



## Job Vacancy

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Class Title:	CODE ENFORCEMENT SUPERVISOR
Salary:	\$ 20.05 - \$30.07 (hourly)

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### JOB SUMMARY

Provide lead guidance, direction and training to other Code Enforcement Officers conducting investigations regarding zoning code violations and enforces local zoning codes and ordinances.

### ESSENTIAL FUNCTIONS

Supervises, directs, and evaluates assigned staff; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Leads and coordinates daily work activities of administrative support staff in the department; confers with manager to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Responds to complaints of City zoning code violations and investigates possible infractions; conducts site visits to determine validity of complaints or to enforce codes; collects, evaluates, records, and preserves evidence; interviews witnesses and gathers information; and takes and files photographs to document violations.

Determines compliance or non-compliance with codes; meets with property owners to discuss violations; issues code compliance notices and official correction notices; issues citations/summonses to violators; serves citations via certified mail or in person; and performs follow-up site inspections as needed.

Interprets and enforces the provisions of applicable zoning codes, specifications, and standards; provides information and technical assistance concerning code requirements; discusses problem areas with property owners, residents, and contractors; makes suggestions and recommends solutions to problems; responds to questions concerning code violations; and conducts research as needed.

Maintains records of enforcement activities; enters data regarding work activities and violations into computer system; maintains comprehensive case files; and conducts records maintenance activities in compliance with guidelines governing record retention.

## **CODE ENFORCEMENT SUPERVISOR**

Performs various tasks involving court related proceedings; prepares related documents and reports to assist in building and documenting case information; interviews witnesses; prepares evidence for court cases; and testifies in court as needed.

Maintains a comprehensive and current knowledge of applicable laws, regulations, and standards; maintains and awareness of code enforcement methods, practices, trends, and advances in the profession; reads professional literature; maintains professional affiliations; and attends workshops and training sessions as appropriate.

Serves as public officer to perform the duties and responsibilities set forth in the Blight Tax Ordinance.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

Associate Degree in Criminal Justice, Zoning, Urban Planning, or related field required; supplemented by three years of experience in code enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **LICENSES AND CERTIFICATIONS**

Must possess and maintain a valid State of Georgia valid driver's license (Class C).

Zoning Inspector Certification preferred.

## **PHYSICAL DEMANDS**

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

## **Sensory Requirements**

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

## **WORK ENVIRONMENT**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, or rude/irate customers.

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*The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*