

CITY OF CARSON

Title: SUPERVISOR - CODE ENFORCEMENT

Job Summary:

Under direction, oversee and perform technical duties in enforcing provisions of the City's Municipal Code including zoning laws and health and safety codes; perform inspections and searches, issue citations, notices and orders and respond to related complaints and questions as required; provide supervision and guidance to Code Enforcement Officers.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Enforce Municipal Code regulations such as public peace, sanitation and health, taxes and licenses, streets, building and planning and zoning Ordinances.
2. Coordinate office activities related to the issuance of citations, preparation of complaints and prosecution of cases involving records.
3. Receive complaints concerning code enforcement from the public and other departments by telephone or correspondence; investigate complaints of public nuisances and code violations.
4. Perform field checks of contractors and subcontractors for proper licenses or permits; review building permit applications to determine that buildings, adjacent structures and land usage are in conformity with Health and Safety regulations.
5. Provide supervision and guidance to Code Enforcement Officers; Training new personnel.
6. Write citations for violations and perform office follow-up work on citations; prepare complaints for filing.
7. Assist in prosecuting cases involving Municipal Code violations and give testimony in court; explain and interpret municipal ordinances and other regulations.
8. Answer questions and provide information for the public concerning topics related to code enforcement.
9. Prepare and maintain a variety of files and prepare reports.
10. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from high school or equivalent and four years of public contact work experience involving regulatory codes, collections, credit, public relations, investigation or inspection work including one year in a lead or supervisory capacity.

Knowledge of:

- . Applicable laws, codes, regulations, policies and procedures.
- . Techniques of investigation and inspection.
- . City organization, operations, policies and objectives.
- . Modern office practices, procedures and equipment.
- . Record-keeping techniques.
- . Correct English usage, grammar, spelling, punctuation and vocabulary.
- . Interpersonal skills using tact, patience and courtesy.
- . Principles of supervision and training.

Skill and Ability to:

- . Enforce provisions of the City municipal code and zoning laws and health and safety codes.
- . Perform inspections and searches, issue citations, notices and orders and respond to related code enforcement complaints and questions.
- . Perform procedures and techniques used in investigation or inspection for compliance with municipal ordinances and regulations.
- . Interpret required City ordinances, State and federal laws and apply to a variety of situations.
- . Read and interpret plot plans.
- . Train and supervise others.
- . Communicate effectively both orally and in writing.
- . Maintain records and prepare reports.
- . Establish and maintain cooperative and effective working relationships with others.
- . Analyze situations accurately and adopt an effective course of action.

License or Certificate:

Possession of a valid California driver's license and ability to be insurable by the City's insurance carrier; possession of an 832 P.C. certificate within the probationary period.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require the ability to stand for long periods.
- . Require the ability to walk long distances.
- . Perform lifting, pushing and/or pulling of objects which does not exceed 50 pounds and is an infrequent aspect of the job.
- . May be required to work in inclement weather without effective protection from sun, cold and rain.
- . May be required to work around loud noise.
- . May be required to work evenings or weekends.