

## **CODE ENFORCEMENT AIDE**

### **Job Summary:**

Under the direction of the Code Enforcement Supervisor, assists in enforcing provisions of the City's Municipal Code including, but not limited to, zoning laws and health and safety codes; performs inspections and searches, issues citations, notices, and orders and responds to related complaints and questions. The Code Enforcement Aide is the entry-level classification in the two-level job series. Incumbents perform routine and varied code enforcement duties, which requires general knowledge of the City's Municipal Code. The Code Enforcement Officer performs difficult and complex code enforcement responsibilities, which require substantial knowledge of City municipal code regulations.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Assists in enforcing municipal code regulations, including but not limited to, public peace, sanitation and health, taxes and licenses, streets, building and planning, and zoning ordinances.
2. Receives complaints concerning code enforcement from the public and other departments by telephone or correspondence; assists and/or participates in the investigation of complaints of public nuisances and code violations.
3. May perform field checks of contractors and subcontractors for proper licenses or permits; reviews building permit applications to determine that buildings, adjacent structures, and land usage are in conformity with health and safety regulations.
4. Writes citations for violations and performs office follow-up work on citations as required; prepares complaints for filing.
5. May assist in prosecuting cases involving municipal code violations and gives testimony in court; explains and interprets municipal ordinances and other regulations as needed; interfaces with community and governmental agencies as required.
6. Answers questions and provides information to the public concerning topics related to code enforcement.
7. Prepares and maintains a variety of files and prepares reports as required.
8. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City emergency plan.
9. May post legal notices and deliver City Council agendas and other legal documents.
10. May perform security patrol of activities at municipal facilities and public meetings to coordinate duties with law enforcement agencies.
11. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Graduation from high school or GED and two (2) years of full time, paid experience in public contact work with primary responsibility in enforcing regulatory codes, collections, credit, investigations, or inspection work. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Applicable laws, codes, regulations, policies, and procedures.
- City organization, operations, policies, and objectives.
- Office practices and procedures.
- General recordkeeping practices.
- Interpersonal skills using tact, patience, and courtesy.

**Skill and/or Ability to:**

- Enforce provisions of the City's municipal code and zoning laws and health and safety codes, building codes, fire codes, and animal pound regulations.
- Perform inspections and searches, issue citations, notices, and orders; respond to related code enforcement complaints and questions.
- Perform procedures and techniques used in investigation or inspection for compliance with municipal ordinances and regulations.
- Interpret and explain required City codes and ordinances, state and federal laws, and apply them to a variety of situations.
- Attend specialized workshops, seminars, and training meetings related to code enforcement and public security.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationship with others.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Obtaining an 832 P.C. certificate within the completion of the probationary period is required.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach, and bend.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances, including uneven terrain.
- May be required to work evenings and/or weekends.
- Is subject to outside and inside environmental conditions.
- Perform work which may involve lifting, pushing, and/or pulling of objects which may weigh approximately 25 pounds and may occasionally weigh up to 50 pounds.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of city boundaries.
- Respond to emergency situations.