

CITY OF LATHROP
CODE COMPLIANCE SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, administers the day-to-day operations of the City's code enforcement operations; oversees, reviews, and performs complex inspections of residential, commercial, and industrial properties and transient businesses to determine compliance with applicable federal, state, and local codes, laws, regulations, and ordinances relating to maintenance of properties and structures and business licensing; initiates enforcement action and issues citations and notices; supervises special projects; provides work direction and lead supervision; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Code Compliance Supervisor** is the supervisory class responsible for coordinating the activities of assigned building inspection/code compliance staff and contract inspection personnel and for the performance of both routine and complex duties within the Division. This classification differs from the next higher classification of Assistant Chief Building Official in that the latter has overall responsibility for the Building Inspection and Code Enforcement Division within the Community Development Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Assistant Chief Building Official. Exercises technical and functional supervision over assigned building inspection/code compliance staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervises, plans, coordinates, prioritizes, monitors, and participates in the work of assigned code compliance staff and contract personnel; discusses job progress with inspectors and ensures that inspections are performed according to City standards; provides motivation and training for assigned personnel and contract resources; monitors work activities to ensure safe work practices, work quality, and accuracy; assists in the evaluation of job performance.
- Able to effectively communicate complex code compliance concepts to people with different educational levels and cultures.
- Serves as lead in providing in-office customer service to the public and other departments; interprets codes and regulations; explains required inspections, construction requirements, and construction and repair methods and materials to owners, architects, engineers, contractors, staff, and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints; coordinates activities with other departments and outside agencies; maintains records and files of inspections made and actions taken.

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- Reviews drawings and construction documents for commercial, industrial, and residential projects; ensures compliance with plans, specifications, laws, ordinances, and all applicable Uniform Codes; conducts staff briefings; interprets and enforces applicable building codes; keeps informed of changes and new legislation pertaining to building codes and related regulations; ensures that appropriate staff is informed and current on relevant codes and regulations.
- Conducts the more complex code compliance inspections in construction or remodeling work for compliance with the Uniform Codes (including, but not limited to building, plumbing, mechanical, electrical, and energy codes) and municipal codes to ensure the health, safety, and welfare of the public.
- Prepares warning letters to negligent owners or contractors; carries negligent cases through prosecution in situations of noncompliance; interprets and enforces City zoning and nuisance codes; drafts recommendations for changes in codes, ordinances, or standards; proposes and drafts Building Services Division policies and procedures.
- Serves as a technical advisor to City staff and officials, public agencies, and members of the public; provides staff support to assigned boards and commissions; serves as a resource for other code compliance officers in all codes and their application.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and personal service. The need to lift, carry, pull, and push tools, supplies, and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock, or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Senior Code Compliance Officer**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible code compliance experience, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering, construction technology, or code enforcement.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, and methods used in the enforcement of a variety of codes, laws, regulations, permits, and ordinances, including housing and building codes, business license codes, fire codes, and health laws; methods and techniques of supervision, training and motivation; methods and techniques of scheduling work assignments; methods and techniques used in enforcement and investigation; law enforcement procedures and administrative techniques; rules of evidence and court procedures; basic principles of mathematics; applicable federal, state, and local laws, codes, ordinances, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Supervises, oversee, and perform complex code enforcement work; perform with minimal direction from supervisor; perform complex interpretation of codes, laws, regulations, and ordinances; inspect and analyze a variety of buildings and properties and identify code violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and noncooperative people; keep up with constantly changing laws, codes, ordinances, and regulations; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; implement, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.