



CODE ENFORCEMENT SUPERVISOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, this position is responsible to supervise, assign and review the work of staff responsible for providing code enforcement services for the City. The Code Enforcement Supervisor participates in all work activities of the Code Enforcement program.

Classification Characteristics:

This is an advanced journey level, first-line supervisory position that is expected to perform the full range of duties.

Essential Functions:

- Plan, prioritize, assign, supervise and review the work of technical and clerical staff involved in the City's code enforcement program ensuring that work is performed in a timely manner and in conformance with established policies, procedures and regulations.
- Perform the full range of code enforcement duties; perform a variety of field and office work in support of the 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, and other matters of public concern.
- Maintain accurate documentation and case files on all investigations, inspections enforcement activity to substantiate violations; draw diagrams and illustrations; and take photographs.
- Receive, respond to and resolve difficult and sensitive citizen inquiries and complaints, 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.
- 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 violations, 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 to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
- 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.
- Supervises support staff; including hiring, training, evaluating, and working with employees to correct deficiencies.

Qualifications:

Knowledge of:

- Principles and practices of supervision.
- Current Uniform Building and Housing Codes and other State and local laws regulating building construction, zoning, parking, housing and occupancy standards.
- Current methods of building construction and principles of structural design; inspection methods and procedures.
- Principles and techniques of mediation and conflict resolution.
- Pertinent Federal, State, and local laws, codes and regulations.
- Basic mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Principles of record keeping and reporting.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Organize, schedule, coordinate, and supervise the work of others.
- Assist in the development of improved work methods and procedures.
- Interpret building, zoning and related laws and regulations.
- Effectively mediate and resolve disputes.
- Communicate clearly and concisely, both orally and in writing.
- Present effective oral and written reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials and employees, property owners, tenants, land developers and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Four years of increasingly responsible experience dealing with the public in an enforcement, inspection or investigation capacity. Lead or supervisory responsibility is highly desirable.

Training:

Equivalent to completion of the twelfth grade supplemented by coursework in code enforcement, inspection, and supervision from an accredited college or university.

License or Certificate:

Possession of a California Class C Driver's License.

Possession of California Penal Code, Section 832 Certification.

Working Conditions:

Work periodically in an office environment and frequently in an inspection site environment with exposure to dust, noise, fumes, heat, and inclement weather. Frequent standing and sitting for extended periods; walk on even, uneven, and slippery surfaces; climb, stoop, squat, crouch, kneel, bend, lean, turn, twist, reach, grasp, push, and pull. Lift, carry, and push objects weighing up to 25 pounds. Inspect in confined areas. Near and far vision required for performing inspections. Drive motorized vehicles and work around moving traffic.