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EEO Job Category: Officials and Administrators

## **CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION**

**JOB TITLE: CODE ENFORCEMENT SUPERVISOR**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to administer municipal code and direct field investigations of code violations and citizen complaints, under the general supervision of the Field Code Enforcement Manager or designee. This position also assists in administrative office functions to ensure coordination and organization of the Code Enforcement Division. Employee in this position performs supervisory, technical and responsible administrative work while providing oversight of the daily activities of Code Enforcement Officers. Performs related duties as required.

### **ESSENTIAL FUNCTIONS**

**The following knowledge, skills, and abilities, 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.**

Plans, schedules, assigns, supervises, and reviews the work of code enforcement personnel.

Implements division plans, processes, procedures, and policies with the collaboration of the Field Code Enforcement Manager.

Provides daily oversight of the daily activities of code enforcement personnel, including code interpretation and field inspection of citizen complaints, to assure compliance with local codes and regulations and policies and procedures.

Makes recommendations regarding the hiring, training, discipline and evaluation of code enforcement personnel; effectively evaluated subordinate staff

Determines the status of complaints and assigns responsibility for investigation and follow-up on violations and complaints.

Initiates field inspections for assigned zones for quality control purposes.

Provides leadership and works with staff to develop and maintain high morale, performance, customer service-oriented work environment that supports achieving the City's mission, strategic goals, and core values.

Monitors and maintains records pertaining to the violation processing system; confers and corresponds with attorneys, staff, public officials and property owners on matters related to code enforcement; responds to inquiries concerning code requirements.

Performs administrative office functions to ensure coordination and organization of the Code Enforcement Division; represents the Code Enforcement Division at the Code Board hearings.

Creates and gives presentations to staff, city officials and the public; creates informational articles for distribution to the public.

Prepares and maintains a variety of reports and records pertaining to field work performed by code personnel.

Assists in the establishment and ensures implementation of policies, practices, and procedures.

Answers telephone.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent; **AND**
- Four (4) years of code enforcement experience and enforcement of land development regulations and City Code of Ordinances; **AND**
- Valid State of Florida Driver's License; **AND**
- Fundamentals of Code Enforcement Code Enforcement Certification and one (1) more Code Enforcement Certification through John Scott Dailey Florida Institute of Government at FAU (Minimum two (2) of four (4) levels completed); **AND**
- Must obtain Housing Quality Standards Certification within one (1) year of hire.

*If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.*

### **ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS**

Driving Requirements: The ability to drive and operate a personal or City vehicle for extended periods of time, including utilization as field office; and to enter and exit the vehicle various times throughout the day.

Physical Requirements: The ability to exert moderate, though not constant, physical effort, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and in writing to deliver and explain information in a variety of technical and/or professional languages, and to prepare written correspondence, documents, reports, and analyses using proper format, spelling, grammar, and punctuation.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, fumes, disease, pathogens, and/or traffic hazards).

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill 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.

**VETERANS' PREFERENCE**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.