



**Job Code:** 0265  
**FLSA:** NE  
**Unit:** PCEA  
**Revised:** 2/24/89

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## **CODE ENFORCEMENT OFFICER**

### **DEFINITION**

Under general supervision, through public education and enforcement activities, seeks public compliance with City Municipal Code sections, ordinances and resolutions in such areas as planning, zoning, subdivisions, encroachment, building code, sewerage, and other related areas; performs related work as required. May work a varying work schedule.

### **SUPERVISION RECEIVED/EXERCISED**

Receives immediate supervision from the Senior Enforcement Officer; exercises no supervisory responsibilities.

### **TYPICAL DUTIES**

1. Investigates reported violations of municipal codes, ordinances and resolutions; seeks abatement of violations through voluntary compliance or, as necessary, through direct enforcement activities.
2. Through both formal and informal means, educates the public regarding requirements.
3. Conducts field inspections to uncover violations; gathers supporting evidence; prepares reports regarding violations; as necessary, prepares and gives presentations for Planning Commission, City Council, or courts of law.
4. Prepares reports and maintains records.

### **MINIMUM QUALIFICATIONS**

#### **Ability to:**

1. Read, understand and interpret laws, regulations, ordinances, resolutions and other documents associated with enforcement duties.

**CITY OF PLEASANTON**  
**Code Enforcement Officer - Page 2**  
**Revised: 2/24/89**

2. Communicate effectively, both verbally and in writing. Prepare and make verbal presentations to small and large groups. Prepare factually clear, concise and complete written reports and correspondence.
3. Interact tactfully with the public to gain voluntary compliance with City codes.
4. Identify code violations; exercise proper judgment in determining the degree of compliance with various laws and determine appropriate course of action.
5. Assist City staff with interpretation and application of the Code as it relates to planning issues.
6. Coordinate enforcement and inspection functions with other City departments.
7. Follow proper work procedures and practices.
8. Work independently and with initiative.
9. Drive a vehicle.
10. Ability to work a varied work schedule.

**Education:**

High school graduation or equivalent. Additional education/training in field related to code enforcement desirable.

**Experience:**

One year enforcement experience in a field where required skills are applied.

**License:**

Possession of a valid California driver's license and good driving record.