


JOB DESCRIPTION	
City of Patterson  Human Resources	CODE ENFORCEMENT SUPERVISOR

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal direction of the City Manager or his designee, plans, coordinates, supervises, and administers the daily operations of Code Enforcement and Graffiti Abatement staff; participates in, ensures compliance with, and enforcement of State and local laws, ordinances, and regulations pertaining to abatement, blight control, substandard or unlawful housing, zoning, abandoned vehicle or other municipal code violations; provides technical expertise on the more difficult cases; confers with involved parties to facilitate satisfactory solutions to compliance disputes; performs related duties as assigned.

This classification is the full supervisory level in the code enforcement series, with responsibility for day-to-day supervision of Code Enforcement staff, including training, performance evaluation, and discipline. Office responsibilities include case management of enforcement files and compliance strategies. Field responsibilities include significant interaction with community residents to resolve disputes related to code violations, as well as auditing and evaluating enforcement work. The incumbent also functions as a liaison to Police, Fire, and other City departments, providing technical expertise and/or guidance on difficult and/or non-routine cases. This class is distinguished from Senior Code Enforcement Officer in that the latter has general management oversight of the City's Code Enforcement unit and handles the most acute and complex cases requiring immediate legal and/or abatement action.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from the City Manager or his designee.

Provides full supervision to Code Enforcement Officers, Graffiti Abatement, and administrative staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Prioritizes, assigns, administers, monitors, and directs the activities of assigned Code Enforcement and Graffiti Abatement staff.

Assists in establishing objectives, policies, and procedures for the work unit and related programs.

Researches ownership and lien holders of subject properties.

Participates in the selection of staff and provides for their development and training; conducts performance evaluations and initiates counseling and/or disciplinary action as needed.

Provides assistance with documentation required for violation notices, administrative citations, legal actions, and follow-up procedures.

Trains and guides the Code Enforcement Officers in preparation for and participation in administrative hearings.

Utilizes diplomacy and tact to work effectively with owners, tenants, and other involved parties to explain procedures and resolve disputes related to code violations and community livability.

May serve as a representative of the City before neighborhood groups and in other public forums.

Works with other City departments and outside agencies to coordinate and facilitate the disposition of complaints, code violations, fines, and property liens related to enforcement activities.

Prepares specifications for contract abatement services; coordinates the work of contractors performing abatement and enforcement activities.

Monitors legislation and other developments related to municipal code enforcement work.

Utilizes computer software, including code enforcement modules, to enter and retrieve data, and a variety of periodic and specialized reports related to code enforcement inspections and activities.

May work on a variety of projects and programs that improve safety, code violation detection and compliance, surveying dilapidated/dangerous buildings, etc.

Performs related duties as required and/or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of employee supervision, including selection, training, work organization, evaluation, and discipline; Principles and practices of effective customer service and techniques for successful conflict resolution; Communication, negotiation, and behavioral techniques that foster collaboration and effectively achieve code compliance and related program results; Public speaking and presentation skills, office procedures, methods and equipment including computers, and applicable software applications such as Microsoft Word, spreadsheets, databases, and other specialized applications related to area of assignment; English usage, spelling, grammar and punctuation. Safety management principles and practices pertaining to the work; Principles, practices, techniques, and methods utilized in code enforcement inspections; Applicable State and local laws, codes, regulations, policies, procedures, and ordinances pertaining to but not limited to municipal code enforcement, including zoning, building construction, building occupancy, use of hazardous materials, and fire safety, zoning concepts and terminology, including legal descriptions. Regulations and requirements for court and hearing evidence documentation.

Ability to: Investigate a variety of code-related complaints in a timely and tactful manner; Probe and analyze situations accurately and enforce legal requirements; Coordinate multiple projects and meet critical deadlines; Interpret and explain codes, laws, ordinances, and other regulations in a manner that can be easily understood by diverse groups; Communicate clearly, concisely, tactfully and effectively in hostile or adversarial

situations to achieve satisfactory solutions to conflicts and problems; Develop and maintain cooperative, effective working relationships with coworkers; representatives of community organizations, State/Local agencies and associations; Supervisors, internal management and staff; and the public; Effectively represent the City in public meetings or legal proceedings; Utilize computer software to prepare and maintain accurate and professional records, reports, newsletters, and documentation; and promoting and maintaining a cooperative teamwork environment.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

Must be available to occasionally work evenings and weekend hours and/or respond to emergencies.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent. College level coursework from an accredited college or university in law enforcement, business or public administration, or a closely related field is with an Associate's Degree, is desirable.

Experience: Five (5) years of experience in municipal or county code enforcement as a Code Enforcement Officer performing the full range of code enforcement duties including, but not limited to, housing, zoning, vehicle abatement and solid waste. Two (2) years lead or supervisory experience equivalent to the City of Patterson's Senior Code Enforcement Officer.

License or Certificate: Possession of a valid California Class C California driver's license. Maintenance of a valid California driver's license is a requirement of ongoing employment.

Possession of a CACEO III certification is required.

Must possess or obtain a valid Post Penal Code (PC) 832: Arrest, Search & Seizure certification or equivalent within 12 months of appointment to the class.

Possession of International Code Council (ICC) Property Maintenance Certification is highly desirable.

Possession of a Housing Inspector or Residential Building Inspector Certification is highly desirable.

Other Requirements:

Must be available to work occasional evenings and weekends, and/or respond to emergencies as needed.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to exercise independent judgment and initiative without close supervision; work effectively and efficiently under stressful situations; use tact and diplomacy to establish and maintain effective working relations with the public, frequently under adverse conditions.

Physical Requirements: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; to see in the normal visual range with or without correction; to hear in the normal audio range with or without correction; and to verbally communicate to exchange information.

Environmental Conditions: Work is performed primarily outdoors with travel to various locations within the City of Patterson. Often works in and around building and construction sites; exposure to inclement weather conditions, noise, and dust. When not in the field, work is performed in a standard office environment.

FLSA Status: Exempt

Developed: January 2024

Approved by Council: April 2, 2024