

CITY OF LAKE ELSINORE

CODE ENFORCEMENT SUPERVISOR

*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 within the position.*

DEFINITION:

Under general supervision of the Code Enforcement Supervisor, organizes, coordinates, supervises and participates in the more complex and difficult work of staff responsible for providing Code Enforcement services. Prepares a variety of operational, statistical, and activity reports such as NET Program, AVA Quarterly Report, Waste Management, CDBG Funding, parking enforcement statistics; performs other 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, appropriate notices, and representing the City at public hearings and trials.

SUPERVISION RECEIVED/EXERCISED:

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

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, directs, and participates in the investigation of potential violations and the enforcement of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish violations.
- Trains staff in proper inspection practices and methods and evaluate field practices; assesses needs for additional educational development; arranges and provides training and education programs for public as necessary.
- Verifies work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Oversees and initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards.
- Conducts on-site inspections and determines existence and type of code violations; investigates

and attempts to correct alleged violations of municipal codes and zoning ordinances; prepares cases for nuisance abatement hearings and court proceedings; testifies in court actions as necessary.

- Establishes positive working relationships with the public and co-workers, representatives of community organizations, state/local agencies, City management and staff.
- Investigates complaints made by the public; works with appropriate City departments to resolve issues; explains priorities, programs and policies to the public when required; responds to emergency calls from the public and other agencies and takes appropriate action.
- Participates in planning and developing new forms, procedures, policies, and programs pertaining to field services and inspection practices; assists in preparing code amendments and city council reports.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work areas; prepares and maintains records.
- Represents the city at professional meetings and conferences; attends PSAC and Planning Commission meetings as necessary.
- Writes reports and participates in the preparation and administration of the division's budget; prepares budget objectives and performance measures for the code enforcement program.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Must possess mobility to work in a standard office setting and use office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; able to operate a motor vehicle. Employee is regularly required to use their hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Inspection activities require frequent walking, and standing as well as bending, stooping, squatting, crouching, kneeling, reaching, grasping and making repetitive hand movement in the performance of daily duties. Employees may also climb stairs or ladders to access inspection areas. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 25 pounds. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may be exposed to dust and air contaminants as part of their field work.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that provides the required knowledge, skills, and abilities is qualifying; a typical way of obtaining the requirements outlined above is graduation from high school or G.E.D. equivalent; completion of the Basic P.O.S.T. P.C.

832 module; and at least three years of experience in enforcement of administrative rules and regulations, including field investigations, responsibility to take legal enforcement action and substantial public contact requiring skill in communication and persuasion. A minimum of three years experience as a public agency Code Inspector is required. Completion of college-level coursework in law enforcement, or a field related to the work is highly desirable.

License/Certificate:

A valid class C California driver's license and the ability to maintain insurability; Basic P.O.S.T. P.C. 832 certification within 12 months from appointment.

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

Knowledge of:

Lake Elsinore Municipal Code as it applies to existing residential and commercial buildings. Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies. Supervisory principles and practices, including training, work planning, assignment and review. Principles, practices, methods, and techniques of code violation investigation and enforcement. Methods and procedures used in code enforcement including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents. Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone. Occupational hazards and safety practices necessary in the area of Code Enforcement. General principles of risk management related to the functions of the assigned area. Techniques for providing a high level of customer service to public and City staff, in person and over the telephone. Methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar.

Ability to:

Operate a computer terminal and use word processing and specialized Code Enforcement software; supervise, coordinate and evaluate the work of staff; plan, assign and prioritize assignments in accordance with deadlines; Inspect residential housing units, commercial buildings and the surrounding properties for safety and habitability. Interpret and apply pertinent provisions of the codes, ordinances and accepted standards; obtain pertinent facts and prepare clear and concise letters and reports of inspection activities; prepare and maintain documentation for criminal prosecution and the administrative abatement of hazardous buildings; learn the appropriate manner and the necessary skill to deal with the various segments of the public in explaining code requirements and procedures; recognize conditions that constitute a code violation; deal effectively and firmly with the public. Work cooperatively with other departments, agencies and citizens; establish and maintain

effective and good public relations; Work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response, follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and a variety of word processing and software applications