



CODE ENFORCEMENT SUPERVISOR JOB DESCRIPTION

JOB TITLE: Code Enforcement Supervisor	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Community Development Director
PAY GRADE: 127	DEPT: Community Development / Code Enforcement	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs supervisory and technical work to ensure compliance with Village Code of Ordinances, and State minimum housing standards. Supervises the day-to-day operations of the Code Enforcement Division, and conducts field inspections and investigates related complaints. Work is performed under the supervision of the Department Director, and requires strong communication and organizational skills and the ability to exercise a considerable degree of independent judgment.

SUPERVISION EXERCISED: Code Enforcement Inspectors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises, monitors and directs work assignments of Division personnel. Prepares the inspectors schedules as they alternate night and weekend and meeting dates to maintain proper coverage and maximize efficiency.
- Reviews the daily shift summaries and daily logs as well as GPS mapping of work areas covered.
- Performs daily inspections of residential, commercial and industrial properties to ensure conformance with Village Code of Ordinances.
- Investigates complaints regarding code issues that may include violations, determines their validity and initiates appropriate follow-up activities.
- Interviews property owners, tenants and complainants, recommends measures for addressing code issues and/or correcting violations.
- Facilitates the communications for property lien negotiations as well as Foreclosure registry.
- Gathers information such as Lien and fine information for all public records requests.
- Tracks delinquent Business Tax receipts for enforcement.
- Ensures divisions compliance of FS 162
- Prepares reports and maintains records, written and computer based.

OTHER DUTIES:

- Attends and represents the Village at related board meetings and public hearings.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent; and

- Four (4) years progressively responsible field experience, preferably in municipal code enforcement.
- Florida Association of Code Enforcement (FACE) Levels I and II certification.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Ability to supervise and monitor Division personnel.
- Knowledge of Village Code of Ordinances, and the legal procedures for enforcement.
- Knowledge of building construction.
- Knowledge of investigative procedures and documentation.
- Some knowledge of computers, office equipment and practices.
- Ability to read and interpret building and site plans, plats, maps and legal descriptions.
- Ability to conduct inspections, effectively communicate orally and in writing, and follow professional protocol.
- Ability to interact with the public fairly and impartially, including but not limited to an adversarial environment.
- Ability to make accurate field measurements.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to prepare reports and maintain records.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one by date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- Prefer Florida Association of Code Enforcement (FACE) Level III certification, or ability to obtain one within one year of hire date.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 35 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:

Village Code of Ordinances, State of Florida minimum housing standards, building and site plans, plats, maps, computer, printer, telephone, pager, electric typewriter, calculator, sound meter, camera, television, video camera/recorder, and other related equipment.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference check; criminal background check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB HISTORY:

Created: May 11, 2004

Revised: October 27, 2008

Revised: October 2, 2013