

**CITY OF STUART
JOB DESCRIPTION**

Title: CODE ENFORCEMENT SUPERVISOR

Department: Police Department

Division: Operations Division

Job Code: 5035

Grade: H17

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under leadership of the Operations Division Commander of the Police Department, this position is a responsible, technical position responsible for assisting citizens, property owners, contractors and alleged violators relating to City code compliance and ordinance. This is a working supervisory staff assignment in the enforcement of City regulations, policy and procedures. Employee will exercise considerable judgment in interpreting policies and making Code Compliance Unit decisions. Work is reviewed through conferences, observation and written product as it relates to adherence of established administrative policy, field procedure, customer service delivery and supervisory skills.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervise, direct and coordinate activities and personnel of the Code Enforcement Unit taking a proactive approach to Code Enforcement.
2. Performs regular Code Enforcement activities; responsible for individual caseload; prepares reports and attends Code Enforcement Special Magistrate meetings.
3. Train and evaluate personnel.
4. Develop goals and objectives for the Division.
5. Establish procedures, prepare work schedules and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.

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6. Perform inspection of properties and ensure staff complies with all rules and regulations and procedures relating to Code Enforcement.
7. Draft code amendments.
8. Plan, schedule and make presentations for citizens and staff meetings; assists in various community board meetings including Community Redevelopment Board (CRB) and Local Planning agency (LPA).
9. Assist with Unit budget; compile statistical information for the Division.
10. Educate residents and business owners in code requirements and compliance procedures.

Note: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Associates Degree required in a related field supplemented by three (3) years of specific code enforcement work; (2) years of which were spent in a supervisory role. Requires the Level I Code Enforcement Officer certification or the ability to obtain within one (1) year of employment; and Level II Code Enforcement Officer certification or the ability to obtain within two (2) years of employment. College coursework equivalent to (2) years can be substituted for the required degree. Experience can be substituted on a year to year basis for the required education.

Possession of a valid Florida Driver's license is required.

B. Knowledge, Abilities and Skills:

Knowledge of municipal zoning, occupational license, signage, sanitary and related ordinances.

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Knowledge of City's Code of Ordinances and local geography.

Knowledge of investigative skills and code enforcement practices.

Knowledge of business arithmetic and English including legal terminology, methods, practices and procedures.

Knowledge of divisional, departmental and municipal rules, regulations, policies and procedures.

Skillful in problem solving demonstrating diplomacy, tact and professionalism and remaining courteous and respectful at all times.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the general public.

Ability to conduct thorough inspections and to prepare and maintain accurate and detailed records in legal or administrative proceedings.

Ability to interpret, apply established policies and procedures and to communicate information tactfully and impartially to staff and the general public.

Ability to utilize computer programs, i.e., Microsoft Word, Excel, Pentamation, Arc GIS, and PowerPoint programs.

Ability to supervise staff within the Code Enforcement division.

C. Physical Requirements:

Task involves some physical effort with frequent walking, at times over rough or uneven surfaces, sitting, standing, bending, pulling, reaching, stooping and moderate lifting (30 plus pounds); with standard dexterity in the use of hands and fingers, limbs or body in the operation of office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task may require exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires oral communications ability.

Task requires visual perception and discrimination.

Task requires sound perception and discrimination.

Task requires depth perception and discrimination.

Task requires texture perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Police Chief

Received by: _____ Date: _____
Employee