

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE 7119
TBA

CODE ENFORCEMENT SUPERVISOR

NATURE OF WORK

Supervisory and technical work directing employees engaged in the enforcement of technical and non-technical codes.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of administrative responsibilities and from lower classes by its supervisory responsibility and advanced technical skill.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area assigned:

Ensures fair, equitable enforcement, and application of all City rules, policies, and regulations.

Assigns personnel to areas and special assignments; coordinates the work of all subordinates and the use of available equipment to obtain maximum performance.

Develops, implements, and enforces standard operating policies and procedures.

Initiates or recommends discipline of employees in accordance with applicable bargaining agreements and City policies.

Assists in periodic budget process.

Coordinates activities of the division with other divisions, including demolition permits, utility disconnects, stop work orders, and annual rehabilitation inspections.

Enforces safety rules and regulations.

Prepares detailed records and reports in a timely manner.

Assists division manager in managing contracts with private vendors.

Will be required to respond in emergency situations.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May act in the absence of the division manager.

May be required to supervise employees for purposes of the Drug Free Workplace Program, depending on job assignment and work location.

May be responsible for enforcing drug policy, based on physical location and organizational structure.

Consults with appropriate personnel to ensure timely installation, maintenance, testing, modification, and improvement of computer tracking, software applications, telephone equipment, and recording systems.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma; completion of Level I and Level II Florida Association of Code Enforcement (FACE) certification, or the ability to obtain such certification within one (1) year of assuming the duties of supervisor. Must have three (3) years experience in construction rehabilitation, the building construction trades, or an equivalent combination of training and experience, which provide the required knowledge, ability, and skills to understand basic principles of residential and commercial building construction.

LICENSES/CERTIFICATES

Valid Florida Driver License required.

Must acquire, within twelve (12) months of hire into a Code Enforcement Supervisor position, certification at Level III by FACE, and professional certification at the residential and commercial level within six (6) months of hire.

NOTES

Work requires physical strength and agility sufficient to safely perform all essential functions.

Works requires exposure to hazardous conditions and noxious chemicals.

Work may require performance of tasks outdoors under varying climatic conditions.

On-call work outside normal business hours may be required.

SELECTION FACTORS

Thorough knowledge of City codes as they relate to dangerous buildings, hazardous lands, housing codes, and the land development code.

Thorough knowledge of state statutes as they relate to Chapter 162.

Knowledge of commercial and residential construction/maintenance techniques and materials.

Working knowledge of personal computers and relevant software applications, including Microsoft Office Suite.

Skill in use of various electrical and mechanical instruments and testing equipment.

Ability to plan, direct, and supervise work of others.

Ability to train and instruct personnel.

Ability to keep records and prepare reports,

Ability to make presentations.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with co-workers and the general public.

Human Resources Department: _____ / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: [DRAFT 9-29-2004].