



## **SUPERVISING CODE ENFORCEMENT OFFICERS/SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns, and supervises the work of code enforcement staff within the Planning and Building Department; enforces state and local zoning and building codes through research, investigation, inspection, and follow up activities, including administrative citation issuance and hearing or court appearances; assists with or performs complex code enforcement duties; communicates with the public regarding code compliance and enforcement; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises immediate and general supervision over technical staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level classification in the Code Enforcement class series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of code enforcement staff, and overseeing a wide range of code enforcement activities requiring comprehensive knowledge of various and interrelated codes, policies, procedures, and goals. Responsibilities include performing difficult, complex, sensitive, and/or highly technical assignments related to the code enforcement function. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Selects and supervises staff, provides training and development opportunities, ensures work is performed effectively in connection code enforcement duties; and evaluates performance in an objective and positive manner.
- Plans, organizes, assigns, supervises, and reviews the work of assigned code enforcement staff.
- Trains staff in work and safety procedures, and in the operation and use of equipment; implements training procedures and standards.
- Responds to high priority calls from County agencies; researches parcel information, aerial photos, assessor records, building records, and other County documentation for code violations.
- Performs abatement of hazardous items in dwellings, on vacant lots, and other premises.
- Conducts complex field investigations/inspections of possible violations of county codes; observes and analyzes the violations and issues citations for non-compliance.
- Assists in the development and implementation of departmental goals, objectives, policies, procedures, and work standards.
- Evaluates employee performance; counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Receives and responds to complaints regarding substandard dwellings or structures, zoning violations, signage, debris, unsanitary conditions in dwellings, overgrown vegetation, home occupations, animal zoning issues, and other zoning and code violations; issues "stop work" notices and infractions for non-compliance; requests issuance of misdemeanor citations by law enforcement as required; refers complaints to other departments or agencies, as appropriate.

- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Explains applicable zoning, building, and housing codes, and division policies and procedures to the public in the field, by telephone, and at the public counter; coordinates with other County departments and outside agencies as needed.
- Monitors compliance activities and ensures follow-up and final inspections are completed.
- Prepares, updates, and maintains required code enforcement site inspection records, documents, and files.
- Testifies in criminal and civil court, administrative hearings, public meetings, and depositions by subpoena as a County representative; conducts follow-up once legal activities have been initiated.
- Prepares a variety of periodic and specialized reports related to code enforcement inspections and activities.
- Confers with other agencies and County departments on disposition of a variety of complaints and code violations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced principles and practices of code enforcement and land use designation.
- Advanced principles and methods of investigation utilized in code enforcement inspections.
- Applicable, federal, state, and local codes and regulations pertaining to building, housing, and zoning.
- Policies, procedures, and terminology related to code enforcement.
- Building codes and ordinances of El Dorado County.
- General principles of risk management related to the functions of the assigned area.
- Regulations and requirements for court evidence documentation and presentation.
- Basic mathematical calculations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Perform investigations and inspections of a difficult and complex nature.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written material.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Obtain information through interviews and dialogue.
- Prepare evidence and files on difficult and complex enforcement cases for hearing or court testimony.
- Explain complex zoning, building, and related codes and regulations to employees and the public.
- Investigate multiple inquiries and complaints, and conduct multiple field inspections; accurately document findings and maintain appropriate records.
- Analyze situations quickly and objectively, and determine proper course of action.
- Departmental methods, practices, and procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Three (3) years of experience in code enforcement or combination building inspection at a level equivalent to the County's class of Code Enforcement Officer II.

One (1) year of lead or supervisory experience is preferred.

### **Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- A valid I.C.C. Building Inspector certificate is required within six (6) months of hire. The certificate must be maintained.
- A certificate of Beginning Module Code Enforcement Officer training by an accepted state or national Code Enforcement organization is required within six (6) months of hire. The certificate must be maintained.
- A certificate of Intermediate Module Code Enforcement Officer training is required within twelve (12) months of hire. The certificate must be maintained.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections;

color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field where they are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may encounter potentially dangerous conditions involving aggressive animals and people. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work various shifts, including early mornings and evenings to accommodate projects and/or respond to emergencies.