

## CITY OF MADERA

### CODE ENFORCEMENT SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, performs a variety of supervisory, administrative and technical work in activities in code enforcement, neighborhood preservation and graffiti programs; develops and implements department policies, programs and procedures; ensures safe work practices, work quality and accuracy; maintains appropriate work records; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Code Enforcement Supervisor** is a single position classification responsible for assigning and supervising the work in code enforcement, neighborhood preservation and the administration of graffiti programs, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next lower classification of Code Enforcement Officer III by the performance of overall supervisory and administrative responsibilities for the division.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Police Chief or his/her designee. Exercises direct supervision over professional, technical, and other support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, coordinates, prioritizes, monitors and participates in the work of the code enforcement and neighborhood preservation division; plans, coordinates, prioritizes, monitors, and participates in the administrative support of graffiti programs; coordinates as necessary with graffiti abatement crews.
- Performs the more difficult and complex code enforcement and neighborhood preservation duties of the work unit including reading and interpreting complex codes, laws and ordinances.
- Participates in the development of division goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; recommends programs, projects and work assignments to higher level personnel; assigns work to assigned staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures.
- Participates in the selection and training of assigned personnel; assumes responsibility for

motivating and evaluating assigned personnel; provides necessary training; provides and documents performance feedback; initiates discipline procedures as is appropriate.

- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents; prepares statistical and/or analytical reports on operations as necessary.
- Prepares the division budget; administers and monitors the approved budget; makes program funding recommendations.
- Drafts proposed resolutions and ordinances; prepares correspondence, reports and recommendations; resolves controversial program issues.
- Meets with the public, groups, clubs, organizations, and agencies to explain and promote code enforcement, neighborhood preservation and graffiti programs.
- Participates in organizational and community group meetings; addresses and responds to service questions, inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public

#### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face to face service. The need to lift, carry, pull, and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use noise producing equipment, drive motorized vehicles, work in heavy traffic conditions and often work with constant interruptions.

**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:

Five (5) years of increasingly responsible experience working in municipal code compliance or neighborhood revitalization activities and a High School Diploma or equivalent;

OR

Two (2) years of increasingly responsible experience working in municipal code compliance or neighborhood revitalization activities and a Bachelor's degree from an accredited college or university with a major in planning, urban studies, political science, police sciences, public administration, or a closely related field.

**License/Certificate:**

Possession of, or ability to immediately obtain, a valid class C California driver's license. Completion of PC 832 Laws of Arrest course. Certified Basic and Advanced Code Enforcement Certificates from the Sacramento Training Center. Completion of some coursework in mediation, arbitration and administrative law.

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

**Knowledge of:**

Federal, state, and municipal laws, regulations, and procedures relating to building codes and zoning ordinances. The principles, methods and techniques used in investigations and enforcement work, including appropriate legal requirements and constraints. The rules of evidence and court procedure. Methods and techniques of supervision, training and motivations; principles and practices of program and budget development, administration and evaluation; modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety procedures.

**Ability to:**

Review and evaluate employee job performance; lead, coach, instruct, and motivate employees; provide clear work instruction; establish and maintain effective working relationships with the public and staff; maintain records and compile periodic progress reports in compliance with the requirements of program funding sources (i.e. Community Development Block Grant Program); analyze and make recommendations on policy development; respond to citizen complaints regarding code violations; exercise appropriate judgment in prioritizing calls; investigate and resolve problems; provide information to the public regarding regulations; assist in determining appropriate disposition of outstanding cases. Prepare clear, concise and effective written reports and correspondence; research and compile data and maintain accurate records of findings; interpret and evaluate issues and make appropriate recommendations for action; effectively communicate verbally and in written communication, both on a one-on-one and group basis.

**Skill to:**

Operate an office computer and a variety of software applications.