



## CODE ENFORCEMENT SUPERVISOR

**Department:** Multiple

**Job Class:** 600200

**Pay Range:** Professional 10

**FLSA:** Non-Exempt

**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed.

### **GENERAL FUNCTION**

This is supervisory and technical inspection work determining compliance with Pierce County codes and regulations for the Planning and Public Works Department. An employee of this classification supervises employees who investigate complaints concerning alleged violations of the Land Use and /or Public Nuisance Code regulations and coordinates section activities with other sections or departments.

### **ESSENTIAL FUNCTIONS:**

- Provide leadership and direction to the code enforcement officers and office support staff; delegate authority to personnel commensurate with responsibility and ensure the proper functioning of section staff.
- Schedule and assign employees, approve or deny use of sick leave, vacation leave, and overtime.
- Monitor workflow of subordinates; track progress of investigations for timeliness and compliance with County and other regulations.
- Coordinate the section's activities with other sections, departments, and other jurisdictions to ensure compliance with County codes.
- Assist in developing recruitment and selection processes. Conduct final interviews; make recommendation to hire.
- Complete reviews and evaluations of subordinate employee job performance. Initiate disciplinary action when necessary. Respond to grievances at the first level.
- Develop, implement, and review ongoing programs, policies and procedures, assessing job effectiveness and cost efficiencies. Participate in the development of new or revision of existing codes and ordinances.
- Prepare special and periodic reports, conducts section meetings, and is section representative at department staff meetings, committees, and special task forces.
- Prepare yearly budget, monitor, and make decisions regarding expenditures within the division.
- Issue warrants; oversee the abatement of property; posting of notices; and boarding up property.
- Carry a limited Sheriff's commission which allows incumbents to issue citations and view information from the Criminal Justice Information System.
- Identify non-compliance of zoning or code regulations; investigate complaints of building permit land use regulations; issue citations and provide information on other administrative remedies for problem resolution.
- Supervise the preparation of necessary documentation for prosecuting attorneys for court cases; appear in court to present evidence of noncompliance.
- Develop and implement unit goals, objectives, practices and procedures. Provide training on specialized investigation techniques as related to the investigation of hazardous and dangerous sites involving the manufacturing of illegal drugs.

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### **Classification Description-Pierce County**

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#### **ESSENTIAL FUNCTIONS** (continued)

- Coordinate specialized investigation of meth lab activities with local, state, and federal agencies; schedule and meet with law enforcement agencies, health department, fire marshal, and other agencies and organization related to the illegal drug manufacturing investigations; and maintain confidential records and reports related to meth lab investigations.
- Supervise and prepare work reports on inspections conducted and recommend actions to correct violations.
- Supervise and monitor the citation program for effectiveness.
- Ensure the completion of the administrative tasks related to the position including but not limited to preparing letters, detailing conversations, tracking projects and coordinating efforts with multiple agencies.

#### **OTHER JOB FUNCTIONS**

- As workload requires, complete field inspections throughout the County investigating complaints of violations of zoning, public nuisance regulations, and the Shoreline Management Act; interview property owners, tenants, and complainants to determine the nature of the violation, recommend measures for correcting the violations.
- Perform other related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Supervisory responsibilities include assigning, evaluating and directing the work of subordinates. Work is performed in accordance with established laws, rules, regulations, and departmental policies and is reviewed by an administrative superior for adherence to these standards

**WORK ENVIRONMENT:** The work environmental characteristics describe herein are representative of those an employee encounters while performing the essential job functions. Duties are performed in the field and office and require considerable public contact. The incumbent must carry a limited Sheriff's commission which allows incumbent to issue citations and view information from the Criminal Justice Information System.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job functions of the position. The physical activities include the use eye sight to read and interpret County codes and regulations and inspect reported code violation sites. The use of finger dexterity to use and operate a personal computer and related office equipment. The ability to drive to various inspection sites and to meet with department staff and agencies. To communicate effectively both in writing and verbally. The lifting requirement for this position is generally under twenty pounds. The field work requires working in all types of weather conditions.

#### **KNOWLEDGE, SKILL AND ABILITIES**

##### **Knowledge of:**

- County zoning ordinance and related regulations.
- Legal procedures as related to the enforcement of regulations.
- The principles of effective supervision.
- Fire, building, and related codes and ordinances.

**KNOWLEDGE, SKILLS AND ABILITIES (Continued):**

**Skill in:**

- Use and operation of a personal computer and related software programs.

**Ability to:**

- Apply and interpret County ordinances, State statutes, and federal regulations and legislation.
- Research, develop, and implement a broad scope of policies, procedures, and investigation techniques and protocol.
- Effectively assign, evaluate, and supervise professional, technical and administrative staff.
- Administer effective disciplinary action.
- Coordinate a large volume of projects with varying deadlines.
- Interpret, apply and explain County codes, ordinances, regulations and policies.
- Analyze information and make logical and practical recommendations for action.
- Make thorough inspections and ascertain facts through investigations.
- Prepare a variety of records and reports including documentation for Hearing Examiner or court proceedings.
- Operate office equipment such as typewriter, word processor, computer, or calculator.
- Gain cooperation and compliance from building owners, contractors, and the public.
- Effectively communicate with a wide variety of individuals both orally and in writing.
- Deal and work under hazardous and dangerous working conditions and ensure proper health and safety measures are taken.
- Duties are performed in the field and office and require considerable public contact.
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- Physically perform the essential job functions.
- Meet the traveling requirements of the position.

**MINIMUM RECRUITING REQUIREMENTS TO APPLY:**

A four year degree from a college or university with major course work in planning, engineering, public or business administration or related field and three or more years of increasingly responsible experience in planning, zoning enforcement or related field, including one year of supervisory/lead capacity. Additional education or experience may substitute for the recruiting requirement.

**CERTIFICATIONS AND LICENSE REQUIREMENTS:**

Ability to successfully complete all required Pierce County background investigations. Fingerprint and in-depth criminal history check is required. Possession of or the ability to obtain a valid Washington State Driver's license.