

Job Title: Code Enforcement Supervisor

REPORTS TO: CITY MANAGER

LOCATION: CITY HALL

Exempt Status - NO

SUMMARY: Performs a variety of complex duties related to Code Enforcement, Construction, Permits and Floodplain Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages enforcement functions regarding violations and complaints of violations of City codes and ordinances by: inspecting violations and complaints regarding trash, grass, junk vehicles and dilapidated buildings; preparing and evaluating award bids for cleanups, mowing and demolition work; inspecting work of contractors for approval and requisitions for payment; filing charges against violations in Municipal Court when necessary; Presents to City Council projects, etc.; assists employees with inspections when necessary.
- Communicates information to the general public, builders, and property owners by answering complaint calls and providing answers to questions regarding code violations; working with citizens and organizations to correct code violations.
- Manages permitting process for all new construction.
- Contributes during the Subdivision process.
- Participates in the Emergency Management response team.
- Compiles records by preparing necessary documentation for code enforcement activities and other duties as assigned; mailing out letters for high weeds and grass, trash, junk vehicles, bills, liens, etc.; filing and preparing public notices; and preparing bid packages.
- Preserves and enhances the quality of life for the citizens of Vidor, by observing the City's guiding principles.
- Floodplain Administrative duties.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Responsible for the overall direction, coordination, and evaluation of all phases of permit application and issuance. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High School diploma or equivalent required and six (6) months to one-year related experience and/or training preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; subpoenas for court, complaints filed, letters and correspondence, messages, and memos. Ability to write letters, bills and liens to property owners, reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of department heads, vendors, citizens, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to interpret City regulations in respect to building codes and city ordinances. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDES:

Camera, calculator, computer, fax machine, copier, communication equipment such as telephone, mobile phone, and two-way radio.

Proficient knowledge of Microsoft Office and its programs is needed.

WORK ENVIRONMENT:

Climate-controlled office environment. Exposure to extreme weather conditions such as heat, cold, wind, rain; exposure to conditions at locations and litter/trash sites such as dirt, dust, strong odors, caustic substances, and loud noise.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

Valid Texas Driver's License with an acceptable driving record required. Registration with the State of Texas as a Code Enforcement Officer must be obtained within 12 months of services.

INTERPERSONAL:

Must be able to communicate professionally with contractors, the general public, coworkers, department heads, council members and other city employees.