

CODE ENFORCEMENT SUPERVISOR

DEFINITION

To plan, organize, direct and supervise code enforcement operations within Building Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Building Official.

Exercises direct supervision over assigned code enforcement staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for code enforcement operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in code enforcement.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, equipment, and supplies; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Confer with and provide guidance to code enforcement and building inspection staff regarding difficult inspection problems, code interpretations, and enforcement procedures.

Confer with and give information to involved parties and the public regarding inspections, municipal code provisions, and the enforcement process.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of code enforcement and inspection work.

Equipment, tools and materials used in code enforcement and inspection work.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct code enforcement operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent code enforcement and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in code enforcement; including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree, supplemented by college course work in code enforcement, building construction, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, certification as a Code Enforcement Administrator by the California Association of Code Enforcement (CACE) is highly desirable.

08-24-18

05-12-07 Code Enforcement Supervisor

07-01-02 Code Enforcement Coordinator