

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Code Enforcement Supervisor

Department: Community Development

Pay Grade: 513

FLSA Status: Exempt

Job Code: C305

JOB SUMMARY

The purpose of this classification is to supervise and manage the activities of the Code Enforcement Division. Coordinates, organizes, plans, and supervises the code enforcement and compliance functions of the department. Addresses code violation data management, citations, citizen complaints, specific code enforcement, and general code enforcement. Performs work at the professional level, directly supervising assigned personnel and organizing, planning, and directing specific programs. Administrative tasks include directing and overseeing all related court cases through the Municipal Court system, developing and implementing the budget, and performing related operational tasks.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; directs work; provides counseling; administers disciplinary action; completes employee performance appraisals; establishes workloads; prioritizes work assignments; assists staff in performing complex tasks.
- Manages various operational functions of the unit; receives, investigates and responds to complaints concerning employees; prepares and oversees the budget; coordinates maintenance of vehicles; receives and supervises completion of work orders and forwards billing to appropriate area; oversees supply inventory and ensures appropriate materials are available to provide continuity in daily work routine.
- Responds to questions and concerns providing interpretation and explanation regarding City, County, State, and Federal codes and regulations; maintains information on changes in codes; meets with property violators to assist in correcting violations; initiates contact with violators to provide notice of City, County, State, and Federal code violations; and recommend action of discontinuing, removing or correcting the cause of the violation.

- Provides assistance to staff with code enforcement tasks; oversees field investigations and enforcement of general, building, engineering, and zoning code violations.
- Oversees field investigations and enforcement of the housing codes on unsafe structures, dilapidated housing or housing that is noncompliant with codes; assists the building division to condemn unsafe housing; provides notification to tenants of required vacancy dates.
- Directs and oversees all code enforcement related court cases through the Municipal Court system; provides information and assistance to attorneys and violators involved in cases; appears in court to provide testimony; assists in preparing evidence and proceedings related to legal actions.
- Plans, organizes and directs the Apartment Code Enforcement (ACE) Program and other sweeps; coordinates with other departments; prepares instructional brochures and training materials for participants; conducts training sessions on new and changing codes; maintains logs of activity.
- Performs various speaking tasks to present information to City Council or at other City meetings; attends homeowners' association meetings to present code enforcement information.
- Performs administrative tasks for the division; gathers, compiles and provides statistical information; generates related reports.
- Operates a personal computer, cell phone, two-way radio, calculator, copier, fax machine and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized by the division and department.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or equivalent; eight (8) years of code enforcement, law enforcement, building construction experience or experience in enforcing and administering City or County codes and zoning ordinances with related supervisory or management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- GACE Code Enforcement Officer Certification is required.
- Certification as building inspector, and GSWCC Level 1A and 1B are desired.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of City, County and State laws, rules and regulations pertaining to code enforcement and signage.

- Ability to provide leadership in acting as an authority on code enforcement procedures, laws, ordinances and codes with the ability to initiate resolution to complaints as well as changes in procedures and policy to improve division and department operations.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.