



## **CLASSIFICATION DESCRIPTION**

**TITLE: CODE ENFORCEMENT SUPERVISOR      JOB CODE: 14 (Exempt)**

### **GENERAL DESCRIPTION OF DUTIES**

Under administrative direction, the purpose of the position is to supervise inspection work enforcing codes, ordinances and related regulatory requirements for the general public and business entities within the City. Employee functions at entry level management to review complaints and assist subordinates in developing recommendations to resolve any complaints concerning code violations. Position provides highly technical support and/or assistance to employees, the general public and property owners as necessary. Prepares cases for presentation and testifies as necessary.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, schedules, supervises and evaluates code enforcement inspection personnel to ensure quality standards and timely completion of all inspections.
- Supervises systematic site inspections of properties and structures within the City to ensure compliance with all applicable City, State and Federal codes and regulatory requirements; enforces all aspects of the City's codes and ordinances.
- Researches and responds to highly complex technical matters and investigates code or ordinance non-compliant conditions on private property, public property and on business establishments.
- Supervises strike force investigations, inspecting construction sites to ensure code compliance and follow-up inspections regarding compliance.
- Oversees departmental responsibilities for granting sign permit and house moving requests to ensure that they are consistent with the ordinance and for issuing citations when County codes are not upheld.
- Provides highly technical interpretation of codes and ordinances to the general public, commercial interests, and businesses regarding code enforcement issues.
- Enters and retrieves information from a computer in order to perform research, update records, process case documentation, or to respond to actions and requests.

- Reviews case documentation and incident reports and compiles supporting documentation in order to document and explain facts and circumstances surrounding the violation(s).
- Ensures County codes and ordinances are interpreted properly and updated regularly through research from professional organizations and other government entities.
- Presents evidence in various legal proceeding to ensure that complete and correct information is related to all participants; provides depositions to the court.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED, vocational training in Building Codes preferred; supplemented by four (4) years responsible experience in code inspection, planning, zoning or related field, and demonstrated leadership skills; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.
- Considerable knowledge of applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to the work.
- Considerable knowledge of investigative principles, methods and techniques, and case management principles for the purpose of preserving evidence and establishing documentation and an audit trail for legal purposes.
- Considerable knowledge of record keeping, report preparation, filing methods, records management techniques, and open records regulations.
- Considerable knowledge of the geography, streets and principal locations of the City's zoning areas or ability to acquire this knowledge rapidly.
- Skill in applying sound principles of independent judgment and discretion during inspection activities.
- Skill in understanding and utilizing zoning maps, land use maps, plats, tax rolls, and other documents related to real property.
- Ability to write clear, concise letters and memorandum using standard business English, spelling, and punctuation.
- Ability to effectively communicate both verbally and in writing; ability to speak effectively before public groups and respond to questions.

- Ability to read and interpret various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to establish and maintain effective working relationships and communications with co-workers, business and community interest groups, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 25 pounds; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee may be exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.