



## **CODE ENFORCEMENT ASSISTANT**

Application Period: Open Until Filled  
Submit by March 16, 2025 for priority consideration

Please send a completed [employment application](#), resume, and letter of interest describing how you meet the qualifications outlined in this posting to [avasquez@ci.fowler.ca.us](mailto:avasquez@ci.fowler.ca.us)

### **THE POSITION**

Reporting to the Building Official, the incumbent supports code enforcement operations across functional areas including building and safety, fire safety, nuisance, on-street parking, and water conservation. The incumbent will investigate code violations, coordinate assigned activities with other departments and outside agencies, and perform related duties as required. Typical duties may consist of:

- Responding to public nuisance, unsafe buildings, substandard housing, hazardous conditions, and other related code enforcement violations.
- Identifying fire hazards, demonstrating fire hazard control techniques, and instructing the public in fire prevention methods.
- Enforcing Fowler Municipal Code and California Vehicle Code regarding on-street parking via citations, towing, and immobilization.
- Conducting field inspections/investigations regarding water waste complaints, water usage practices, and irrigation problems; provides recommended solutions.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:

- Federal, State and local codes related to code enforcement, public nuisance, and fire prevention.
- Common investigative practices and procedures.

Ability to:

- Interpret and enforce provisions of applicable codes, ordinances, and regulations enforceable by the City.
- Enforce codes tactfully, firmly, and impartially.
- Respond to and resolve resident issues and inquiries regarding rates, fees, service, rules and regulations; assists in the resolution of customer service issues.
- Write strong and well-reasoned enforcement letters and summary documents related to code enforcement. Testify in court, when necessary.
- Maintain effective working relationships with peers.
- Constantly demonstrate honesty, integrity, and ethical behavior in decision-making.
- Creatively solve problems and develop solutions.
- Maintain investigative files and records for cases.
- Serve a socioeconomically and culturally diverse population.

**EDUCATION AND EXPERIENCE**

- Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework or vocational training in code compliance or a related field.
- One (1) year of experience working with municipal code and zoning compliance programs.

**CERTIFICATIONS**

Possession of a valid California Driver's License or equivalent is required at the time of appointment.

**COMPENSATION AND BENEFITS**

\$18 to \$20 per hour, depending on experience.

This is a part-time hourly position which cannot exceed 1,000 hours in a fiscal year.

Part-Time employee benefits include:

- Paid vacation prorated based on hours worked.
- 40 hours of sick leave per fiscal year.
- A voluntary 457 plan is available.
- The City participates in Social Security, Medicare, and California SDI.