

# **CITY OF GREENFIELD**

**Invites Your Interest in the Position of**



**Building and Code Enforcement Official**

---

## COMMUNITY PROFILE

The City of Greenfield is located at the heart of California's Salinas Valley, nestled between the Gablin mountain range to the east and San Lucia range to the west. Greenfield's economy is primarily influenced by the agricultural sector, with high annual production of vegetables and salad crops and with additional output in wine and cattle production. Greenfield and the surrounding region have experienced dramatic growth, both in absolute and relative terms. During the last decade, Greenfield's population increased at an annual growth rate of 3.5 percent. This rate of growth outpaced both Monterey County as a whole, and other south Monterey County cities.

Over the next 20 years, Greenfield is expected to continue to display strong growth rates (averaging 2.2 percent per year for population and 2.6 percent per year for households), and the population is projected to grow by approximately 12,500 residents to reach more than 30,000 by 2035. The population of the South County Region, consisting of Soledad, Gonzales, Greenfield and King City, is projected to grow by 49,000 and reach a total population of 120,000 during this same time period.

The City is currently evaluating the adoption of a comprehensive plan for the establishment of a new major shopping center with a theme of creating a multi-functional focal point for both shopping and community events and activities. The City's intention by this Development Plan is to create a pre-entitled area that could respond to growth trends and retail commercial demand in the City of Greenfield and Salinas Valley region.

## COMMUNITY VISION

The City of Greenfield is dedicated to provide residents, businesses and visitors with excellent municipal services that enhance the quality of life and inspire community pride.



## FY 2014-15 GOALS

At the beginning of the year, the City Council and City Manager established the following goals for the new fiscal year:

- Provide excellent services and outstanding stewardship of financial resources to ensure fiscal solvency and sustainability.
- To be a safe place where families, individuals, and businesses to thrive.
- Attract, create, and retain businesses that contribute to the economic development and prosperity of all its residents.
- Ensure effective communication with key stakeholders to promote shared understanding, accountability and transparency.
- Create abundant positive development opportunities for youth.

## COMMUNITY VALUES:

### **Shared Vision, Mission and Goals**

*We share a common purpose and work effectively together to achieve our vision, mission and goals to the benefit of all.*

### **Accountable and Transparency**

*We are accountable for our actions, honor our commitments, and ensure all our decisions are transparent.*

### **Stewardship**

*We use City resources wisely and carry out our responsibilities in a manner that inspires public confidence.*

### **Effective Communication**

*We foster open and clear communication with all segments of the community within a framework of respect and understanding.*

### **Volunteerism**

*We encourage, value, and support volunteerism among our citizens.*

### **Strategic Partnerships**

*We seek strategic partnerships to leverage our collective knowledge, expertise and shared goals.*

### **Pride and Passion**

*As ambassadors, we represent the City and its citizens with pride and enthusiasm.*

### **Professionalism and Integrity**

*We are competent and fulfill our responsibilities with excellence and integrity.*

### **Staff Development**

*We support the growth and development of our staff through effective staff development efforts.*

### **Continuous Improvement**

*We support suggestions, ideas, and creative approaches, leading to continuous improvement in everything we do.*

## THE CITY TEAM

The Building and Code Enforcement Official and will report directly to Community Service Director.



Prior to his appointment in Greenfield, Mic was employed with The SGS Group in the capacity of President of Facility Programming/Planning.

Mic is an Attorney-at-Law and practiced in Juneau, Alaska, holds a Bachelor of Arts and Master of Science in Social Work from the University of Wisconsin, a Master of Science in Public Administration from the California State University - Los Angeles, and a Juris Doctorate from the University of California - Los Angeles..

## ABOUT THE DEPARTMENT

The Community Services Department is dedicated to providing responsive and courteous service to the public using creative and innovative approaches. The department's mission is accomplished through its ongoing commitment to excellent service and effective communication, involving the community in the development of procedures and processes. The department's ability to serve the community effectively is enhanced by regular inter- and intra-departmental communication, along with staff participation in opportunities for training and education

## THE POSITION

The fundamental reason this classification exists is to (1) review and approve applications for construction permits for residential and moderately complex commercial projects such as tenant improvements, remodels, and small structures based on applicable codes, ordinances, and administrative directives enforced by the Community Services Department; (2) provide construction inspection services, including building and public works inspections; (3) enforce land use ordinances, issue citations, write inspection reports, make compliance recommendations for safety and building statutes, and implement public information initiatives for compliance with applicable regulations, and (4) provide rental property inspections to identify deficient, substandard, unsafe and/or unsanitary residential buildings and dwelling units, and ensure compliance with all applicable building, housing, zoning, and health and safety codes and ordinances. Under the direction of the Community Services Director, work independently and make decisions requiring broad technical expertise.

## ESSENTIAL FUNCTIONS

### Building Official

- Advise construction permit applicants as to whether proposed construction conforms to building, plumbing, mechanical, and electrical codes, zoning ordinances, and related regulations and directives.
- Review plans, specifications, and other data for building permits, approve or deny applications for

residential, commercial, and industrial construction permits, ensure permits meet requirements and are issued in accordance with established procedures, and determine appropriate building permit and inspection fees.

- Interpret codes and inform applicants of construction code and zoning requirements.
- Inspect materials, grades, and other work for new and existing residential, commercial and industrial properties for conformance with codes, regulations, plans, specifications, details, and standard construction practices related to foundations, framing, electrical, plumbing, access, life safety, energy compliance and other functional elements.
- Observe work in progress to ensure that procedures are followed and materials used conform to specifications.
- For City construction and maintenance projects performed by contractors, compute monthly estimates of work completed and recommends payment for contractors.
- Ensure that proper safety and traffic control procedures are followed.
- Confer with and provide information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolve complaints and problems.

- Investigate complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; review buildings for business usage and for occupancy after fires or other occurrences.
- Perform rental property inspections to identify deficient, substandard, unsafe and/or unsanitary residential buildings and dwelling units; advise owners of required rehabilitation; and ensure compliance with all applicable building, housing, zoning, and or health and safety codes and ordinances.
- Issue certificates of compliance under the City's Residential Rental Inspection program.
- Prepare a variety of correspondence, reports, procedures, and other written materials.
- Other duties as assigned.

## **Code Enforcement**

- Perform field inspections and office duties, ensuring compliance with the city's land use, housing, zoning, abatement, dangerous buildings, and nuisance ordinances.
- Perform field surveys and investigate complaints of possible code and ordinance violations; contact property and business owners to schedule and conduct on-site inspections.
- Advise violators of ordinance requirements and seek to gain voluntary compliance.
- Take photographs and gather all pertinent facts from the parties

involved; issue notices of violations and, when necessary, citations; maintain records of inspections and enforcement efforts; and prepare required documentation for legal actions.

- Testify in court proceedings regarding code violations; perform follow-up actions as needed to ensure compliance; confer with related agencies and city departments on disposition of complaints and code violations; and prepare reports and correspondence related to code enforcement inspections, violations, and other activities.
- Implement code compliance programs including public liaison and information initiatives to educate the public regarding City ordinances.
- Prepare reports regarding code compliance activities, cases, and resolutions.
- Implement condition compliance procedures to ensure that project applicants and property owners comply with conditions of approval for discretionary land use permits and design reviews.
- Interact with legal counsel regarding the initiation and implementation of legal sanctions when voluntary compliance cannot be achieved.
- Other duties as assigned



## Required Knowledge Skills and Abilities:

- City codes, ordinances, and directives, including building, electrical, mechanical, plumbing, life safety, energy, and zoning requirements applicable to building and construction trades.
- Federal, state and local laws, regulations and procedures related to code enforcement.
- Various construction materials and practices, methods, and stages of construction.
- Mathematical principles required to perform related technical calculations.
- Symbols and terminology used in architectural and engineering drawings.
- Practices for documenting inspections and correcting violations.
- Techniques and methods of housing inspection to identify building, zoning, and health and safety concerns.
- Effective analytical and interviewing techniques.
- Technical report writing skills and citation insurance procedures.
- Public relations and conflict resolution skills.
- Personal safety practices.

### Ability to:

- Objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Read and accurately interpret plans and specifications.
- Comprehend and make inferences from written material.
- Make decisions in accordance with plans and specifications and City policy and procedures.

- Observe or monitor work/procedures to determine compliance with prescribed specifications or safety standards.
- Interpret and understand applicable city and state building codes and zoning ordinances and regulations.
- Work independently and as part of a team.
- Conduct investigations and maintain accurate records of findings; prepare clear, concise and accurate correspondence and reports; and communicate report findings before the City Council and courts of law.
- Advise property owners and general public on compliance with codes.
- Establish and maintain effective working relationships with property owners, developers, the general public, co-workers, and other public agencies.
- Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.
- Consult and remain informed of current literature, information sources and research techniques in the fields of building inspection and code enforcement.
- Identify municipal code violations and respond appropriately based on established policies and direction.
- Analyze and compile technical and statistical information and identify alternative solutions; evaluate consequences of proposed actions; and implement recommendations.
- Observe safety principles and work in a safe manner.
- Techniques for dealing with and solving problems presented by individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the phone.
- Bilingual English/Spanish required.

## **ACCEPTABLE EDUCATION AND EXPERIENCE:**

### **Education and Experience**

Completion of high school/GED supplemented by certificates of proficiency in code enforcement and building inspection technology and two years' experience with a public agency performing land use, zoning, building, public safety, housing or related code enforcement, plan check, building permit, inspection, or abatement work. Other combinations of experience and education that meet the minimum requirements may be substituted.



### **Licenses and Certifications**

- Must possess a valid California Class C driver's license with a satisfactory driving record.
- Must possess ICC Building Plans Examiner certification.
- Within twelve months of start of employment must possess certification as a Code Enforcement Officer from California Association of Code Enforcement Officers, California Code Enforcement Corporation, or similar certification approved by the California Association of Code Enforcement Officers.

- **Desirable Certifications:**
  - ICC Electrical Plans Examiner
  - ICC Mechanical Plans Examiner
  - ICC Plumbing Plans Examiner
  - ICC Accessibility Inspector/Plans Examiner

## **Compensation and Benefits**

- **Annual Salary: \$46,656 -60,156 depending on experience and training**
- **Five Years vesting in Public Employee Retirement System**
- **Participation in Social Security System**
- **Medical/Dental Vision Insurance**
- **Life Insurance**
- **Short and long term Disability Leave**
- **Annual Leave**
- **14 Paid City Holidays**

## **Application and Selection**

**Filing Deadline:  
November 20, 2015**

Following the closing date, resumes will be screened based on the qualifications outlined above. The most qualified candidates will be invited for a personal interview with the City's Management Team.

**Questions regarding the position  
should be directed to the  
Maria Aguayo,  
Human Resource Manager  
831-674-5591 or email  
[marguayo@ci.greenfield.ca.us](mailto:marguayo@ci.greenfield.ca.us)**

