

CODE ENFORCEMENT SUPERVISOR

Job Summary:

Under direction of the Public Safety Services Manager, coordinates, schedules, assigns, and supervises the work of assigned Code Enforcement Officers in enforcing provisions of the city's Municipal Code, zoning laws, health and safety codes, and National Pollutant Discharge Elimination System (NPDES). Supervises and evaluates the performance of assigned staff.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Enforces municipal code regulations, including but not limited to, public peace, sanitation and health, taxes and licenses, streets, building and planning, zoning and NPDES.
2. Establishes, implements and monitors performance standards, goals and objectives of code enforcement division.
3. Coordinates, schedules, assigns, and supervises the day-to-day work activities of assigned personnel, including NPDES inspections.
4. Receives, reviews and assigns service requests to personnel; refers service requests to other divisions and outside agencies as appropriate.
5. Monitors and follows up on progress of service requests and prosecution of court cases.
6. Documents service requests and resolution into computerized system.
7. Trains, supervises, and evaluates the performance of assigned staff; participates in the hiring and disciplinary process as appropriate.
8. Prepares and maintains records regarding work activity and personnel.
9. Communicates with city staff, and outside agencies; provides technical expertise and responds to public inquiries and complaints.
10. Performs field checks in support of code enforcement personnel.
11. Participates in the preparation and presentation of training; observes and enforces safety practices and procedures.
12. May attend meetings, trainings and court proceedings.
13. Participates as a member of the city's Emergency Response Team in time of disaster or other emergency.
14. Conducts inspections at a variety of facilities and locations for visible NPDES violations and initiate action to facilitate voluntary compliance.
15. Conducts inspections of local businesses and industrial properties to ensure compliance with applicable MS4 permit, licensing requirements, and applicable regulations.
16. Gathers evidence and recommend action related to NPDES not in compliance with MS4 permit requirements.
17. Provides information and NPDES best management practices to property and business owners.
18. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

High school diploma or GED supplemented by college-level coursework in code enforcement, administration of justice or related field (proof of completed coursework is required) and four years of public contact work experience involving regulatory codes, collections, credit, public relations, investigation or inspection work including one (1) year of lead or supervisory experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures.
- Techniques of investigation and inspection.
- City organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.
- Computers and related software.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision, training, and evaluation.
- Applicable sections of the California Vehicle Code.
- Current City, State and Federal Runoff regulations.
- Site visit report writing and NPDES inspection practices.

Skill and Ability to:

- Enforce provisions of the city's municipal code, zoning, and health and safety codes.
- Perform inspections and searches, issue citations, notices and orders and respond to related code enforcement complaints and questions.
- Read, interpret, apply and explain applicable codes, rules, regulations, policies and procedures.
- Read and interpret plot plans.
- Train, supervise, and evaluate personnel.
- Effectively communicate orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Provide NPDES education to non-compliant businesses.

License and Certificate:

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record; possession of an 832 P.C. certificate within the probationary period is required.



Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stoop, reach, crouch and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to talk, hear and see.
- Require the ability to stand for long periods and/or walk long distances.
- Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and is an infrequent aspect of the job.
- May be required to work with harsh and/or hazardous materials.
- Require to respond to emergency situations.
- Are subject to outside and inside environmental conditions.
- May be required to work evenings and/or weekends.
- May be required to drive city and/or personal vehicle during the scope of employment.

