

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CODE COMPLIANCE SUPERVISOR (Job Code 234).

GENERAL STATEMENT OF JOB

Performs administrative professional supervisory and technical work directing activities in the Code Compliance Division. Supervise, develop, train and evaluate employees responsible for work involving the proactive and reactive enforcement of City. Determines work priorities when scheduling and assigning work. Works with the Building Official and Chief Building Inspectors to cooperatively address code cases that include Florida Building Code violations. This classification performs the duties of a Code Compliance Officer as needed. Reviews case files in preparation for hearings; acts as public information resource, recognizes deficiencies in City Code and prepares recommended Code amendments.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supervises staff, prepares schedules and daily work assignments for employees, and completes employee evaluations.

Performs systematic field inspections within designated City areas to review compliance with all applicable City and State code requirements.

Interprets and negotiates difficult or unusual code violations, advises and makes final analyses and recommendations for action to staff.

Reviews all notices of violations and uniform citations, memos, letters and work orders prepared by Code Officers for accuracy and completeness with emphasis on legal aspects of F.S. 162.

Prepares and presents reports on code compliance activity to the City Commission, City Manager, and Building Official as required.

Communicates with general public to explain City codes; collaborates with homeowners, homeowner associations (HOA), and internal administrative support.

Assists Code Enforcement Officers in preparing and presenting code cases on behalf of the city to the Special Magistrate Hearings and County courts as required.

Maintains an effective working relationship with City Administration, City residents, businesses, and other City staff.

Works with the Building Official and Chief Building Inspectors to cooperatively address code cases that include Florida Building Code Violations.

Reviews the existing code of ordinances, conducts the necessary preliminary research and prepares drafts for City Attorney review.

Recommends and participates in the development and administration of the Code Compliance Division's annual budget, participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.

Develops and/or revises Standard Operating Procedures (SOPs) as needed.

Performs duties of Code Compliance Officer as needed.

Performs necessary audits for parking enforcement.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or equivalent.

Five (5) years full time work and experience in Code Compliance; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess and maintain a valid Florida driver's license.

Florida Association of Code Enforcement (F.A.C.E) four (4) of the four (4) Certifications.

PREFERED TRAINING AND EXPERIENCE

Five (5) years supervisory experience or equivalent.

Bachelor's degree in business or related discipline supplemented by three (3) years supervisory experience.

Five (5) years full-time work and experience in Code Compliance.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (10 – 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) or data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise and voice control.

Numerical aptitude: Requires the ability to add subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

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Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color depending on specific assignment.

Interpersonal Temperament: Requires the ability to deal effectively with people in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking, expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of City codes and Florida statutes.

Knowledge of report and record keeping principles and techniques.

Knowledge of filing principles and methods. Skilled in both written and oral communications for effective expression of clarity.

Ability to establish and maintain effective working relationships with supervisor, support staff and other department.

Ability to interpret Municipal Code, Zoning Ordinances, Florida Statutes that pertain to F.S. 162 and Public Records.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for ensuring accuracy in task performance.

Ability to effectively communicate code violations to property owners including those involving health, safety and welfare violations.

Required conduct is to be ethical and fair while representing the City. Must be responsible to adhere to all workplace policies that support ethical business practices and standards of conduct.

Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

Ability to drive a passenger vehicle safely and locate addresses in the community.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I read and acknowledge receipt of this Job description.

Employee Name and Signature

Date