

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**CODE ENFORCEMENT SUPERVISOR**

Civil Service Status: Open Competitive/Promotional Probationary Period: 1 Yr.-Competitive/6mo. Promotional Classification Series: Code Enforcement FLSA Status: Non-Exempt	Bargaining Unit: General Employees' Association Approved by City Council 03/16/09 Resolution No.: 2009-26
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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.*

**DEFINITION**

Under general supervision this position coordinates public service complaints, assists in the enforcement of codes and ordinance, performs routine field investigations and direct abatement of problems, and supervises Code Enforcement Officer, Business License Enforcement Division and Animal Enforcement Division or unit.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Supervises and monitor assignments and case load of code enforcement officer;
- Coordinate and participate in physical inspections of reported and observed violations of the regulations and codes;
- Prepare oral and written notifications for compliance, detailing the nature of the violations and the necessary required changes for compliance;
- Maintain records for code violations and corrective action taken;
- Develop and recommend new codes and modifications to existing codes and ordinances;
- Initiated court action against code and ordinance violators;
- Select, assign, and participate in abatement programs which include property maintenance, abandoned or dangerous buildings, and weed abatement;
- Coordinate code enforcement record keeping, report preparation, and activities with other departments, divisions, and agencies;
- Evenings, early mornings, or weekend work may be required;
- Attends various City Commission and Committee meetings and provides information of ordinance, proposed changes, policies and procedures;
- Receives and responds to citizen complaints or requests for service; researches applicable codes and policies and assists in analyzing, problems;
- Communicates City policies and ordinances to citizens;
- Conducts routine field inspections to determine violations of applicable public nuisance, housing, commercial, property maintenance and zoning codes. Inspects vacant and improved properties for littered and/or substandard conditions;
- Conducts annual performs evaluations of subordinates;
- Maintains monthly statistics and monitoring of all supervised personnel;
- Prepares and makes necessary assignments to staff scheduling to target specific areas and/or for special assignments with other departments, divisions or outside agencies;
- Prepares and submits required quarterly HUD monitoring date, including yearly operating indicators, outcome statement and RFP information required for Code Enforcement program.

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- Prepares and submits yearly Code Enforcement agenda for BID services and monthly statistical review of enforcement action for area;
- Attends various community organization meetings, prepares and presents power point presentations, related lectures and participates in other similar public speaking forums as assigned;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs related duties as assigned or as situations requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- A good knowledge of zoning ordinance, building codes and their applications;
- A good knowledge of court evidence;
- Good customer service practices;

**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

**Ability to:**

- Supervise and train assigned staff;
- Research laws and their application;
- Effectively communicate both orally and in writing;
- Maintain a cooperative working relationship with Administration staff, co-workers and public;
- Apply the principles of supervision and management, efficient office;
- Procedures, record keeping, public contact skills;
- Assist in developing and implement a comprehensive Code Enforcement program;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;

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- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Establish and maintain smooth and effective working relationships;
- Handle confidential information with discretion;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Work overtime as requested;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination), with college level or other specialized training in code compliance or enforcement, and in addition a minimum of 60 units of college/university.

**Experience:**

Six (6) or more years of full time experience in municipal code, compliance, or enforcement (preferably municipal), public inspections, service and compliant procedures, or customer complaint service, extensive public contact. Supervisory experience is desirable.

**License or Certificate:**

A valid California Class C Driver's License may be required for positions in this class and a satisfactory driving record.

Ability to obtain an Advanced CACEO Certification within one (1) year of employment

**Desired Qualification:**

The ability to understand and communicate the Spanish language is highly desirable.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.