



CODE COMPLIANCE SUPERVISOR

DEFINITION

Under general direction, organizes, supervises, coordinates and participates in the enforcement of the Municipal, Building and Vehicle codes; provides support to law enforcement; provides responsible and complex professional staff assistance to the Building Official; may serve as acting Building Official in his/her absence.

SUPERVISION EXERCISED

Supervises subordinate Code Enforcement Officers.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Inspect and supervise inspection of residential dwellings, buildings, vacant lots, businesses and commercial properties to ensure compliance with applicable codes.

Investigate and supervise investigation of reports/complaints of possible code violations, document found violations with photographs and written reports and conduct follow-up inspections to ensure compliance.

Participate in the development of department goals and objectives, policies and priorities for the City's code compliance activities.

Issue, deliver notices, warnings, citations and compliance orders to violators and supervise same.

Develop and maintain case files and supervise subordinates in same.

Research ownership documents and legal property descriptions and supervise subordinates in same.

Enforce and supervise enforcement of State and local parking and nuisance/abandoned vehicle codes and ordinances; coordinates vehicle towing and storage as necessary.

Coordinate and supervise coordination of communications with complainants, violators, attorneys and related agencies.

Develop and distribute information about community programs such as the Vehicle Abatement and Water Conservation Programs and supervise same.

Compile information and data for monthly reports and supervise same.

Testify in court and/or at Administrative Hearings.

Prepare and monitor budget.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent in this classification is a working supervisor, performing duties of and supervising subordinates in the classification of Code Compliance Officer.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

City and State codes, policies, rules and regulations pertaining to building, zoning, public nuisance, nuisance and abandoned vehicles and parking.

Standard office procedures, methods and computer and radio equipment.

Principles of training, supervision, evaluation, motivation and discipline.

Principles of budget preparation and monitoring.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Compile and maintain case files and logs.

Interpret and enforce State and City codes and ordinances.

Use photographic equipment.

Plan and organize work to meet schedules and timelines.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS and five (5) years experience in enforcement, inspection or investigation of building, zoning, public nuisance, nuisance / abandoned vehicles and parking. MA/MS desirable.

LICENSE OR CERTIFICATE

Valid Class C California driver's license and good driving record. Possession of the PC 832 certification.

ESSENTIAL JOB FUNCTIONS/A.D.A

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, and copying machine.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet

Ability to lift up to 25 pounds

Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business