



Job Description

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| JOB TITLE: | Code Compliance Supervisor | JOB FAMILY: | Inspection/Code Enforcement |
| JOB TITLE CODE: | JNG201 | EEO CODE: | Professional |
| DEPARTMENT(S): | P&CD | WAGE SCHEDULE: | G27 |
| FLSA STATUS: | Exempt | EFFECTIVE DATE: | January 1, 2001 |

JOB SUMMARY

Performs a variety of complex work in the management of the Code Compliance Section.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages, organizes and priorities the work activities, schedules and assignments of staff.
- Provides leadership in citizen relations, technical support, and safety and problem solving; sets priorities and policy for enforcement goals.
- Guides, reviews, and approves assigned projects.
- Acts as department representative at hearings; interprets codes and advises hearing examiners and city attorneys in developing and setting policies and procedures.
- Responds to citizens for code interpretation, determination of violations, requests for information, conciliation, etc.
- Recruits, trains and evaluates code compliance staff.
- Manages the division budget.

SUPERVISION RECEIVED AND EXERCISED

- Works under the general supervision of an Assistant Director of Planning and Community Development.
- Exercises supervision over Code Compliance Officers, as assigned.

EDUCATION AND EXPERIENCE REQUIRMENTS

- Graduation from an accredited four-year college or university.
- Five or more year of progressively responsible related experience.



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- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Code Enforcement Officer, Zoning Inspector, and Housing Inspector certifications preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly; Ability to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs, evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

PHYSICAL DEMANDS

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 40 pounds.
- The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.
- Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, or near risk of electrical shock and/or vibration.