

**CITY OF SANTA CLARA, CALIFORNIA**  
**CODE ENFORCEMENT SUPERVISOR**

( )

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- A Bachelor's Degree in City or Urban Planning, Business Administration, Public Administration, Construction Technology, Environmental Science, or closely related field; and
- Four (4) years of experience in public contact work involving interpreting and enforcing a variety of codes, zoning, administrative investigation, building inspection or investigation, housing inspection, industrial/commercial pretreatment inspections, or stormwater pollution control, including two (2) years of supervisory experience or demonstrated experience in a leadership role.

Possible Substitutions:

- Four (4) years of additional related experience may be substituted for the required education.

Desirable Qualifications:

- A Code Enforcement Officer Certification by the California Association of Code Enforcement Officers (CACEO) is desirable.

**LICENSES AND CERTIFICATIONS**

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- Possession of a Code Enforcement Officer Certification by the California Association of Code Enforcement Officers (CACEO) is required within twelve (12) months of appointment and for the duration of employment.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this position will perform work in supervising assigned staff enforcing zoning, land use, building, housing, and related municipal codes and ordinances, to determine violations and gain compliance. This is a supervising position responsible for administration and supervision of the work of the Code Enforcement Technicians and Officers in the inspection, investigation, and promotion of health, safety, and environmental quality. Primary responsibilities are training and directing assigned staff, in the performing of complaint investigations and inspections, code enforcement and specialized programs and assignments.

**TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

Under general direction:

- Plans, develops and oversees the work of staff involved in the investigation of code enforcement issues and interpretation and enforcement of ordinances and codes

## CODE ENFORCEMENT SUPERVISOR (Continued)

- Supervises, trains and evaluates assigned staff
- Receives and responds to inquiries and complaints received by City departments and the public; investigates and researches issues and recommends a correct course of action
- Oversees the issuance of administrative citations to ensure uniform application
- Negotiates with individuals and/or groups to gain cooperation in resolving code violations
- Performs final inspections to determine compliance with planning related conditions of approval on projects
- Oversees the scheduling of and staff preparation for administrative hearings and represents the City in Administrative and Criminal hearings
- Recommends and implements unit goals and objectives; establishes performance standards and methods for the enforcement of municipal, State and Federal codes; develops and implements policies and procedures in accordance with current code enforcement trends, legislation, regulations and internal direction
- Regularly drives through the City to identify and monitor problem properties, areas and open spaces
- Coordinates with citizens, neighborhood groups, City Council staff, City Departments and outside agencies to develop equitable solutions to difficult problems in accordance with Division goals, policies, and procedures
- Provides expert testimony relating to code enforcement issues in court and at administrative proceedings
- May make presentations to City Council and community groups
- Prepares a variety of technical and administrative reports, documents and correspondence
- Perform other related duties as assigned

### KNOWLEDGE, SKILLS, & ABILITIES

#### Knowledge of:

- Field investigations and procedures
- Environmental and safety practices, procedures and standards
- Project management and workload planning
- Principles and practices of code enforcement; investigation techniques and evidence collection and preparation, negotiations and conflict resolution, and interviewing
- Pertinent City, Local, Federal and department codes, policies, and procedures
- Business report writing
- Planning requirements related to setbacks, buildings and sign heights
- Business computer user applications, relating to work management and data collection
- Property owner rights; property descriptions and assessor's map systems
- Supervisory and administrative principles

#### Ability to:

- Develop and recommend policies and procedures related to assigned operations
- Plan, organize, and direct staff engaged in the performance of a variety of complex, technical work
- Develop and implement short-term and long-term goals and objective
- Operate a mobile device/computer and applicable software such as a work order management system and Microsoft Office Suite
- Communicate effectively and clearly, both orally and in writing

## **CODE ENFORCEMENT SUPERVISOR (Continued)**

- Prepare, maintain and update records, logs and reports
- Respond to inquiries and complaints in a tactful and timely manner
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb, and lift up to 25 pounds to perform assigned duties

### SUPERVISION RECEIVED

Works under the general direction of a Director of Community Development, Building Official, Development Review Officer, Planning Manager, Principal Planner, or other supervisor as assigned.

### SUPERVISION EXERCISED

Supervises Code Enforcement Technicians, Code Enforcement Officers, and other assigned staff.

### OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- May be required to work odd and unusual hours in the performance of duties and during emergency situations.

### CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.