

CODE COMPLIANCE SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Code Compliance Supervisor is responsible for supervising, planning, and coordinating the activities of a Code Compliance Inspection Team focused on promoting health, safety, and welfare of the citizens of Mesa through enforcement of the Public Nuisance, Property Maintenance, Neighborhood Preservation, Zoning, Sign, and Environmental Codes. This position establishes work procedures, implements policies, and manages enforcement activities, emphasizing a resolution of violations in a cooperative manner. An employee in this classification also establishes and strengthens relationships with neighborhood leaders and concerned citizens. The class performs related duties as required.

Distinguishing Features: The Code Compliance Supervisor manages, coordinates, and supervises a staff of Code Compliance Officers in the Inspections and Enforcement section, including grant-funded positions, and incorporates a team-oriented approach to code enforcement and investigative procedures. The incumbent provides professional, technical and enforcement guidance, direction and coordination of all proposed code enforcement plans. The incumbent is responsible for interpreting codes for professional and technical staff to ensure consistent application of the codes, and is responsible for resolving unusual compliance issues. Employees in this class may perform the full range of code enforcement tasks. In addition, the Code Compliance Supervisor reviews and directs the work of Code Compliance Officers through team coordination and planning processes. This class is supervised by the Deputy City Manager through meetings, conferences, and end results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED and any combination of training, education, and experience equivalent to extensive (5+ years) of work experience associated with zoning enforcement, city code enforcement, or neighborhood preservation; **OR** extensive (5+ years) of work experience as a code enforcement officer. Two years of municipal or related zoning/city code enforcement or neighborhood preservation supervisory/lead experience.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Considerable (3 - 5 years) supervisory experience is preferred. Certification as a Zoning Enforcement Officer with the American Association of Code Enforcement (AACE) is also preferred. Graduation from an accredited college or university with a Bachelor's Degree is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, the media, other City employees, management, contractors, developers, and public officials to explain and administer provisions of the City's codes and ordinances. Communicates effectively and persuasively with contractors, developers, and the general public to secure compliance with specifications, plans, and ordinances. Instructs and/or trains other staff members regarding development requirements and codes. Prepares written documents, staff recommendations, and reports with clearly organized thoughts to advise customers of codes and enforcement issues. Explains technical problems and recommends (using negotiating skills) solutions for meeting proper codes. Attends and represents the department at professional group or public meetings.

Manual/Physical: Reviews the work product of others to ensure compliance with standard operating procedures, and federal, state, and local regulations as they pertain to enforcing codes or ordinances. Inspects and evaluates information to determine compliance with prescribed regulations on occasion. Reads construction plans, blueprints, schematic drawings, specifications, and layouts. Operates office equipment, a personal computer (PC) and a microfilm reader to research information. Enters data or information into PC in order to create and store public information. Operates a motor vehicle (sedan or pickup truck) requiring a standard Class D Arizona Driver's License to drive to and from various complaint sites, construction sites, City offices, etc. Moves sign plans (maximum weight 50 pounds) for distances of up to 20 feet to remove and enforce City codes on occasion. Meets scheduling and attendance requirements.

Mental: Supervises an inspections team through coordination with professional staff by assigning work, reviewing work methods, answering questions, and reviewing and approving activities and other work performed by team associates. Advises members of the Code Compliance Department of codes, zoning, sign, nuisance, and department policy interpretations. Completes and prepares employee evaluations with team guidance. Assists team members in the resolution of problems. Prepares budgetary components, capital expenditures, forecasting staffing needs, and monitoring expenditures. Resolves procedural problems, code violations, and interpretations by negotiating, reasoning, and communicating. Conducts research and analyzes property ownership, utility records, and court records to contact property owners and resolve code violations when necessary. Prepares oral and written reports of a technical nature. Applies mathematical calculations to generate monthly and annual report of Code Compliance. Prepares and reviews evidence summaries for civil and criminal court proceedings. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Knowledge and Abilities:

Knowledge of:

zoning code specifics concerning prohibited uses, pool regulations, fence heights and locations, landscape requirements, landscape maintenance, setbacks, and lot sizes;
administrative and management planning methods and techniques;

electrical code to complete electrical sign inspections;
uniform administrative code;
the abatement of Dangerous Building Code;
rules of civil procedure as prescribed by the Arizona Supreme Court;
rules of civil enforcement of municipal ordinances as provided for in the Arizona Revised Statutes
purpose and provisions of the City zoning, property maintenance, and environmental safety ordinances
and housing safety regulations;
application and enforcement of stipulations and variances;
the principles and practices of employee supervision and training; and
blueprints, layouts, construction plans, parcel maps, and zoning maps.

Ability to:

analyze incoming cases, determine profile codes and establish a tracking and monitoring program of
cases assigned to staff;
determine schedules for the completion of special enforcement projects;
direct the research and compilation of data necessary for the fulfillment of design objectives;
coordinate related workflow, both within the City organization and with outside agencies;
investigate, analyze, evaluate, and resolve operational, procedural, and personnel problems;
supervise the work of subordinate staff, including evaluating performance in a team approach,
conducting disciplinary actions and other personnel-related issues;
formulate and implement new programs;
enforce City codes through the use of appropriate level of explanation and presence of authority in order
to gain agreements on compliance deadlines and avoid court action;
represent the City in court actions related to zoning enforcement;
read and interpret construction drawings; and
establish and maintain effective working relationships with City officials, other professionals,
contractors, coworkers, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Tech

JOB FCTN-ADM

INCREMENTS 52-200

PAY GRADE: 51

IND-8810

SWORN-No