



Code Enforcement Supervisor

EEO Class Code: Professionals

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Public Services

Division: Building - Code Enforcement

Supervises: Code Enforcement Officer

Position Reports To: Building Manager

Sworn: No

Job Specifications

NATURE OF WORK

Under direction of the Building Manager, plans, assigns, reviews, and supervises all Code Enforcement operations; performs a variety of tasks including: completes site inspections and issues correction notices; enforces compliance with all applicable regulations; and acts as the senior representative on matters of Town code ordinance interpretation. The Code Enforcement Supervisor is required to work closely with the public, the Billing division, the Building division, outside zoning contractors, and the Commission. Incumbents are responsible for implementing departmental policies; ensuring that quality standards are maintained; coordinating between sections; performing related administrative tasks; independently performing professional work in all areas including inspections of all types; plan checking; code enforcement. Also serves as a community liaison for the Town of Pembroke Park.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Code Enforcement Supervisor include, but are not limited to:

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing duties in support of the Town's local code enforcement program including enforcing compliance with Town regulations and ordinances including those pertaining to zoning, land use, nuisance, housing, building codes, Business Tax Receipts (BTR), health and safety, blight, graffiti, and other matters of public concerns.
- Supervises, mentors, and evaluates the performance of the Code Enforcement Officer.

- Performs the full range of code enforcement duties; performs a variety of field and office work in support of the Town's local code enforcement program.
- Initiates and performs preparation of documents for Code Board hearings monthly.
- Provides information to Town Clerk to schedule monthly Code Enforcement Board/Special Magistrate meetings for the preparations of meetings, agendas, and lien recordings.
- Enforces compliance with Town regulations and ordinances including those pertaining to zoning, land use, nuisance, housing, building codes, BTR, health and safety, blight, graffiti, and other matters of public concerns.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of Town related municipal codes and ordinances, interviews complainant and witnesses.
- Conducts investigations and provides recommendations for resolution.
- Conducts field investigations; inspects properties for violations.
- Attempts to make contact at the residence or business to resolve violation.
- Issues, posts and mails warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations.
- Schedules and performs all follow up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances, issues administrative and parking citations and notices of violation as necessary.
- Establishes work schedules, assigns employee duties and reviews work to ensure accuracy, completeness and compliance with established standards, requirements, and procedures.
- Participates in the development of program processes, process improvements, and policies and procedures in the Code Enforcement Division.
- May participate in the configuration of new systems and updating of existing systems to be used in the inspection, plan check, or code enforcement process.
- Recommends code and/or ordinance changes, prepares appropriate code/ordinances and staff reports to take through the adoption process and assists in the development of those changes.
- Mediates and resolves conflicts with Town residents, property managers, and business owners in relation to Code Compliance.
- Attends various conferences, workshops, trainings, and community meetings for further education and community liaising in the field of code enforcement.
- Ensures inspections of all permanent Town recreational vehicles are tied down.
- Confer with the Building Manager and Town Attorney regularly regarding any changes to the Town Code.
- On-call during all major storms and emergencies and serves as municipal service branch.
- Represents Town on Emergency Operation Center boards as needed.
- Assists the Building Manager in conducting emergency management preparedness efforts and preparing the disaster recovery evaluation reports.
- Prepares daily and monthly reports on Code Enforcement activities.
- Attends commission meetings.
- Assists in preparing the budget for the Code Enforcement Division.
- Prepares & submits meeting agenda documentation for Code Enforcement hearings and attend all hearings.
- Conduct and update business sign inventory annually.

- Conducts inspection for BTR and Certificate of Use.
- Any/all other assigned duties related to the Town of Pembroke Park Code Enforcement division.

KNOWLEDGE, ABILITIES AND SKILLS

The Code Enforcement Supervisor should have experience with but not limited to:

- Principles and methods of employee supervision, leadership, training, and evaluation.
- Interpersonal skills using tact, patience, and courtesy.
- Effective conflict resolution techniques.
- Effective techniques of written and oral communication.
- Basic knowledge of planning, zoning, and Florida building code.
- Basic knowledge of building plans.
- Standard knowledge of office procedures, practices, and methods.
- Must possess organizational skills to maintain a neat work environment.
- Principles and practices of project management and administration procedures, including personnel practices, budget preparation, work organization and resource evaluation.
- Knowledge of Code Enforcement practices, including investigation requirements, procedures to abate violations of State, Municipal and County law pertaining to building codes, grading ordinances, zoning laws, noise, abandoned vehicles, health, safety and public nuisances, requirements for court cases, issuance of citations.
- The ability to create accurate and detailed recordkeeping/data entries to include case notes, photos, daily and monthly reports.

MINIMUM REQUIREMENTS

- High School Diploma or GED required. Bachelor's Degree in Architecture, Engineering, Architectural Engineering, Industrial Technology, Construction Management, Criminal Justice, Public Administration, or a closely related field (Preferred).
- Four (4) years of progressively responsible experience in building inspection, code enforcement or other closely related field required; One (1) year of the required experience in a leadership or supervisory position (Preferred).
- Certification from the Florida Association of Code Enforcement and/or the Certificate as a Code Enforcement Professional (CEP).
- Three (3) years of customer service experience.
- An equivalent combination of experience and education may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic devices.
- Occasional light to moderate lifting of office products and supplies may be required.
- Physical ability to drive a vehicle.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special Town events, projects, and emergencies.