

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 615

CODE COMPLIANCE SUPERVISOR

GENERAL

Highly responsible technical and supervisory work in the enforcement of the City of Pompano Beach Code of Ordinances. Supervise the Special Magistrate clerks and the inspectors assigned to perform the code compliance duties. Works under direct supervision of the Code Compliance Director.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Supervises a comprehensive code compliance inspection program.
- Supervises and participates in investigations.
- Supervises subordinates in resolving citizen complaints and takes proper steps to inform appropriate departments.
- Assists in planning, organizing and supervising the work and training of subordinate inspectors; may assist in supervising office staff.
- Issues citations to violators and coordinates the prosecution of violators when necessary, to assure compliance with ordinances.
- Meets with attorneys, public officials, architects, engineers, fire marshals, builders, contractors and property owners.
- Works with Law Enforcement Department in the enforcement of the Minimum Housing Code and building standards to clean up drug, crime and blighted areas.
- Supervises the maintenance of activity records and submits a periodic report reflecting workload, citations issued, compliance and various enforcement statistics.
- Attends homeowner association and other community meetings.
- Recommends changes in policies, practices and procedures of the Community Enhancement and Compliance Division; ensures that they are implemented with the approval of the Director.
- Represents the Division at quasi-judicial hearings.
- Recommends disciplinary action in compliance with union contracts.
- Completes employee performance evaluations and reviews.
- Participates in administrative staff meetings; assists in the planning, development and execution of procedures relative to inspection and enforcement activities. As assigned, assumes responsibility of the activity in the absence of the Director.
- Participates in the budget development and review process.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computers, office equipment and practices.
- Knowledge of investigative procedures and documentation.
- Knowledge of building construction.
- Knowledge of appropriate City codes and ordinances
- Knowledge of city services and municipal organizational structure as they relate to code enforcement
- Knowledge of principles, practices, methods and techniques of code violation investigation and enforcement.
- Ability to work independently but also with other employees in Municipal Services.

- Ability to supervise, motivate, evaluate, mentor, coach, and review employees engaged in the code enforcement Operation.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Ability to communicate with irate customers in a courteous manner.
- Ability to establish and maintain effective working relationships.
- Ability to deal effectively and courteously with City officials and the general public.
- Ability to complete and maintain accurate records.
- Ability to troubleshoot and resolve issues and complaints from the public.
- Ability to effectively and accurately communicate both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Associate degree in Business, Public Administration, or another related field. Three (3) to five (5) years of experience in building, zoning, planning or inspection services, preferably in a municipal government, two (2) years of which must have been in a supervisory capacity. Possess any three (3) levels of F.A.C.E. (Florida Association of Code Enforcement) Certification (Fundamentals of Code Enforcement; Administrative Aspects of Code Enforcement; Legal Issues in Code Enforcement; Officer Safety and Field Applications).

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Occasional lifting of large sets of plans and specifications. Ability to climb ladders and scaffolds. Must be able to lift up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 08/22

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 27/50

Location: Code Compliance Department

GERS: Regular: Regular Class