



<b>Job Title</b>	<b>Code Enforcement Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>15017</b>

**Class Specification – Code Enforcement Supervisor**

<b>Summary Statement:</b>	
<p>The purpose of this position is to enforce housing codes, minimum housing standards, sanitation codes, land use codes, zoning codes, and property maintenance codes for the City. This is accomplished by providing oversight of all enforcement activity related to housing codes, minimum housing standards, sanitation codes, illicit spills, land use, and zoning enforcement; establishing standard operating procedures; reviewing City ordinance; proposing new ordinance when necessary; providing information and assistance to Mayor’s staff and City Council Members; working with other City departments and outside agencies to address health and safety concerns. Provides training to local associations; supervises senior code enforcement officers and code enforcement officers; evaluates and schedules employees; investigates citizen complaints; authorizes clean ups requested by code officers; and approves billing after cleanup is performed. Files liens on properties that do not pay abatement costs; meets with citizens regarding enforcement procedures. Other duties include making presentations to City Councils, organizations, and boards; conducting educational sessions; authorizing the condemnation of homes; evicting occupants and trespassers; coordinating response and cleanup of illicit spills; addressing the clogging of storm drains; issuing work assignments; review and approve offense reports and criminal summonses; and coordinate with community volunteer groups.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Acts as code enforcement administrator by administering enforcement of housing ordinances, sanitation ordinance, land use and zoning ordinances, and property maintenance ordinance. Responds to citizen complaints; requests from the Mayor’s office, City Council Members, other City departments, media and neighborhood organizations. Proposes, drafts, and presents new ordinances; and authorizes violation cleanups, billing and lien process or properties that are abated by the City.
40%	Supervises senior code officers, code officers, graffiti removal team members and administrative staff by mentoring, scheduling, evaluating, and training officers, administrators, personnel, crews and volunteers. Approves timesheets; conducts evaluations; investigates citizen complaints; provides assistance to officers in the field, answers questions and provides technical assistance. Researches ordinances; conducts weekly team meeting; implements goals and objectives, corrects deficiencies and implements discipline processes. Assures that uniforms and equipment are maintained.



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20%	Performs administrative duties by answering calls; opening cases to document complaints; reviews and enters online complaints; monitors office time; authorizes time and labor entries; assists citizens; provides information to media; approves cleanup up requests from officers, approves billing of cleanup fees; files liens against property if invoices are not paid; forecasts and monitors budget; approves equipment purchases and overtime expenditures; completes monthly reports and community development block grant reports; and work with City Attorney regarding ordinance updates, prosecution of violators and probation processes.
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<b>Competencies Required:</b>	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.	
Experience: Five years of full-time responsible experience as a code enforcement officer, and one year supervisory responsibility.	



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<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
Certified Code Enforcement Officer	Required
Certifications required in accordance with standards established by departmental policy.	

<b>Supervision Exercised:</b>
Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
<b>Supervision Received:</b>
Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

<b>Fiscal Responsibility:</b>
This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

<b>Physical Demands:</b>
Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions:</b>	<b>Frequency</b>
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Rarely
Respiratory Hazards	Rarely
Noise and Vibrations	Rarely
Physical Hazards	Rarely
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely



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**Machines, Tools, Equipment, and Work Aids:** Noise meter, thermometer, camera, light meter, tape measure, fax, calculator, telephone, knife, wire cutters, hammer, loppers, mace, police radio, laptop and desk top computer, and printer.

**Specialized Computer Equipment and Software:** Microsoft Office, Mobile Field Reporting, and LERMS.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014