

**City of Dunedin, Florida
Class Description**

Code Compliance Supervisor

GENERAL STATEMENT OF JOB

Under direction, plans, directs and supervises the investigation and enforcement of codes and ordinances dealing with the natural and urban jurisdiction. Provides supervision, technical advice, and assistance to a subordinate staff of Code Compliance Inspectors involved in field investigation and regulatory code compliance and enforcement work. Work is performed with considerable independence within established policies and work procedures. Reports to the Assistant Director of Community Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

Example of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Supervises, plans, reviews, and oversees the work of a staff of subordinate Code Compliance Inspectors and gives assistance and advice on difficult and unusual problems;

Responds to complaints of violations of City codes and ordinances and reviews subsequent inspections on complaints;

Assures that all codes are enforced and for the interpretation of the ordinances;

Establishes procedures to resolve citizen and customer inquiries and concerns and monitors follow-up response by staff;

Ensures the timely completion of Public Information Requests;

Provides technical advice to the other divisions regarding citations, ordinances, procedures, and interpretations;

Consults with property owners, business owners and the general public on interpretation and application of codes and ordinances;

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Conducts staff conferences to discuss policies and procedures, including instruction on all updated information;

Assists in updating and revising various codes and ordinances;

Coordinates the preparation of evidence for prosecution of code violators and represents the city at hearings;

Handles difficult inspection complaints over the telephone and in person and advises permit applicants in preparing or modifying plans or specifications as required for compliance;

Provides technical advice and information relative to the investigation and enforcement of applicable codes and ordinances;

Directs, conducts, and coordinates specialized studies and prepares reports and correspondence;

Performs field inspections and prepares and maintains technical records and reports;

Recommends the hiring, promoting, and disciplining of division personnel and completes performance evaluations;

Performs other related job duties as assigned.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, assisting customers at the counter, recording/retrieving data on computer, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in law enforcement, criminal justice, natural sciences, public administration or related field and five years of combined experience in regulatory compliance and enforcement, law enforcement or a related field. Minimum one (1) year of supervisory experience is preferred.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

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SPECIAL REQUIREMENTS

Must possess Level I certification from the Florida Association of Code Enforcement (FACE) or must obtain this certification within 1 year of hire. Multiple certifications from FACE are preferred.

Must possess or obtain a valid Florida driver's license within thirty days of employment.

Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Code Compliance Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and /or analyze data and/or information. 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. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the division budget, and knows how to prepare and monitor the budget.

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Human Interaction: Requires the ability to function in a supervisor capacity for a major organizational unit requiring significant internal and external interaction. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand tools, testing devices, drafting tools, etc. Is knowledgeable in the design, methods and materials of building construction and electrical, plumbing, mechanical systems. Has knowledge of the practices of contract administration. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations; ability to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing

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and/or pulling of objects and materials of moderate weight (up to 30 pounds). Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks involve occasional exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dusts/pollen, electric currents, noise extremes, vibrations, machinery hazards.

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

Interim Director of Community Development