



Code Enforcement Supervisor

Category: Classified/Excluded
Pay Grade: C26
Job Code: 10186

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is specialized technical work supervising the investigation and enforcement of codes and ordinances dealing with the natural and urban jurisdiction. Employees in this class provide supervision, technical advice, and assistance to a subordinate staff of Code Enforcement Officers involved in field investigation and regulatory code compliance and enforcement work. Work is performed with considerable independence within established policies and work procedures. The position reports to a senior management official, division director, or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, assigns, reviews and coordinates the daily activities of assigned officers; plans and conducts new hire training;
- Reviews plans and specifications submitted for permits and ensures compliance with existing codes and standards;
- Assists in updating and revising various codes and ordinances;
- Coordinates the preparation of evidence for prosecution of code violators and represents the county at court hearings;
- Handles difficult inspection complaints over the telephone and in person and advises permit applicants in preparing or modifying plans or specifications as required for compliance;
- Provides technical advice and information relative to the investigation and enforcement of applicable codes and ordinances;
- Performs field inspections and prepares and maintains technical records and reports;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Seven (7) years of experience in regulatory compliance and enforcement, law enforcement, or a related field that includes lead worker, supervision or supervisory training; or Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field and two (2) years of experience as described above; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.

- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of various public codes, ordinances and procedures;
- Knowledge of methods and practices involved in noise ordinances and other related ordinances and regulations;
- Knowledge and skill in effective public relations;
- Ability to read and interpret building diagrams, plans and blueprints and recognize deviations from approved plans in the field;
- Ability to supervise the maintenance of records; prepare and submit reports;
- Ability to apply computer applications and software;
- Ability to train and supervise subordinate technical personnel;
- Ability to work effectively with municipal courts, agencies and the public in codes enforcement.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.