



City of Exeter Now Hiring! Code Enforcement Officer

Under general supervision, the Code Enforcement Officer performs inspections, investigations, and enforcement of municipal codes and ordinances. The role involves responding to community concerns, promoting voluntary compliance, issuing citations, and assisting with abatement actions when necessary.

POSITION INFORMATION

Status: Full-Time, Non-Exempt
Union: CLOCEA
Monthly Salary: \$4,203 - \$5,109 per month

KEY RESPONSIBILITIES

- Investigate complaints regarding property maintenance, zoning, signage, housing, and public nuisances
- Conduct field inspections of residential and commercial properties
- Prepare and issue notices of violation, warnings, citations, and correspondence
- Maintain accurate inspection records and enforcement documentation
- Coordinate with City departments, legal counsel, and outside agencies
- Provide public education and guidance on code compliance

MINIMUM QUALIFICATIONS

Education & Experience:

- High school diploma or GED required
- Two (2) years of experience in municipal code enforcement, inspections, regulatory compliance, or a related field preferred

Licenses/Certifications:

- Valid California Class C Driver's License
- Ability to obtain PC832 Laws of Arrest Certificate within 3 months

HOW TO APPLY

Apply online by **Friday, March 13, 2026**:
<https://cityofexeter.ca.gov/departments/administration/human-resources/apply-for-a-job/>