

CODE ENFORCEMENT SUPERVISOR

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DEFINITION

Under general direction of the Building Official or Department Director, oversees assigned staff in performing the daily operations and functions of the City's code enforcement activities, including investigating and documenting violations, initiating procedures to resolve violations involving building codes, zoning ordinances, public nuisances, property maintenance, license and permit regulations and other issues relating to the public health, safety and welfare; works collaboratively with other City departments and outside agencies and actively participates as a member of the City's interdepartmental Code Enforcement Taskforce; represents the City at various hearings and events, tracks, updates and maintains investigations, complaint information and official records; attends regular training to maintain or achieve Code Enforcement Officer certification; supervise assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level class in the code enforcement officer series. This class is distinguished from the lower Senior Code Enforcement Officer position in that this position is responsible for directing and/or supervising the work of code enforcement staff while personally performing the more complex and responsible code enforcement activities. Incumbents operate with considerable autonomy and are expected to perform duties and make decisions with a high degree of independence. Employees at this level are required to be fully trained in all procedures and knowledgeable in a variety of City codes, policies and regulations related to assigned areas of responsibility.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Coordinates, reviews, schedules and performs work related to building, life, safety and property maintenance municipal code compliance including implementing and enforcing the City's building, life, safety and property maintenance municipal code compliance program.
2. Receives, records, investigates and responds to reported violations of various building, life, safety and property maintenance municipal codes, laws, rules, and regulations; gathers and evaluates related information and determines course of action; research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
3. Conducts inspections, field studies, tests, and investigations; issues citations; prepares and presents building, life, safety and property maintenance municipal code violation cases.
4. Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action; present testimony at nuisance abatement hearings; initiate criminal and civil complaints in conjunction with the City Attorney's office when necessary.
5. Coordinates activities and works collaboratively with City departments and other regulatory agencies; organizes the City's Code Enforcement Taskforce.
6. Recommends appropriate disposition of outstanding cases.
7. Ensures adherence to and application of established safe work practices and procedures.

8. Provides information to the public regarding building, life, safety and property maintenance municipal codes, laws, ordinances and regulations; serves as liaison to various community groups, property owners, businesses and professional organizations; prepares and makes various public education presentations; attends various meetings, seminars and classes; investigates and resolves complaints; supports the Building Official or Department Director in responding to inquiries and complaints.
9. Prepares reports, recommendations, correspondence, compliance agreements, and other information and documents; recommends revisions to building codes, policies and procedures; may deliver presentations to City boards and commissions and community groups.
10. Establishes and maintains accurate and complete case files; prepare documents and evidence for court proceedings; testify in hearings and court proceedings as required; organizes and maintains various records and files including specialized computer applications.
11. Maintains up-to-date knowledge of applicable codes, laws, rules and regulations, and methods and practices related to building, life, safety and property maintenance municipal code enforcement.
12. Directs, supervises, and evaluates the work of assigned staff.

WORKING CONDITIONS

- Indoor office environment and outdoor environment while performing fieldwork.
- Frequent exposure to wet or humid conditions; extreme cold or extreme heat.
- Travel by City vehicle within City limits to City work sites, locations, and meetings to conduct work.
- Noise level is moderate, ambient office sounds such as speaking, working office equipment, and software when conducting duties in office environment. Can be loud noises due to hazards, and/or field situations.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing city and/or departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, and standard office equipment.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and communicate in person and by telephone.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent graduation with an associate degree from an accredited college with significant coursework in public safety, public administration, code enforcement, fire prevention, criminal justice, or related field.

Experience: Five (5) years of progressively responsible journey-level code compliance experience, including two (2) years in supervisory capacity. Knowledge of principles and practices of municipal code enforcement; construction practices and materials; applicable federal, state and local building and zoning codes, laws and regulations; residential, business, health, safety and welfare investigation techniques; modern office practice methods and equipment, including computers and designated software; safe work practices and procedures.

Ability

Ability to effectively oversee, schedule and perform assigned building, life, safety and property maintenance municipal code compliance work; organize and implement a comprehensive building code enforcement program; interpret, apply and explain codes, ordinances, laws and regulations; read and interpret blueprints, maps, drawings and diagrams; conduct inspections and investigations and perform related administrative and field functions, including identification, collection, preparation and

presentation of evidence; ascertain facts, apply appropriate codes, ordinances, laws and regulations; respond to, investigate, document and resolve inquiries, complaints and requests for service in a fair, tactful and firm manner; think strategically, exercise sound judgment; perform mathematical calculations with speed and accuracy; maintain and utilize designated specialized computer software and operating systems; establish, organize and maintain accurate records and recordkeeping systems; interpret and analyze information, draw valid conclusions and project consequences; maintain level of knowledge and certification required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain positive and effective working relationships with employees, other agencies and the public; demonstrate effective team leadership and train, supervise, and evaluate the work of assigned staff.

Special Requirements

Willingness and/or ability to work varying shifts, including nights, holidays and weekends; work on an on-call basis; work irregular duty assignments; may wear a uniform; work alone or in groups; work in person at the office and remotely; attend educational sessions as required; travel out of town for one day or more for trainings.

Other Requirements

Possession of a valid California Class C Driver's License and satisfactory driving record as a condition of initial and continued employment.

AND within one year of employment:

Possession of valid California Peace Officers Standards and Training (POST) certification, Penal Code Section 832, Laws of Arrest without Firearms, or the equivalent.

AND

Possession of a valid Certified Code Enforcement Officer certification by California Association of Code Enforcement Officer (CACEO) or the equivalent.

AND

Possession of valid International Code Council (ICC) Building Code certification B1-Residential and B2-Commercial certification, or the equivalent.