

CITY OF ARCADIA
CODE SERVICES SUPERVISOR

DEFINITION

Under general direction, organizes, coordinates and supervises the operations and activities of the Code Services Division; performs highly responsible and the most complex code enforcement duties including investigations to enforce municipal codes and State and Federal laws and regulations related to municipal land use, zoning, nuisances, public safety, property maintenance, sanitation and health, building, and abatement; and to provide assistance to homeowners, tenants, and the business community; supervises assigned staff; and performs related duties as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing duties in support of the City's code services function including enforcing compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern.

Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.

Researches and drafts code amendments as needed; oversees and participates in the development of forms, handouts, and processes utilized to address various issues.

Participates in the selection of code enforcement staff; provides or coordinates staff training; works with employees to correct deficiencies.

Participates in the preparation and administration of the code services program budget; submits budget recommendations; monitors expenditures.

Performs the full range of code enforcement duties; performs a variety of field and office work in support of the City's local code services function; enforces compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern.

Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interviews

complainant and witnesses; conducts investigations and provides recommendations for resolution.

Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business in order to resolve violation; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issues administrative citations and notices of violation as necessary.

Prepares evidence in support of legal actions taken by the City; appears in court as necessary; testifies at hearings and in court proceedings as required.

Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draws diagrams and illustrations and takes photographs.

Prepares a variety of written reports, memos, and correspondence related to enforcement activities.

Patrols assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.

Oversees and administers the City's graffiti and abandoned shopping cart removal programs and monitors contracts.

Attends meetings and serves as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provides research and documentation for meetings; interprets and explains municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

Supervises the code services volunteer program; prepares schedules and provides volunteer training.

Locates vacant residences and businesses; secures buildings with proper materials as necessary; posts the property as necessary; checks vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field of code enforcement; incorporates new developments as appropriate into programs.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Applicable Federal, State, and local laws, codes, ordinances and regulations.

Modern office practices, methods, computer equipment.

Occupational hazards and standard safety practices necessary in the area of code enforcement.

Principles and practices used in dealing with the public.

Principles of record keeping, case management, and reporting.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize, schedule, assign, review, and evaluate the work of staff.

Train staff in work procedures.

Apply principles, practices, methods, and techniques of code violation investigation and enforcement.

Apply methods and procedures used in code enforcement including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, nuisance abatement procedures, and principles used to prepare legal documents.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read and interpret maps, plans, and legal descriptions.

Maintain and update records, logs, and reports.

Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Experience:

Five years of municipal code enforcement experience with increasing responsibilities in investigation, enforcement, or public contact including at least two years in a senior or advanced level capacity.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in planning, zoning, inspection, law enforcement, public administration, or related field.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or obtain within one year of date of hire, valid Penal Code 832 Powers of Arrest certificate through the Peace Officers Standard Training (POST) issued by the State of California.

Possession of, or obtain within one year of date of hire, designation as a Certified Code Enforcement Officer (CCEO) from the California Association of Code Enforcement Officers (CACEO).

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, stoop, squat, and lift 25 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: February 2024