

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2017-2021**

**POSITION TITLE: CHIEF - CODE COMPLIANCE ENFORCEMENT MANAGER**

**GENERAL DESCRIPTION OF DUTIES**

Under the general direction of the City Deputy Manager or designee, position is responsible for administrative work in planning, organizing and directing the inspection, investigation, and enforcement functions of the City ordinances and Building Codes. Employee makes independent decisions requiring technical discretion and judgment. Supervises Code Compliance Officers' day-to-day operations. Work is reviewed daily through personal conference and written reports. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Supervises all inspections, investigations and enforcement of established codes and ordinances affecting the public interest, safety and welfare, including, but not limited to, animals, landscaping, unsightly property, signage, occupational licenses and other technical codes.

Conducts on-site inspections of code violations identified during patrols of the City or submitted by a complainant.

Keeps currently informed of all laws and ordinances impacting the Code Enforcement Division.

Assigns complaints of violations of applicable codes for investigation and remedy.

Promotes positive public relations while enforcing code regulations and may be required to communicate orally to represent decision.

Conducts appropriate investigation of complaints and remedy proceedings to ensure responsible decisions by Code Compliance Officers and foster citizen goodwill.

Ensures compliance with all required written notices of violations and remedies for correction.

Plans, organizes, and directs the activities of technical and clerical personnel engaged in the enforcement of laws and regulations relating to code matters.

Assists residents and contractors with problems and answers general questions on a daily basis.

Responds to investigations of complaints pertaining to violations of applicable codes and ordinances.

Makes recommendations and decisions regarding departmental operational policies, expenditures, plans and other administrative matters as they affect the departments, including management and evaluation of departmental personnel.

Provides materials and personal assistance to the Code Enforcement Board.

Attends Commission and Community meetings as necessary.

Prepares reports and maintains written records.

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The list of essential functions, as outlined herein, is intended to be representative of tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answers telephones.

Performs related duties as directed.

### MINIMUM TRAINING AND EXPERIENCE

~~Associate's Bachelor's Degree in Public Administration or closely related field required or a minimum of sixty (60) hours towards a Bachelor's degree in related field preferred; supplemented by seven ten (7-10) years of experience in code or law enforcement with five seven (5-7) years in a supervisory position of which three five (3-5) years must be in code or law enforcement supervision; or the City may consider an equivalent combination of training and experience.~~

### SPECIAL REQUIREMENTS

Valid Florida State Driver's License

~~Levels I, II, III and IV certifications— Must obtain a minimum of two (2) of four (4) of the Florida Association of Code Enforcement (must obtain Levels III and IV within 2 years of appointment to this position) (minimum two (2) of four (4) levels completed.~~

Housing Quality Standards Certification

Proficient in Inkforce and Genero software

### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

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**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.