

CODE ENFORCEMENT SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews, and participates in the operations and activities of the City's Code Enforcement program including implementing City activities related to setting and ensuring compliance with applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, waste water, and other matters of public concern; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for performing duties in support of the City's local code enforcement program including enforcing compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
2. Establish schedules and methods for providing code enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Research, draft, and rewrite municipal codes; oversee and participate in the development of forms and processes utilized to address various issues.
5. Participate in the selection of code enforcement staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Participate in the preparation and administration of the code enforcement program budget; submit budget recommendations; monitor expenditures.
7. Perform the full range of code enforcement duties; perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
8. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
9. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations

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to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.

10. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
11. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
12. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
13. Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
14. Oversee and participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City's Graffiti Abatement Office of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress.
15. Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
16. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
17. Supervise the work of community service workers, county inmates, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.
18. Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
19. Maintain records concerning operations and programs; prepare reports on operations and activities.
20. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of code enforcement; incorporate new developments as appropriate into programs.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal code compliance program.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of municipal budget preparation and administration.

Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.

Procedures involved in the enforcement of codes and regulations including methods and techniques of

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conducting and documenting field investigations.
City services and organizational structure as they relate to code compliance.
Legal actions applicable to code enforcement compliance.
Effective public relations practices.
Principles and procedures of record keeping.
Methods and techniques of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
Occupational hazards and standard safety practices.
Geographic features and locations within the area served.

Ability to:

Coordinate and direct City's code enforcement and compliance programs.
Supervise, organize, and review the work of assigned staff involved in code enforcement.
Select, train, and evaluate staff.
Recommend and implement goals, objectives, policies, and procedures for providing code enforcement services and activities.
Participate in the preparation and administration of assigned budgets.
Plan and organize work to meet changing priorities and deadlines.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations including applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
Inspect and identify violations of applicable codes and ordinances.
Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
Investigate complaints and mediate resolutions in a timely and tactful manner.
Prepare accurate and detailed documentation of investigation findings.
Maintain complex logs, records, and files.
Research, compile, and collect data.
Prepare clear and concise technical and administrative reports.
Make oral presentations and testify in court
Work independently in the absence of supervision.
Read County Assessors maps and property profiles.
Read and interpret legal documents and descriptions.
Type and enter data accurately at a speed necessary for successful job performance.
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Two years of college level coursework in criminal justice, public administration, business administration, or other related field. Additional experience supplemented by specialized training may substitute.

Experience:

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Four years of increasingly responsible experience dealing with the public in an enforcement, inspection, investigation or customer service capacity. Experience that includes the enforcement of municipal codes and supervisory responsibility is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Successful completion of P.O.S.T. 832 P.C. course.

Possession of certification as a Code Enforcement Officer issued by the CACEO.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Supervisors/Confidential

FLSA Status: Non-Exempt

June, 2007

Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Code Enforcement Supervisor position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.