

CODE ENFORCEMENT SUPERVISOR

Definition:

Under general direction organizes, coordinates and supervises the services and activities of the Code Enforcement Division in the Community Development Department; performs a variety of highly complex and difficult code enforcement related duties; supervises assigned staff; and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Manages the activities of the code enforcement division.

Supervises, trains, evaluates and provides direction to assigned staff; participates in the selection of assigned staff.

Participates in the development of division priorities, programs and objectives; recommends and develops revisions for the Municipal Code.

Participates in the evaluation of and makes recommendations regarding applicable software programs and provides training.

Researches, compiles, organizes and interprets data for management review.

Composes and issues correspondence and prepares a variety of reports independently.

Responds to the more complex or sensitive complaints or inquiries; conducts inspections, develops recommendations and takes enforcement actions as needed.

Consults and confers with members of the public, developers, contractors, homeowner associations, property managers, citizen groups, outside agencies and City staff to interpret codes and resolve problems; responds to inquiries.

Provides technical code enforcement interpretations and advice to other City staff.

Supervises the preparation of Code Enforcement cases for legal action; provides testimony for administrative hearings, City Council or Planning Commission hearings, and court proceedings.

May prepare and/or present agenda items, staff reports or presentations related to Code Enforcement activities to the City Council.

Coordinates work projects with other divisions and departments as applicable.

Attends a variety of meetings as the City representative or part of a team.

May assist with the preparation of the division budget, monitor expenditures of funds and approve expenditures as appropriate.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Code Enforcement Supervisor is a single incumbent supervisory position in the Community Development Department with responsibility for the safe, efficient and effective operation and administration of the Code Enforcement Division.

Contacts and Relationships:

The Code Enforcement Supervisor establishes and maintains contact with staff in the Community Development Department and staff in other City departments. Additional contact will occur with a variety of individuals to include architects, engineers, builders, contractors, developers, attorneys and public/private representatives. Substantial contact is made with the public, requiring diplomacy and tact when dealing with code enforcement violations and policies. Other contact is established and maintained with other governmental agencies involved in code enforcement matters.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, practices, methods and techniques of code violation investigation and compliance.

Applicable Federal and State laws, regulations and codes, as well as municipal codes and ordinances related to building, zoning, health and safety, and nuisance violations.

Basic business math.

Effective supervisory techniques including basic principles of training.

Principles, practices, methods and procedures of data collection and research techniques.

English usage, spelling, grammar and punctuation.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Budgeting methods and procedures.

Computer applications related to area assigned.

AND

Ability to:

Analyze, interpret, apply and enforce applicable Federal, State, and local policies, procedures, laws, regulations, codes and departmental policies.

Read and interpret blueprints, plans and specifications.

Make accurate mathematical computations.

Perform a variety of difficult and complex code enforcement related task independently.

Perform research and analysis, make recommendations, and produce accurate reports.

Adhere to deadlines and handle multiple projects.

Exercise tact, courtesy, and diplomacy in understanding problems, explaining regulations, and recommending solutions.

Train assigned staff and plan, organize, schedule, and supervise their work.

Understand and carry out oral and written instructions and use independent judgment and initiative; make sound decisions in accordance with established procedures and policies.

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

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

An Associates Degree or two years of study towards a Bachelors Degree at an accredited college or university in code compliance/enforcement, building construction, building inspection, criminal justice, public administration or a related field.

AND

Experience:

Four years of progressively responsible professional experience in code inspection/enforcement, building inspection or other inspection role to include two years of lead experience

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Possession of a valid Penal Code 832 Certification at time of appointment.

Possession of a basic Code Enforcement Officer Certificate as issued by a recognized Code Enforcement Association within six months of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Code Enforcement Supervisor file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site. When work is performed on-site the incumbent may be exposed to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches and grasps. When performing inspections the incumbent uses basic hand tools and a camera and stands and walks on slippery/uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, reaches, bends and may be exposed to grease/oil, fumes, solvents or chemicals, dust, electrical and mechanical hazards and vehicular traffic. The incumbent grasps, lifts and carries boxes of records and other items weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative/Professional.

Established April 2015