

City of San José
CLASS SPECIFICATION

Title: Code Enforcement Supervisor (3940)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Planning, Building and Code Enforcement	Varies	Exempt

CLASS SUMMARY

Under general direction, performs work of considerable difficulty in supervising assigned staff enforcing various codes and ordinances including but not limited to housing, building construction, zoning, solid waste, signs and health and safety. Performs administrative duties and other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a supervising position for the Code Enforcement Inspector series responsible for administration and supervision of work in the inspection, investigation and promotion of health, safety, and environmental quality. Primary responsibilities are training and directing assigned staff, in the performing of complaint investigations and inspections, code enforcement and specialized programs or assignments. Incumbents are required to be deputized as Peace Officers.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of a Bachelor's Degree from an accredited college or university and three years of journey level experience enforcing public agency codes and ordinances related to housing, building construction, zoning, health, safety, solid waste facilities and signs.

Acceptable Substitution

Additional two years of journey level experience may substitute for up to two (2) years of the required education.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid California Driver's License.
- As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

Knowledge of:

- State and local government organizations, functions and procedures pertaining to regulations and services in the fields of housing, zoning, and other code enforcement issues
- State Housing Act, the Uniform Housing Code, the Uniform Building Code, the Uniform Plumbing Code, the Uniform Mechanical Code, the National Electric Code, and the San Jose Municipal Code
- Principles of public administration

Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Coaching - Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.

Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY *
1.	Supervises resolution of complaints received from private citizens and other governmental agencies in relation to housing, building construction, health and safety, zoning, solid waste, land use, signs and related codes, rules, and regulations.	Daily
2.	Supervises gathering and relating facts to applicable ordinances, codes, laws, rules, and regulations and determining proper actions to be taken.	Daily
3.	Supervises preparation of detailed reports and correspondence regarding code violations.	Daily
4.	Supervises staff in implementing enforcement programs in solid waste, vector, inoperable vehicles, use permits and conditions, , swimming pool safety, housing, community preservation, zoning, land use, signs, and other related activities.	Daily
5.	Develops and coordinates training programs, assigns work and evaluates subordinate personnel.	Daily
6.	Monitors staff compliance with procedures and policies.	Daily
7.	Performs as an educator on the subject of housing code violations and housing quality, interprets and explains complex and difficult code sections.	Daily
8.	Evaluates housing conditions and orders condemnation proceedings when necessary.	Weekly
9.	Coordinates with citizens, neighborhood groups, City Council staff, City Departments and outside agencies to develop equitable solutions to difficult problems in accordance with Division goals, policies, and procedures.	Weekly
10.	Supervises review of plans, specifications, and various authorizations in order to issue permits and collect fees.	Weekly
11.	Prepares reports and presentations and represents the Division in meetings with the community, neighborhood groups, commissions, outside agencies and other City departments concerned with housing, zoning, and other Code Enforcement issues.	Weekly
12.	Participates in planning and developing new forms, procedures, policies, and programs.	Intermittent
13.	Performs other duties of a similar nature or level.	As Required
14.	Participates in prosecuting cases in court; testifies in misdemeanor cases.	As Required
15.	Assists in preparing code amendments and City Council reports.	As Required
16.	Assists in developing and implementing Division policies and procedures.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

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PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, must possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to field inspection, must possess ability to:

- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending stairs;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions, including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;

CLASSIFICATION HISTORY *Created 05/87, Rev. 05/18, S001*