



## **CODE ENFORCEMENT SUPERVISOR Classification Specification Non-Represented Professional/Supervisory**

*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 general direction, oversees and directs the enforcement of municipal code regulations, provides administrative and technical supervision to Code Enforcement staff, develops, produces and directs special projects, statistical analysis and reporting, budgetary responsibilities; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Code Enforcement Supervisor** is a single class position with overall responsibility for the Municipal Code Enforcement program and supervision of staff. Serves as a direct line supervisor over all Code Enforcement personnel. The incumbent also is responsible for conducting field investigations, issuing appropriate notices, preparing cases for court, and representing the City at public hearings and trials.

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

General direction is received from the Director of Development Services and/or designee. Exercises direct supervision over field, office and technical Code Enforcement staff.

**ESSENTIAL FUNCTIONS:** *(The following is a typical list of duties assigned to the Code Enforcement Supervisor. The duties included in this list are examples and are not intended to be all-inclusive or restrictive.)*

- Plans, coordinates, prioritizes, monitors and participates in the operations of the code enforcement division with responsibility for all the special projects, statistical analysis and reporting, and budgetary concerns.
- Assigns work to professional and support staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies, and procedures.



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- Participates in the development of policies and procedures; recommends programs, projects and work assignments to Director of Development Services.
- Oversees and participates in the development of the Code Enforcement budget; participates in the forecast of necessary funds for staffing, materials and supplies; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Investigates complaints for compliance with Municipal Codes; issues notices and orders; prepares and reviews staff reports; reports and testifies to committees, court, and the City Council; secures inspection & abatement warrants; and abates Municipal Code violations.
- Develops schedules and methods for performing assigned duties; maintains appropriate personnel work records and documents which may include timesheets, work orders; prepares statistical and/or analytical reports on operations as necessary.
- Coordinates and participates in the selection, orientation, training and evaluation programs for Code Enforcement personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; initiates and fulfills discipline procedures as appropriate.
- Oversees and/or participates in the development, implementation and maintenance of the Code Enforcement goals, objectives, policies and procedures in conjunction with the Code Compliance Division; ensures that goals are achieved.
- Proposes, presents, and justifies divisional programs, projects, operations and services; develops a strategy and work plan for the successful achievement of program and project goals.
- Serves as a resource for the Code Compliance Division and City departments; coordinates divisional activities with other divisions, departments, and organizations; provides information and resources to City officials, departments and other organizations as it is appropriate.
- Supervises the enforcement of related State and local laws pertaining to public nuisances.
- Meets with officials of public law enforcement and community groups to resolve problems and/or citizen complaints; interpretation of code sections; assists other local law agencies in the abatement of public nuisances.
- Researches and drafts changes and additions to the Municipal Code as well as resolutions and other correspondence.



- Perform other related and peripheral duties as required and necessary for the successful performance of this job.

**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 experience in code enforcement and investigation or the performance of related work, supplemented by college level courses in public or business administration, or a related field and two (2) years supervisory experience in a code enforcement setting or the performance of related work, and a High School diploma or GED.

**License/Certificate:**

- Possession of, or ability to obtain, a valid Class "C" California driver's license.
- Possession of certification in PC-832 Level II.
- Possession of certification as a Code Enforcement Officer through S.C.A.C.E.O. or other recognized Code Enforcement Association.
- Possession of, or ability to obtain, certifications in First Aid, CPR and Pepper Spray.

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

**Knowledge of:**

Methods, procedures and techniques used in the interpretation, application and enforcement of various zoning and subdivision ordinances, laws and standards; investigative principles and practices as applied to zoning enforcement; regulations and requirements of courts evidence and court proceedings; local government in general and the responsibilities and enforcement parameter of a variety of local government agencies; working knowledge of computers including word-processing techniques and professional writing; policies and procedures of City permitting process; knowledge of City, County, and State departments and their functions as related to code enforcement; basic supervisory techniques including performance review, disciplinary actions, and counseling.



**Skill to:**

Operate an office computer and a variety of word processing and software applications; communicate effectively with the public, including irate and upset citizens.

**Ability to:**

Establish and maintain effective working relationships with City departmental staff and the public; motivate, train and supervise personnel; monitor and forecast budget expenditures; produce statistical reports; operate related equipment; communicate effectively and clearly both verbally and in writing; provide on-call 24 hour emergency response as needed; handle irate public; read and interpret City codes and ordinances, zoning and subdivision laws as related to zoning enforcement; understand legal descriptions and boundary maps of real property; analyze and compile technical information on code investigations and violations; assign and review the work of others; apply investigative techniques useful in ensuring compliance with appropriate codes and ordinances; deal courteously and effectively with the public in explaining zoning requirements and procedures; communicate clearly and concisely both verbally and in writing; recognize conditions that constitute a zoning violation; read blueprints and landscaping plans as necessary; diffuse volatile situations while in the field; and work under stressful situations.

**WORKING CONDITIONS:**

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, eye/hand coordination, and repetitive hand movement. The incumbent may frequently drive to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The need to lift, carry, push, and pull tools, equipment and supplies weighing up to 100 pounds is required. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent may use fuel, cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, work in confined spaces, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

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Working Conditions and Formatting Revised July 2008

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