CODE ENFORCER OFFICER

Code Enforcement Officer Duties and Responsibilities

The primary responsibilities of a code enforcement officer include:

- Inspect residential and commercial properties for violations of local codes and ordinances.
- Investigate citizen complaints regarding property maintenance, zoning, and nuisance violations.
- Issue notices of violation and citations to property owners who fail to comply with codes.
- Document violations through photographs, written reports, and digital records.
- Educate property owners and residents about code requirements and available resources for compliance.
- Testify in administrative hearings and court proceedings regarding code enforcement cases.
- Coordinate with other city departments including planning, building, and public works on enforcement matters.
- Conduct follow-up inspections to verify that violations have been corrected.
- Maintain accurate records of all inspections, violations, and enforcement actions in the database.
- Participate in neighborhood improvement programs and community outreach initiatives.

Required Skills and Qualifications

To succeed as a code enforcement officer, you will need the following skills and qualifications:

- Knowledge of municipal codes and ordinances
- Inspection and investigation techniques
- Conflict resolution and diplomacy
- Strong documentation and report writing

- Communication with diverse populations
- Knowledge of due process and enforcement procedures
- Proficiency with code enforcement software
- Physical ability to conduct field inspections

Education and Training

Code enforcement officers typically need a high school diploma or equivalent, with many employers preferring candidates with an associate or bachelor's degree in criminal justice, public administration, or urban planning. Certification through the American Association of Code Enforcement (AACE) or the International Code Council (ICC) demonstrates professional competence and is required by some jurisdictions. On-the-job training covers local code requirements, inspection procedures, and enforcement protocols. Previous experience in building inspection, law enforcement, or public administration is advantageous.