CITY OF FOLSOM

CODE ENFORCEMENT SUPERVISOR

DEFINITION
Under general direction, plan, organize, direct, coordinate, supervise, and evaluate the Code Enforcement division activities, including inspecting and enforcing applicable codes and ordinances pertaining to nuisance, zoning, signs, littler, and related abatement.

SUPERVISION EXERCISED
This class provides direct and indirect supervision to lower level personnel for a preponderance of the time, and takes on the most complex assignments related to Code Enforcement.

EXAMPLES OF ESSENTIAL DUTIES
NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plan, direct, and supervise the Code Enforcement staff.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Recommend and implement unit goals, objectives, policies, and procedures.
- Administer and oversee the implementation of a comprehensive code enforcement litter, abandoned vehicles, and related ordinances.
- Prepare and monitor the code enforcement budget.
- Monitor practices of construction involving grading and site preservation.
- Investigate possible violations; perform follow-up investigations to determine if remedial action has been taken.
- Photograph evidence.
- Prepare memoranda, letters, and reports on nuisance, zoning, signs, and litter abatement cases.
- Prepare code violation cases for public hearing.
- Confer and coordinate with other agencies and city departments on the investigation and disposition of nuisance, zoning, signs, litter, and related violations.
- Compile information on a variety of code enforcement matters.
- Respond to public inquiries regarding code enforcement matters.
- Represent the City at meetings and committees.
- Testify in hearings and court proceedings.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of supervision, training, discipline, and performance evaluation.
- Principles, practices, methods, and techniques of code enforcement.
- City codes, ordinances, laws, and regulations pertaining to health and safety.
- Principles and practices of building and site inspection.
- General City services and municipal organization structure as they relate to code enforcement.
- California Penal Code.
- California Vehicle Code.
- Safe and efficient work practices as they relate to code enforcement.

Ability to:

- Supervise, train, discipline, and evaluate subordinates.
- Provide technical advice to subordinate personnel in solving difficult problems or assignments.
- Understand and interpret development plans and construction drawings.
- Understand legal descriptions and boundary maps of real property.
- Analyze and compile technical information on nuisance investigations and violations.
- Enforce pertinent codes and ordinances.
- Understand and interpret laws and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Plan, evaluate, train, and supervise the work of others.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:
Two (2) years of full-time experience performing duties of a Senior Code Enforcement Officer.

OR

Education:
A bachelor's degree in business or public administration or a closely related field from an accredited college or university.

Experience:
Five (5) years of full time experience as a Code Enforcement Officer in a public jurisdiction, including two years of full-time supervisory or lead work experience over lower level personnel.

Substitution:
Additional qualifying experience can substitute for the required education on a year-for-year basis.

Desirable Qualifications:
Certification as a Code Enforcement Officer from an agency endorsed by the Interagency Code Enforcement Officers (ICEA) or any recognized Code Enforcement training institution.

License, Certificate, Registration Requirements:
Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:
Work is occasionally performed in a typical office environment; frequently outside in various types of weather. (1) Mobility: occasional use of keyboard; frequent sitting; occasional walking, standing, bending, squatting. (2) Lifting: occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent fine manipulation, frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone; occasional contact with angry or upset citizens. (7) Environmental: occasional exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: