ability to speak Spanish is desirable. **Knowledge of:** the principles and methods of enforcing varied municipal codes; applicable laws, ordinances and codes; principles and methods of investigation utilized in code enforcement inspections; the organization and functions of the various agencies involved in planning, zoning, and land use processes; basic terminology used in zoning, including legal descriptions; regulations and requirements for court evidence documentation. **Ability to:** investigate zoning, code and other complaints in a timely and tactful manner; interpret and explain related federal and state laws, ordinances, rules, and regulations; conduct research and compile data; work effectively in the absence of supervision; use correct English grammar, punctuation, and spelling; communicate effectively both orally and in writing; compose correspondence; read and interpret maps, plans, and legal descriptions; deal courteously but firmly, and communicate effectively with individuals contacted in the course of work, including resolving conflicts and problems; maintain accurate records of inspections and code enforcement rules; establish and maintain cooperative working relationships.

SELECTION PROCESS

Applications and supplemental questionnaires are available through the Human Resources Department, Norwalk City Hall, 12700 Norwalk Blvd., Room 9, Norwalk, CA 90650, and/or may be downloaded at www.norwalk.org. **Completed applications and supplemental questionnaires must be returned by the time indicated on the Last Date To Apply.** Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications does not ensure continuing in the recruitment process. The selection process may include an oral interview and other testing processes designed to predict successful job performance.

Reasonable accommodations for applicants with disabilities may be requested by calling the Human Resources Department at least three (3) business days in advance of the scheduled examination/interview date. City appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

BENEFITS FOR HOURLY/AT-WILL EMPLOYEES

Terms of Employment:

All employees hired as Part-Time/Hourly are employed “at-will” throughout the term of their employment with the City. Consequently, the services of a Part-Time/Hourly employee can be discontinued at anytime without cause, regardless of the number of hours worked for the City by the employee.

Union Membership:

Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

Retirement:

Membership in the Public Agency Retirement System (PARS) is required. The employee pays the 7.5% retirement contribution.

Credit Union:

The City is affiliated with the Los Angeles County F & A Federal Credit Union. Please check with the Department of Human Resources for details.

Employee Assistance Program: An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. For more information contact the Department of Human Resources.

Paid Holidays: After 3,000 hours of employment, an hourly employee is entitled to six hours pay for specified holidays designated in the Memorandum of Understanding (MOU).

Vacation Leave: After 3,000 hours of employment, vacation leave is accumulated at the rate of .046 hours for each hour of straight time worked.

Sick Leave: Beginning on the 30th day of employment with the City, employee will accrue sick leave at the rate of .033 hours for each hour of straight time worked. No sick leave shall be taken until the 90th day of employment. After 3,000 hours of employment, sick leave is accumulated at the rate of .046 hours for each hour of straight time worked.

Medical Plan: Eligibility for medical coverage is determined using the Affordable Care Act guidelines. Employees may also qualify after 3,000 hours of employment.

Voluntary Insurance Plans: Optional Short Term Disability, Hospitalization, Accident and Cancer insurance policies are available at the employee’s cost.

Deferred Compensation: Two optional plans are available at employee’s cost.

A Loyalty Oath: A loyalty oath is required for each employee prior to actual employment.

Legal United States Residency: All applicants must be able to prove legal United States Residency.

Veteran’s Preference: The City provides preference to military veterans under consideration for initial employment. To claim veteran’s preference an applicant must submit their most recent DD214 form. An eligible veteran is one who has served in the United States armed forces and who has received an honorable discharge.