



THE CITY OF HUGHSON

INVITES YOU TO APPLY FOR
THE POSITION OF

PART TIME CODE ENFORCEMENT OFFICER



To apply visit our
website at :
www.hughson.org

Deadline for Filing:
Continuous

First Review of
Applications
July 12-16, 2021

Vision Statement – “To preserve Hughson’s unique spirit, heritage and character, while creating an undeniably great place to be.”

ABOUT THE CITY OF HUGHSON

The City of Hughson is a small (approx. 7,417) but prospering agricultural community nestled in the heart of California's Central Valley. Although Hughson is a growing community, it still maintains the unique small hometown feel that long time residents have always associated with the City.

The City of Hughson was incorporated as a General Law City on December 9, 1972. The City is governed by a five-member City Council, and Council Members are elected at-large.

The operating budget for Fiscal Year 2020-2021 is \$18,686,064. The City operates with the support of 16 staff in the delivery of sewer, water, and general government services. Fire service is provided by the Hughson Fire Protection District and police service is provided through a contract and partnership with the Stanislaus County Sheriff’s Department.

The City of Hughson is focused on building upon the successes of the past while learning from challenges previously faced. The City of Hughson is dedicated to enhancing the quality of life for residents by recognizing its agricultural heritage and maintaining the small town atmosphere. The City is also committed to providing a high level of public service, maintaining economic vitality and retaining the distinctiveness of the community through partnerships with other government agencies, non-profit organizations, businesses and local community groups.

THE POSITION

The City of Hughson is seeking to fill the position of Part Time Code Enforcement Officer. The Part Time Code Enforcement Officer is the journey level class in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for performing the full range of inspection and code enforcement responsibilities involving codes and regulations in a broad range of areas, including zoning, building, fire, health and safety. The work requires independence and discretion in working with the public and in conducting field inspections, and involves the proactive implementation of applicable codes and regulations.

QUALIFICATIONS

Education and/or Experience: Any combination of education and experience that provides the knowledge, skills and abilities necessary for a Code Enforcement Officer. A typical way of obtaining the required qualifications is to possess the equivalent of one year of relevant experience that includes heavy public contact and the performance of code enforcement activities, and a high school diploma or equivalent.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California drivers license. Possession of, or the ability to obtain, a Code Enforcement Officer Certification issued by the California Code Association of Code Enforcement is highly desirable.

THE IDEAL CANDIDATE WILL POSSESS

- Hard working, detail oriented and motivated
- Strong time management and organizational skills
- Knowledgeable of principles, practices and methods used in the enforcement of a variety of codes and regulations
- Knowledgeable of planning, zoning, building, inspection, and safety laws and concepts
- Well versed in methods and techniques for record keeping and report preparation and writing
- Able to inspect and analyze a variety of buildings and properties to identify code violations
- Able to learn more complex principles, practices, techniques and regulations pertaining to assigned duties
- Able to view complex issues, develop and implement an appropriate response
- Observant of safety principles and works in a safe manner
- Able to communicate clearly and concisely, both orally and in writing with proper spelling and grammar
- Skilled with operating office computers and a variety of word processing and software applications
- Bilingual Spanish/English Desirable

COMPENSATION AND BENEFITS PACKAGE

\$22.27 – \$27.07 HOURLY (PART TIME)

- This position is an unrepresented position, and does not participate in any collective bargaining unit, union, or employee association
- Employment for this position is “at-will” status
- Part Time position at 16 hours per week
- 24 hours of sick leave available annually, per California Paid Sick Leave Law



ESSENTIAL FUNCTIONS (include but are not limited to the following):

Performs residential, commercial, industrial and site inspections; patrols the area looking for AVA violations; receives complaints and determines existence and type of code violation; compiles, analyzes and evaluates findings of investigations and inspections; coordinates with property owners or their representatives and other regulatory agencies to take corrective action; verifies parcel address and other information necessary to conduct investigation and enforcement actions; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues administrative citations for non-compliance.

Interprets, applies and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, relocation regulations, and other related laws, codes and regulations; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits.

Maintains clear, concise and comprehensive records and reports related to enforcement activities; maintains an inspection log; composes and types correspondence, reports, forms and specialized documents, including abatement letters; prepares notices of violation and orders.

Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; represents the City in court regarding non-compliance if required.

Develops and implements public information and education programs to inform the public of code enforcement programs.

Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

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Submit Application,
Resume & Cover Letter to:

Ashton Gose, Management Analyst
City of Hughson
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