



Department:	Hollister Fire Department
Bargaining Unit:	Mid-Management
Salary Range:	M-39
Last Revision:	October 2017

CODE ENFORCEMENT OFFICER SUPERVISOR

DEFINITION

Under the general supervision of the Fire Department or designee, seeks compliance with sections of the Municipal Code, ordinances and resolutions in such areas a planning, zoning, community nuisance, property maintenance, housing, signs, and related areas, and performs related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over Code Enforcement staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise and review the work of staff responsible for Code Enforcement activities within the Fire Department.

May participate in the selection of code enforcement staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing code enforcement services; implement policies and procedures.

Participate in the preparation and administration of code enforcement services budget; submit budget; submit budget recommendations; monitor expenditures.

Responds to public inquiries regarding permits and/or licenses, explains Hollister Municipal Code requirements and procedures.

Ascertain and gathers facts related to applicable ordinances, codes, laws, rules, and regulations and determines and institutes proper action to be taken.

Responds to and investigates complaints regarding violations of City ordinances; issues notices of violations; stipulates necessary changes for ordinance compliance; takes appropriate action to insure compliance.

Prepares reports and recommendations on code enforcement matters, and gains voluntary compliance.

Coordinates actions with other departments, jurisdictions or regulatory agencies.

Prepares case information and presents evidence at appeal hearings and other legal proceedings.

Explains, interprets, and makes presentations to community groups and businesses.

Maintains records of applications, inspections, investigations, violations, hearings and related data.

Performs field surveys and inspections related to above functions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists the City of Hollister staff in a variety of duties including researching and rewriting ordinances and performing a variety of office functions.

Perform related duties and responsibilities as assigned.

OTHER JOB RELATED DUTIES

Completes special projects as assigned.

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of supervision, training and performance evaluations.

Municipal Code enforcement methods and procedures.

Principles of investigation, interviewing, and report writing.

Safe and efficient work practices related to inspections and enforcement duties.

Techniques of negotiations and conflict resolution.

Skill to:

Establish and maintain effective working relationships with individuals and citizens groups, businesses, and other internal and external agencies.

Gather and analyze data for the purpose of preparing accurate and concise written and statistical reports.

Interpret and implement assigned regulations, policies, and procedures as they are related to the program.

Interpret City codes and determining corrective action.

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

Ability to:

Apply analytical skills and understand impact and consequences of decisions and actions.

Read and interpret laws, codes, ordinances and policies.

Process information and data in a relevant manner to reach reasonable conclusions and make practical decisions.

Travel to remote sites within the city to conduct inspections.

Work indoors or outdoors in a variety of climatic conditions.

Ability to express oneself clearly and concisely both orally and in writing.

Bilingual Spanish speaking skills highly desirable.

Meet deadlines, work independently, and operate office equipment.

To work alternative work schedules.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities for a Code Enforcement Officer Supervisor would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five (5) years of experience dealing with the public in any of the following types of work: code enforcement, planning, building inspection, investigation, or other closely related field. Additional related experience may be substituted for the education requirement below to a maximum of one (1) year. Local government experience desired.

Training:

Two (2) years of undergraduate course work from an accredited college or university (equivalent to 60 semester units or 90 quarter units).

License or Certificate:

Possession of a valid California driver's license authorizing operation of an automobile or light truck.

P.O.S.T. approved Penal Code 832 certification.

Valid and current certification as a Code Enforcement Officer from by the California Association of Code Enforcement Officers which includes completion of Module 1, Module 2, and Module 3 is highly desirable.

Supervisory training or certification.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, twist, climb, crawl, stoop, squat and lift 20 lbs; exposure to noise, outdoors, dust, vibration, confining work space, chemicals, mechanical hazards, and electric hazards; ability to travel to different sites and locations. Work environment is expect to be office conditions 50% of time and outdoors in varying conditions 50% of time.

Effective Date: October 2017