



Position Description

CODE ENFORCEMENT SUPERVISOR

GENERAL PURPOSE

Under direction, supervises, coordinates, directs, evaluates and participates in the City's code enforcement activities, including investigating conditions, initiating procedures and providing educational programs to abate violations involving zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, animals, license regulations and other issues relating to the health, safety and welfare of the community for public and private residential, commercial and industrial property; assists with the research, development and implementation of policies and procedures to ensure timely and accurate completion of work assignments in compliance with local and state regulations and codes; serves as a technical resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Code Enforcement Supervisor is the supervisory level class within the Code Enforcement Division responsible for performing and overseeing the work of staff engaged in investigating conditions, initiating procedures and providing educational programs to abate violations involving zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, animals, license regulations and other issues relating to health, safety and welfare of the community for public and private residential, commercial and industrial property. This classification is distinguished from the next higher classification of Building Official in that the latter administers the City's building and safety and code enforcement functions.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Building Official, Community Development Director and/or other assigned staff. Incumbents of this class exercise direct and indirect supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

- Plans, coordinates, staffs, prioritizes, monitors, directs, evaluates and participates in the City's code enforcement activities, including investigating conditions, initiating procedures and providing educational programs to abate violations involving zoning ordinances, building codes, housing codes, public nuisances, property

maintenance, abandoned vehicles, animals, license regulations and other issues relating to health, safety and welfare of the community for public and private residential, commercial and industrial property; performs the more difficult amplex duties as needed; ensures safe work practices, work quality and accuracy.

- Assures that assigned areas of responsibility are consistent with local, State and Federal regulations; stays current on related policies, regulations and trends.
- Participates in the development of policies and procedures; develops and recommends programs and projects to higher level personnel.
- Participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; assigns work to staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents which may include time sheets and work orders; prepares statistical and/or, analytical reports on operations as necessary.
- Participates in the development of assigned budget; administers and monitors the approved budget; prepares cost estimates and bids for maintenance and repair activities; maintains supply inventories and supply and budgetary records; prepares requisitions and orders needed materials, parts and equipment.
- May participate in organizational and community group meetings; addresses and responds to service questions, inquiries and complaints; establishes and maintains a customer service orientation with assigned division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs related duties and responsibilities as assigned.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Principles, practices and methods used in the enforcement of a variety of codes and regulations;
- Applicable federal, state and local laws, codes and regulations;
- Principles and practices of project and operations budget development, administration and evaluation
- ; Methods .and techniques of supervision, scheduling, training and motivation;
- Methods and techniques used in enforcement and investigation;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling and grammar;
- Basic mathematic principles;
- Office practices, methods and equipment, including a computer and applicable software;
- Rules of evidence and court procedures; and
- Occupational hazards and standard safety procedures.

Skill to:

- Operate a computer and a variety of word processing and software applications; and
- Safely and effectively operate motor vehicles.

Ability to:

- Plan, manage, develop and coordinate work programs
- Supervise, oversee, plan, organize, coordinate and participate in the City's code enforcement operations;
- Inspect and analyze a variety of buildings and properties and identify code violations; Implement, explain and apply applicable laws, codes and regulations to varying situations;
- Develop and provide educational programs;
- Make sound decisions within established guidelines;
- Read and interpret maps, sketches, drawings, specifications and technical manuals; Follow written and oral directions;
- Read, interpret and record data accurately;
- Keep accurate records;
- Work independently;
- Organize, prioritize and follow-up on work assignments;
- Perform mathematical calculations quickly and accurately

- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties;
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate;
- Develop and coordinate work programs;
- Participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels;
- Analyze and evaluate new and existing service delivery methods and standard operating procedures;
- Analyze complex issues, and develop and implement appropriate responses;
- Facilitate appropriate corrective action from property owners regarding violations;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Code Enforcement Supervisor. A typical way of obtaining the required qualifications is to possess the equivalent of two years of municipal code enforcement experience equivalent to that of a Code Enforcement Officer II within the City of San Bruno.

LICENSE/CERTIFICATE

Possession of a valid California Class C driver's license and a safe driving record. Possession of an I.C.B.O. Building Inspection certificate (or other similar professional certification) is desirable and may be substituted for two years of the required experience. PC 832 certification is also highly desirable.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspection, reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. Incumbents may frequently deal with irate members of the public. The nature of the work also requires the

incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

SELECTION GUIDELINES AND GENERAL INFORMATION

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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