

CODE ENFORCEMENT SUPERVISOR

DEFINITION

Under general direction of the Neighborhood Partnership Manager, plans, coordinates and implements the Community Preservation Program, the Residential Rental Inspection Program, and various aspects of the Affordable Housing Program; plans, organizes, directs, and supervises staff responsible for enforcing various state and local codes and ordinances related to zoning, land use, building, housing, health and safety, inoperable vehicles, noise, debris, graffiti, weeds and other public nuisance code violations on private property; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the subordinate classifications of Community Preservation Inspector and Housing Inspector in the incumbent performs full, first-line supervisory responsibilities including planning, assigning, and evaluating the work of subordinates and oversees a program area within a work unit or department. It is further distinguished from the Neighborhood Partnership Manager which has overall management responsibility over the programs relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives general direction from the Neighborhood Partnership Manager.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over assigned technical and support staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Recommends and assists in the implementation of department goals and objectives; establishes schedules and methods for community preservation and housing programs, including, but not limited to the Community Preservation Program, Residential Rental Inspection Program and various aspects of the Affordable Housing Program.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the enforcement of various state and local codes, ordinances, and permit conditions of approval.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications to improve code enforcement effectiveness and tracking cases; prepares various reports on operations and activities.

ESSENTIAL DUTIES (continued)

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures.

Participates in the selection of staff; provides and/or coordinates staff training; performance evaluations; works with employees to correct deficiencies; implements discipline procedures.

Assists with and conducts the more complex field surveys and inspections of private property to ascertain whether the property is in violation of property maintenance or land use regulations; including but not limited to the Hayward Municipal Code, Affordable Housing Code, Housing Code, International Property Maintenance Code, California Building, Plumbing, Mechanical and Electrical Codes; brings properties into compliance where required, by assessing fees/penalties, initiating abatement proceedings, recording of property liens through the County Recorder's Office, and other legal remedies as deemed appropriate by the City Attorney's Office.

Researches and evaluates new legislation relative to the assigned area of responsibility.

Serves as liaison between outside organizations and the City and to boards, councils and commissions as directed; prepares and presents staff reports and presentations at various City Council, commissions, boards, and other governmental meetings; drafts City Council documents; serves on various committees and task forces.

Works with and makes presentations to business owners/operators, community groups, property managers, associations and other interested parties to enhance and preserve the quality of neighborhoods through community outreach and educational and code enforcement efforts.

Collects, organizes and analyzes data for the purpose of creating efficiencies and generating revenues.

Assists in the development and implementation of new and current projects, including but not limited to, mural programs, news rack projects, city green efforts, corridor improvements, foreclosure projects and various volunteer programs.

Assists with drafting, preparing, analyzing and reviewing contracts, agreements and grant proposals.

Establishes and monitors contracts with abatement contractors.

Drafts and/or reviews all staff reports related to Administrative, Special Assessment and Lien Hearings.

Answers questions and provides information to staff and the public; investigates complaints and recommends corrective action as necessary to resolve code violations and complaints.

ESSENTIAL DUTIES (continued)

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

City Initiatives and City Council Priorities.

Administrative processes: planning, organization, personnel administration, and coordination.

Principles, practices, and techniques related to code enforcement and community preservation.

Principles and practices of supervision, training, discipline, and performance evaluations.

Principles and practices of finance administration and budget monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, codes, ordinances and rules; including but not limited to Uniform Housing Code, International Property Maintenance Code, California Building, Plumbing, Mechanical and Electrical Codes.

Principles and practices of graffiti abatement, building inspection, vehicle abatement, rental housing, affordable housing inspections, and weed and litter abatement.

Courtroom, citation, warrant, and abatement procedures.

Land use, zoning and health, and safety concepts.

Basic map reading and related legal descriptions of real property.

Techniques used in negotiations and conflict resolution.

Ability to:

Organize, implement and direct code enforcement and community preservation operations and activities.

Interpret and explain pertinent code enforcement and related department policies and procedures.

Evaluate new legislation that may impact the programs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to: (continued)

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Communicate clearly and concisely, both orally and in writing.

Supervise, organize, direct, train and evaluate staff.

Research, extract, and retrieve appropriate data from other departments and outside agencies related to code enforcement issues and projects.

Work independently with little direction and devise solutions to difficult enforcement problems.

Effectively and professionally defuse confrontational situations.

Establish and maintain effective working relationships and deal respectfully and tactfully with those encountered in the course of work.

Make oral presentations.

Meet expressed deadlines and target project dates.

Work the hours required to perform the duties of the job which may include working evening hours and weekends.

Perform the physical aspects of field inspections.

Research, analyze and evaluate new service delivery and cost recovery methods and techniques.

Analyze administrative and operational problems; identify alternative solutions; project consequences of proposed actions; and implement solutions in support of division goals.

Develop and maintain cooperative working relationships with staff and members of the public from diverse socio-economic and cultural backgrounds.

Manage sensitive and confidential issues; determine and implement appropriate courses of action in stressful situations.

Work with various computer programs, including but not limited to, Excel, PowerPoint, Word, and financial systems.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of increasingly responsible experience in community preservation, rental housing inspections, or code enforcement; including one (1) year providing technical and functional supervision over assigned personnel.

Education: Equivalent to completion of the twelfth grade supplemented by specialized coursework in code enforcement or a related area. A Bachelor's Degree in public administration, public policy, political science, law enforcement, or a related field is highly desirable.

License and Certificates: Possession and maintenance of a valid Class C California Driver License. Possession and maintenance of, or the ability to obtain within eighteen (18) months of appointment, certification by the California Association of Code Enforcement Officers (CACEO), International Code Council (ICC) or similar organization as a Certified Code Enforcement Officer.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County in a variety of weather conditions, to coordinate and/or participate in property inspections, meetings and community events; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions and qualifications must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD One (1) Year

786CS12

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AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt