

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Code Enforcement Supervisor  
**ALLOCATION:** CDSA  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** July 2018  
**REVISED:**

### **JOB SUMMARY:**

Under general supervision, plan, assign, supervise, and review and evaluate the work of Code Enforcement Officers and administrative staff that perform a variety of complex professional inspections of new and existing properties for compliance with State and local codes as they relate to health, safety and public welfare, property maintenance, zoning and land use, building and housing, vehicles, blight control, cannabis, homelessness and other matters of public concern; performs the full range of code enforcement work; performs related work as assigned.

This is the supervisory level in the code enforcement series.

### **CLASS CHARACTERISTICS:**

This position reports directly to Building and Code Enforcement Manager. This class is distinguished from the Code Enforcement Officer in that this represents a full supervisory level in this division of the Community Development Services Agency. This class is distinguished from the Building and Code Enforcement Manager in that the later has a substantial amount of management and administrative duties over the Building Department, including the Code Enforcement division.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Supervise and evaluate the work of assigned Code Enforcement staff; organize and assign work, set priorities and follow up to ensure timely completion; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees, discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Recommend and assist in the implementation of goals, objectives, procedures and work standards for Code Enforcement staff; establish schedules and methods for Code Enforcement inspections; implement policies and procedures.
- Receive and respond to complaints regarding zoning violations, debris, solid waste, abandoned, or inoperative vehicles, weeds, illegal occupancy, substandard buildings, and other County code violations.
- Research property ownership, variances, use permits and other documentation regarding property in question; contact property owners and schedules on-site inspections.
- Confer with and provide information to developers, property owners and others regarding code requirements and alternatives and County policies and procedures wherever possible resolves complaints and problems; maintain close verbal and written contact regarding progress with the complainants.
- Direct or perform abatement of hazardous or public nuisance circumstances; issue citations or notices of violations for non-compliance, including requested remedial action, time limits and permits required.
- Interpret codes and regulations and explains permit programs and compliance conditions.
- Coordinate assigned code enforcement work with that of building inspection, fire prevention, and other County and local agencies.
- Direct and/or prepare and present cases at nuisance abatement hearings, cost assessment hearings and appeal hearings.
- Document and maintain accurate records of inspections, actions taken and regulatory efforts; prepare written reports, correspondence and cost reimbursement requests.
- Coordinate nuisance abatement of buildings, facilities and vehicles; obtain bids for required work and oversees contract or owner work performed to completion.
- Drive a motor vehicle in the course of duties to visit work sites and attend meetings.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use a variety of standard office equipment in the course of the work; drive a personal or County motor vehicle to inspect site and attend meetings.
- Perform data entry and report generation using standard office software; provides various office support assistance in the department.
- Utilize computer software to track workload and report case status to the Building & Code Enforcement Manager and others as directed.

**EMPLOYMENT STANDARDS:****Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Administrative principles and practices, including strategic planning, goal setting, resource allocation, program development, implementation and evaluation, and the management of employees.
- Modern principles and techniques of code enforcement.
- Occupational hazards and standard safety practices including personal safety practices.
- Principles, practices and applicable laws, codes and regulations related to State and County vehicle abatement, zoning and land use, building and health, safety and general public welfare
- Research methods and sources of information related to building code enforcement.
- Pertinent federal, state and local laws, codes and regulations.
- State mandated inspection programs.
- Record keeping principles and practices.
- Computer applications related to the work.
- Correct usage of the English language as it relates to business including spelling and punctuation.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.

**Skill in:**

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures and work standards related to assigned operations.
- Motivating, developing and directing people as they work; training staff in work procedures.
- Interpreting local, state and federal laws, codes and regulation and applying them to County operations.
- Interpreting, applying and explaining complex requirements, rules and regulations to property owners, residents, and the public.
- Explaining legal requirements accurately and tactfully; understanding customers' perspective, concerns, needs and requests.
- Investigating, researching, collecting and compiling data.
- Effectively handling sensitive inspections, the most complex and sensitive zoning and related violation inspections and negotiating effective mitigation solutions.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Represent the County in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns.
- Reading and interpreting legal documents and descriptions.
- Make oral presentations and testify in court
- Preparing clear, complete, accurate and concise reports and other written materials in a timely manner.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Organize work, schedule and coordinate assignments, maintain accurate files, set priorities, meet critical deadlines and maintain composure when working under pressure.

- Work within a team framework, both as a leader and a member.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Analyze situations quickly and objectively and determine proper course of action.
- Read, understand, interpret, follow, apply and communicate Federal, State, County and laws, rules, regulations, department policies and procedures and codes; enforce departmental rules, policies and procedures.
- Communicate clearly and concise, both orally and in writing.
- Pay careful attention to detail and be thorough in completing work tasks.
- Impartially enforce regulations with firmness and tact.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.
- Establish and maintain cooperative working relationships with staff, other County employees, representatives from other city, county, state and Federal justice agencies, general public and others contacted in the course of the work.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Occasional bending, stooping, squatting, climbing, reaching above or at shoulder level, kneeling, pushing/pulling, and twisting at waist.
- Strength and mobility to lift and/or maneuver up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work is performed both in the office and in the field at various residential, commercial and public buildings, as well as vacant land.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- Exposure to loud noises at industrial sites; potential hazards at various construction sites; hazards of electrical wiring; fumes and odors of gases and exhaust; dust of households, storage spaces; animal and human waste; toxic chemicals and hazardous waste; dissatisfied and potentially hostile individuals.
- May be required to work extended hours, weekends, holidays, evenings or irregular work shifts.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possession of CACEO Certified Code Enforcement Officer, or all of the following ICC Building, Mechanical, Electrical and Plumbing Certificates or their equivalent (e.g. Residential Combination and Commercial Combination Inspector Certificates), or a similar certification as determined by the Building and Codes Enforcement Manager.
- Maintain professional development and continuing education activities for ongoing certification as

required by position.

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Completion of two years (60 semester units) of college with major course work in business, civil or criminal law, public/business administration, engineering, construction, planning, or other related courses and at least four years of progressively responsible experience within a Code Enforcement unit.  
*Candidates with strong experience who lack the degree are encouraged to apply.*

**PREFERRED:** Bachelor's Degree from an accredited college or university with major coursework in Business or Public Administration, Engineering, Planning, Civil or Criminal Law or a closely related field with at least two additional years in a supervisory capacity.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:  
Date:

EEOC: B  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_