



## **Title:** Code Compliance Supervisor

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Neighborhood Service Manager.  
Exercises direct supervision over para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Zoning Enforcement Certification within one year of hire. Valid AZ Drivers License upon hire..

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to manage the City's code compliance program and its policies and procedures. Develops, plans, and implements goals and objectives; plans prioritizes, assigns and supervises the work of staff; supervises and participates in the development and administration of operating budget; evaluates the operations and activities of assigned responsibilities; serves as technical advisor to the City Council, City Manager, all City Departments, and Civic Groups; selects, trains, motivates, and evaluates personnel; directs, coordinates, and recommends amendments to City codes and ordinances; responds and resolves citizen complaints.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Operation of Administer Code Enforcement. Works closely with City Judges and Attorneys to assure accurate court procedures are used; develops administrative policies; prepares correspondence, staff reports, and technical documents; participates in budget preparations and administration of the Section's budget; updates, changes, and reviews City codes and ordinances; performs presentations at and attends Council meetings, retreats and study sessions; coordinates inspections and disposition of cases with City prosecutor to achieve successful prosecution; testifies in court as an expert witness.
3	Operations of Conducting Code Compliance. Schedules and coordinates staff assignments; conducts or supervises the investigation of, and response to, citizen complaints; attends public forums to bring awareness to residents of preventative enforcement activities of City code and zoning ordinances; sets up special projects and events for training citizens; reviews and approves daily documents; reviews and approves check requests, training requests, travel, and payroll; prepares correspondence, reports, and technical documents on program activities and status of code issues to citizens, election officials, and staff.
4	Personnel, Equipment and Scheduling Code Compliance. Ensures office equipment is in working order and inspections are performed periodically; monitors the use and maintenance inspection of all vehicles; monitors expenditures, vehicle parts, and fuel; assures all areas are covered daily; sets or adjusts work schedules for code and neighborhood weekly coverage; assures all staff is currently trained and equipped to perform all tasks; updates and maintains all Code and Ordinance reference books with changes and serviceability.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b>					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
<b>Sedentary</b>	<b>Light</b>	<b>X</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b>					
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
<b>Office</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>X</b>	<b>Office and Field/ Plant/ Warehouse</b>	<b>X</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, laptop, printers, fax / scanner / copier and related software, vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, eyewear, gloves, chemical protection equipment.