

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

06/21/05

Revised

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**TITLE: CODE ENFORCEMENT TECHNICIAN**

**DEFINITION**

Under close supervision, to perform routine technical office and field work associated with enforcement of Riverside Municipal Code and other related ordinances dealing with zoning, land use, building, housing, dangerous buildings, inoperable vehicles, noise, litter, sanitation, weeds and other public nuisance code provisions; to provide efficient and courteous service at the public counter; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents assigned to this classification perform the more routine work that does not require previous specialized code enforcement experience. Under this training concept, employees in this classification, as assigned responsibilities and breadth of knowledge increase with experience, and upon obtaining the necessary requirements, may reasonably expect to be promoted into the Code Enforcement Officer I classification.

**REPORTS TO:** Senior Code Enforcement Officer

**SUPERVISION RECEIVED AND EXERCISED**

Receives close supervision from the Senior Code Enforcement Officer.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Assist with ensuring compliance with Riverside Municipal Code and ordinances which pertain to such areas as nuisances, zoning, building codes, weed abatement, inoperable vehicles, substandard housing, dangerous buildings, health and safety and other related property maintenance requirements.
- Receive and investigate routine complaints and survey the City for possible Riverside Municipal Code violations.
- Assist in explaining ordinances to citizens and work with citizens to gain voluntary compliance with applicable City ordinances and codes.
- Inspect dwellings, buildings, vacant lots, businesses and commercial properties for violations of applicable City ordinances and codes.
- Prepare general reports and notices regarding related ordinance and code violations.
- Operate a computer, using applicable software to perform required research and maintain case investigation records.
- Issue, when required, citations and directives to offending parties, outlining or describing steps for compliance.
- Assist with preparing administrative abatements as required; prepare requests for Inspection and Abatement Warrants as required.

**QUALIFICATIONS**

**Knowledge of:**

- Investigative and persuasive techniques, effective public contact skills, basic computer operation and report writing skills.
- P.C. 832 rules of evidence and related procedures.

**Ability to:**

- Learn the purpose of land use/zoning, health and safety and other related regulations.
- Analyze and compile general technical information related to City land use ordinances.
- Maintain computer and paper records and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with the public and fellow employees.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: One year of responsible public contact work with primary experience in the area of enforcement of public laws or guidelines, preferably supplemented by college level course work in planning, building, code enforcement, administration of justice or a related field.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of, or ability to obtain, within the one year of the probationary period, a level 3 P.C. 832 Peace Officer's Standard and Training (POST) Certificate.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Code Enforcement Technician

**TO:** Code Enforcement Officer I