COMMUNITY SERVICE OFFICER
PART-TIME

The City of San Joaquin is now recruiting for a Part-time **Community Service Officer** to perform a variety of technical duties in support of the City's local code enforcement and other programs, enforce ordinances, codes, and regulations, and provide information on City regulations. Bilingual in English/Spanish preferred. Experience working with the public, and possession or the ability to acquire PC832 (Arrest). Class C Driver License and High School Diploma or equivalent required.

The salary for this position in Fiscal Year 2026-2027 is $25.31 per hour.

Submit resume and City of San Joaquin job application by 4:30 pm on November 6, 2026, via email to rebecap@cityofsanjoaquin.org or in person at 21900 W. Colorado San Joaquin, CA
Application can be found http://cityofsanjoaquin.org/ under "Employment Opportunities"

The City of San Joaquin is an Equal Opportunity Employer (E.O.E)

JOB DESCRIPTION BELOW

City of San Joaquin Job Description

Position Title:	**Community Service Officer**	*Updated October 2026*
Reports To:	**Public Works Director**	
Classification:	**FLSA Non-Exempt (Grant-Funded)**	
Hours:	**Part-Time (Up to 29 hours per week)**	

Position Summary

Under general supervision, positions in this class are non-sworn personnel who perform a variety of technical duties in support of the City's local code enforcement and other programs; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Employees working in this position report to their supervisor and work is subject to review through observation, conferences, reports and evaluation of performance. Employees in this class may be assigned to work any shift, and be required to work evenings, weekends, and holidays.

Essential Functions and Secondary Functions

Essential Functions

1. Receive, review and investigate complaints of non-compliance with City codes and ordinances; review documentation relating to property, including but not limited to, case files and maps.
2. Identify corrective actions to be taken by homeowner or property owner; monitor corrections to ensure conformance with codes and regulations; prioritize and arrange action items in an equitable manner to encourage cooperation from owners and tenants.
3. Conduct follow-up investigations to ensure compliance with law, code or ordinance; provide follow-up and regular inspection of projects under construction to ensure compliance with conditions of project approval.
4. Provide information to violators and the public regarding codes, laws and ordinances.
5. Issue administrative warnings and citations and compliance letters; initiate criminal and civil complaints as necessary.
6. Document and maintain records of code enforcement activities
7. Maintain complaint database and accurate code violation records.
8. Research, analyze and interpret City Zoning Ordinances, Subdivision Codes, and building permits.
9. Prepare and present information before the Planning Commission, City Council and State and regional boards.
10. Perform title searches, coordinate investigations with law enforcement, assist with the development of policies and procedures related to Code Enforcement, and prepare a variety of written reports, memos, and correspondence.
11. Assist other departments for special events, projects, or assignments, as directed by supervisor or the City Manager.

Qualifications

Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

Education and Certifications

- High school diploma or equivalent is required.
- Valid Class C driver's license is required.
- Possession of PC 832 Arrest Certificate or acquisition of such within 6 months of appointment to the position.

Experience

- A minimum of one year's experience working with the public, preferably in a municipal setting.
- Experience in Code Enforcement, Law Enforcement, or another similar field.

Knowledge, Skills, and Abilities

- Knowledge of:
    1. Basic English composition, grammar, spelling, and punctuation.
    2. Basic math and record keeping methods.
    3. Research techniques, methods, and procedures.
    4. Geography of the City of San Joaquin.
    5. Operations, services, and activities of a municipal code compliance program.
    6. Principles, practices, methods and techniques of code enforcement, humane dealing of animals.
    7. Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
    8. Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
    9. City services and organizational structure as they relate to code compliance. Legal actions applicable to code enforcement compliance.
    10. Effective public relations practices. Principles and procedures of record keeping.
    11. Methods and techniques of business correspondence and technical report preparation.
    12. Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Skill in:
    1. Proficient use of Microsoft Office, including Word, Excel, and Publisher.
    2. Proofing and formatting documents.
    3. Basic research techniques used in the collection, analysis, and application of rules and regulations.
- Ability to:
    1. Plan and conduct investigations and enforcement action for planning, land use, zoning, and subdivision laws, codes ordinances and regulations.
    2. On a continuous basis, know and understand all aspects of the job; prepare reports; know, understand, interpret, and explain department and program policies, procedures, rules, codes, laws and operational procedures; observe, analyze, evaluate and solve problems/issues, taking appropriate course of action; remember various inspection rules and codes.
    3. Interpret, apply, and enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency, inspecting and identifying violations of code.
    4. Gather, organize, analyze and present a variety of data and information.
    5. Effectively represent the City in land use investigations and enforcement functions with Courts, the public and other governmental agencies.
    6. Maintain and update records, logs and reports.
    7. Respond to inquiries, complaints, and requests for service in a fair, tactful and firm manner.
    8. Work independently.
    9. Operate modern office equipment and digital camera and photo software.
    10. Understand and follow both oral and written instructions.
    11. Establish and maintain effective working relationships with those contacted in the course of work.
    12. Communicate clearly and concisely, both orally and in writing.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments
- While performing the essential functions of the job, the employee is regularly required to sit, stand, and walk; reach, both above and below the shoulder; and write, type, and otherwise engage in repetitive hand movement and fine hand coordination. The employee must occasionally bend, squat, kneel, twist, and climb.
- The employee must regularly lift and/or move up to 15 lbs., and occasionally lift/move up to 50 lbs.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.
- Acute hearing is necessary for telephone and in-person communication with peers, vendors, and the public.

Working Conditions

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- This position requires minimal travel within the City of San Joaquin.
- This position occasionally requires attendance and City meetings outside of normal business hours.
- This position functions in both an indoor and outdoor environment.
- The noise level varies from light, associated with business office equipment, to heavy associated with traffic or heavy machinery.