



The City Beautiful

City of Coral Gables Job Description

Job Title: Code Enforcement Field Supervisor
Department: Development Services/
Code Enforcement Division

Prepared Date: 4/2013
Prepared/Approved By:
Jane Tompkins
Elsa Jaramillo-Velez
Patrick Salerno



Classification: 1126
Pay grade: 22E
FLSA: Exempt

Summary

This is highly responsible technical and supervisory work in the investigation and enforcement of a wide range of laws, regulations and ordinances governing land use, building, zoning, signs, and related issues. Work includes a combination of supervisory and field responsibilities. Employee supervises and evaluates subordinate code enforcement staff and assists in the completion of work assignments. The Code Enforcement Field Supervisor is responsible for assisting on complicated code enforcement cases and presenting these cases to the courts or various boards. Reports to and is supervised by the Code Enforcement Director.

Essential Duties and Responsibilities

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.

Assists the Code Enforcement Director develop and manage the annual operating budget of the Code Enforcement Division.

Trains, supervises, and evaluates Code Enforcement Officers in the performance of their duties. Supervises support staff; issues discipline and takes other corrective measures as necessary.

Conducts inspections for violations of applicable laws, regulations, ordinances, and codes. Secures evidence in cases of violations. Issues notices of violations and civil citations and recommends remedial actions.

Also receives and investigates complaints of violations of applicable laws, regulations, ordinances, and codes. Determines validity of claims and recommends remedial actions. Secures evidence in cases of violations. Issues notices of violations and civil citations and recommends remedial actions.

Conducts courtesy inspections upon request of attorneys and realtors, and processes required payments.

Inspects newly completed buildings or additions for their compliance with applicable codes, development ordinances, restrictive covenants and approved site plans. Ensures that finished product conforms to original approved plans.

Assists code violators in achieving compliances. Explains codes and permitting procedures, assists in the completion of necessary forms, and refers to proper offices.

Imposes property liens and serves summons, subpoenas, and enforcement orders.

Processes complaints received concerning violations of zoning regulations and directs appropriate personnel to investigate. Enforces applicable City Code provisions and ensures compliance.

Ensures proper procedures are followed for notification of violations, re-inspection, and other actions taken to bring code violations into compliance.

Interprets complex regulations for subordinate staff, other City departments and the public.

Prepares and presents forms and evidence for prosecution of cases before boards and/or courts. Testifies in court and before various boards and the Special Masters regarding code enforcement issues and obtains documentation to support the department's position.

Confers with other departments on matters relating to city codes and development related ordinances. Assists the Code Enforcement Director and City Attorney's Office revise and create new ordinances.

Prepares written investigative reports of violations for presentation to various individuals, boards, etc. Maintains all files and records pertaining to Code Enforcement.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of national, state and local municipal laws, regulations, and codes and legal procedures relating to the enforcement of zoning codes and ordinances. Ability to supervise subordinates in a manner that encourages efficiency and high morale. Ability to meet with the general public and explain enforcement regulations firmly, tactfully, and impartially. Ability to interpret regulations and codes, and apply them to appropriate situations. Must have good verbal and written communication skills and the ability to prepare and present successful cases before magistrates, judges, and/or boards. Ability to prepare and maintain records, files, and reports. Must be able to plan, organize, and supervise the work of subordinates.

Ability to work independently and make decisions. Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and Windows.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone, computer, and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands and fingers to handle, feel or operate objects, and read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines.

Work is indoors and outdoors in the field within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust. Must have physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in one of the following areas: engineering, architecture, planning, construction management, business administration, public administration, or a related field.

Three (3) years experience as a municipal or county Code Enforcement Officer.

Any appropriate combination of relevant education and/or work experience will be considered.

Certification by the Florida Association of Code Enforcement is preferred.

A valid Florida Driver's License.