

TOWN OF JUPITER, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CODE ENFORCEMENT SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate implementation of a proactive enforcement and education program involving with Town codes and state/local codes/ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures staff compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations.

Interprets and enforces the provisions of Town codes, standard building codes, state environmental laws, and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; maintains knowledge of Florida Statute 162 and other pertinent Florida statutes; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations.

Consults with supervisor, Town officials, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Plans the implementation of proactive enforcement of Town codes; directs inspection activities and enforcement of Town codes.

Coordinates training activities; trains code enforcement officers in proper inspection methods and issuance of violation notices; trains officers in case preparation and hearing procedures.

Confers with other departments and divisions on code matters and land development regulations.

Directs and assists with preparation of written investigative reports of violations for presentation to Code Enforcement Board or to courts.

Serves as staff liaison to Code Enforcement Board; attends Board meetings; represents the Town as examiner in code enforcement issues.

Attends Count Council and/or Planning & Zoning Commission meetings as required.

Assists with preparation and implementation of budget for assigned area; monitors expenditures to ensure compliance with approved budget.

Prepares annual goals and work programs for area of assignment; oversees implementation of work programs.

Supervises and assists in conducting patrol of designated areas of the Town and inspecting various sites for potential code violations; responds to complaints of potential code violations.

Supervises and assists in conducting inspections of sites with potential violations; measures signage size, setback distance from roadway, window coverage, and height of hedges in sight triangle; measures sound levels using dosimeter; measures light/brightness spillage onto surrounding property; makes photographic or video records of inspection sites; conducts minimum housing inspections of residential buildings or housing units; interviews witnesses and gathers information; performs follow-up site inspections as needed.

Conducts research associated with code enforcement activities as needed; researches complaint calls to determine potential violations; researches Town codes, building codes, sign codes, plat books, developers agreements, landscape plans, corporation registered agent records, Internet resources, or other resources; requests vehicle owner information from Police Department.

Identifies code violations, life/safety/health violations, deficiencies, hazardous conditions, improper uses, or other areas of non-compliance and initiates corrective action as appropriate; posts notices on buildings/properties as needed; places red tags, stop work orders, or no permit notices on property; orders towing of inoperable or abandoned vehicles; issues courtesy notices to alert resident/merchant of the violation and allow opportunity to make correction; issues violation notices for failure to make corrections within timeframe specified by courtesy notices; issues hearing notices to summon violators before Code Enforcement Board for failure to respond to courtesy notices and violation notices; issues citations as appropriate; identifies accuracy of ownership to ensure proper service of violation notices.

Prepares cases for Code Enforcement Board meetings; presents cases to Code Enforcement Board; attends Code Enforcement Board workshops; consults with Town Attorney regarding cases as needed; meets with complainants' attorneys as necessary.

Maintains records of inspection/enforcement activities; maintains computer files of each case, including new case data, updates, history of written/verbal communications with parties involved, and case notes; closes cases in computer as appropriate.

Prepares or completes various forms, reports, correspondence, logs, personnel evaluations, budget documents, daily summary reports, monthly activity reports, monthly sign update reports, newsletter articles, Board agendas, case files, property ownership data, investigative reports, red tags, stop work orders, no permit notices, courtesy notices, violation notices, hearing notices, citations, homeowner association directories, Board worksheets, Board cost recovery sheets, photo sheets, or other documents.

Receives various forms, reports, correspondence, budget documents, case files, daily shift summaries, landscaping plans, developers agreements, agendas, zoning maps, map books, code books, Town code updates, general orders, general order updates, ordinances, county land development regulations, statutes, minimum housing standards, standard building codes, manuals, newsletters, publications, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, e-mail, Internet, or other computer programs.

Operates and maintains a variety of equipment and tools associated with work activities, which may include a motor vehicle, dosimeter, light meter, camera, tape recorder, measuring devices, binoculars, two-way radio, telephone, pager, fire extinguisher, pepper spray, hand tools, ladder, calculator, and general office equipment.

Provides information and technical assistance concerning code requirements, code interpretation, code compliance, and related issues; discusses problem areas with property owners and residents; recommends solutions to problems as appropriate; responds to questions or complaints concerning codes or code violations.

Communicates with supervisor, employees, other departments, Town officials, Code Enforcement Board members, other municipalities, Department of Motor Vehicles, state officials, residents, property owners, property managers, businesses, contractors, law enforcement personnel, court officials, attorneys, homeowners associations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings and makes presentations as needed; participates in homeowner association meetings.

Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; researches future ordinances; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training in the field of code enforcement involving public contact, code interpretation, investigation and supervision; Levels I & II Code Enforcement Certification at hire; Level III Certification preferred at hire, or must be obtained within 12 months of hire date; must possess and maintain a valid Florida driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, electric currents, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, or animal attacks.

The Town of Jupiter, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.