

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2021**

POSITION TITLE: CODE ENFORCEMENT-MANAGER

GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Chief - Code Enforcement or designee, position is responsible for administrative work in planning, organizing and directing the inspection, investigation and enforcement functions of the City ordinances. Employee makes independent decisions requiring technical discretion and judgment. Supervises Code Enforcement 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, which were identified during patrols of the City or submitted by a complainant.

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

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

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

Conducts appropriate follow-through investigation of complaint remedy proceedings to ~~insure~~ ensure responsible decisions by Code Enforcement Officers and foster citizen goodwill.

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

Attends Commission and Community meetings as necessary.

Prepares reports and maintains written records.

The list of essential functions, as outlined herein, is intended to be representative of the 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.

CODE ENFORCEMENT MANAGER

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Public Administration or closely related field; six (6) years of experience in code or law enforcement with four (4) years in a supervisory position of which ~~two~~ three (3) 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

Code Enforcement Certification (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.

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.

CODE ENFORCEMENT MANAGER

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.