SEASONAL CODE ENFORCEMENT TECHNICIAN

Job Summary
Seasonal Code Enforcement Technician will work independently under the supervision of Building and Code personnel and will be responsible for enforcing zoning and property maintenance codes.

Duties and Responsibilities

- Prepares warning notices and correspondence to homeowners, contractors, and developers regarding building code enforcement violations.
- Will have regular contact with others, including the general public and staff.
- Will keep accurate records of complaints, property inspections, and case violations;
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of city geography and street locations;
- Ability to write clear and concise letters and memos;
- Able to use a variety of office equipment and related applications;
- Able to interpret codes and regulations:
- Able to work independently;
- Able to accept supervision;
- Ability to effectively communicate orally and in writing;
- Knowledge of office equipment and basic computer skills;
- Follows current safety practices;
- Ability to maintain harmonious working relationships with others;
- Ability to show courtesy, tact, and sensitivity to individual differences when dealing with people who are hostile, difficult, and/or distressed;
- Enthusiastic, flexible in response to the Building and Code Department needs.

Qualifications

- Must be age 18 or older
- Valid Driver's License

WORKING ENVIRONMENT

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Working conditions involve some exposure to a slight risk of accident and require following basic safety precautions.
- Physical demands may include prolonged standing and/or walking.
- Work may require routine travel.
- Incumbent may, on occasion, be subjected to a hostile public environment. Training and protective measures will be taken to protect employees, but the public's exposure to circumstances is unpredictable.

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GRADE: G11
FLSA: Non-Exempt
SEASONAL
CREATED:
UPDATE: Updated Title 5/13/2026 LH;