

Title: Code Enforcement Supervisor
PG: 49
Status: Civil Service
Position Reports to: Code Enforcement Division Manager
Department: Community Development

Class Code: 3818
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is professional supervisory, technical and participatory inspection work involving the enforcement of various City codes and ordinances that affect the health, safety, and welfare of the public. Responsibilities include planning, organizing, and supervising a coordinated citywide inspection program, and includes the responsibility for assigning, advising and reviewing the work of subordinate inspectors. The employee conducts investigations in response to complaints or observed violations, presents cases to the Code Enforcement Board or County Judge, and follows through to compliance. Work requires extensive coordination with other governmental agencies and public contacts. Work is performed with considerable independence under the general direction of the Code Enforcement Division Manager and is reviewed through written reports, performance reviews, and conferences for adherence to established policies, laws, regulations and Division rules.

ESSENTIAL FUNCTIONS:

1. Assigns, supervises and participates in an inspection program of all properties to determine whether they are in conformance with the City's codes and ordinances.
2. Evaluates the efficiency and effectiveness of field operations; reviews productivity and conducts performance evaluations of subordinates; manages personnel issues.
3. Investigates reported and observed violations of the City's codes and ordinances. May issue citations and present testimony before the Code Enforcement Board or County Judge.
4. Renders interpretations of codes, ordinances and regulations to subordinates and conducts secondary inspections of problem areas to render enforcement decisions.
5. Provides field training and orientation for new employees.
6. Assists the Division Manager in researching, formulating, and drafting new and amended codes and ordinances, and in developing policies and procedures for the Division.
7. Routinely inspects and reviews lot cleaning and mowing work performed by various outside contractors to ensure conformance with existing contracts.
8. Performs preliminary demolition assessments; coordinates demolitions with requisite staff and subordinates.
9. Receives and responds to citizen complaints and concerns, and represents the City on code related matters before public groups, neighborhood associations, City boards, and the City Commission.
10. In the absence of the Code Enforcement Division Manager, manages all operations of the Code Enforcement Division.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of all codes and ordinances administered by the Code Enforcement Division.
2. Thorough knowledge and understanding of Chapter 162, Florida Statutes.
3. Thorough understanding of due process and the 4th Amendment to the U.S. Constitution.
4. Knowledge of investigative procedures and ability to compile facts in a logical progression for presentation to the Code Enforcement Board or court.
5. Knowledge of supervisory and training techniques and ability to provide direction and training to subordinate staff.
6. Must have excellent interpersonal skills.

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7. Ability to enforce applicable codes and ordinances with firmness, tact and impartiality.
8. Ability to interpret municipal codes; ability to read, understand and explain maps, aerials, plats, plans and other technical drawings.
9. Ability to communicate orally and in writing, clearly and concisely, in an easily understood manner.
10. Considerable skill in the operation of computers and software applications, printers, digital cameras, cellular phones and two-way radios.
11. Ability to establish and maintain effective relationships with other employees, officials, and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires manual labor work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and vehicular traffic.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception and good manual dexterity.

QUALIFICATIONS (EDUCATION, TRAINING & EXPERIENCE):

1. High school diploma or its equivalent.
2. Three (3) years of responsible experience in building inspection, housing inspection, environmental inspection, planning or zoning, building construction or contracting, civil engineering, or law enforcement.
3. Three (3) years experience as a local government code enforcement officer.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid State of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must be able to work flexible days/hours.
4. Must possess Florida Association of Code Enforcement, Inc. (F.A.C.E.) certifications in Fundamentals of Code Enforcement (Level I), Administrative Aspects of Code Enforcement (Level II), and Legal Issues in Code Enforcement (Level III).
5. Must possess certification from the International Code Council (ICC) as a Property Maintenance and Housing Inspector.
6. Must possess or acquire within twelve (12) months of appointment, Code Enforcement Professional (C.E.P.) certification from the Florida Association of Code Enforcement, Inc. (F.A.C.E.).
7. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.