

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CODE ENFORCEMENT SUPERVISOR

PERSONNEL COMMISSION APPROVAL: ~~APRIL 16, 2014~~ JANUARY 9, 2019 (REVISI

COUNCIL APPROVAL: JUNE 16, 2014

JOB CODE: 0125

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

JOB SUMMARY

Under general direction, plans and supervises the work and activities of the Code Enforcement section within the ~~Planning and Building~~Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Director of ~~Planning and Building~~Community Development

Supervises: Senior Code Enforcement Officer, Code Enforcement Officer II, Code Enforcement Officer I, Code Enforcement Technician, other administrative support staff as assigned

DISTINGUISHING CHARACTERISTICS

Differs from Senior Code Enforcement Officer in that Code Enforcement Supervisor is responsible for exercising supervisory authority over staff while the Senior Code Enforcement Officer oversees the work of other code enforcement staff in a lead capacity.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, assigns, and supervises the work of staff responsible for the inspection, investigation, and enforcement of State and City codes and ordinances relating to public nuisances, including but not limited to zoning, building, weeds, and signs
- Establishes schedules and timelines for providing code enforcement services; determines staffing needs for assigned activities and projects and identifies resource needs
- Coordinates work projects and programs with various city officials, department personnel, and other agencies

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- Assists with the development and administration of the section budget; prepares annual CDBG Code Enforcement personnel funding request and quarterly report
- Participates in the development and implementation of goals, objectives, policies and procedures; recommends and implements resulting policies and procedures
- Investigates complaints for compliance with municipal codes; issues notices and orders; issues citations
- Supervises the preparation of code enforcement cases for legal action; provides testimony for administrative hearings, City Council or Planning Commission hearings, and court proceedings
- Participates in and coordinates joint inspections of properties with other agencies and City departments; researches property ownership, zoning, building and parcel histories
- Interprets building and planning project entitlements
- Compiles statistics and prepares periodic reports; prepares and reviews staff reports
- Gives presentations on code enforcement activities to local civic, educational, professional, community and neighborhood groups, the City Council and Planning Commission
- Confers with commercial and residential property owners, developers, contractors, attorneys, homeowner associations, property managers, citizen groups, outside agencies and City staff to interpret codes and resolve problems; responds to public inquiries regarding code enforcement matters
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules and regulations; evaluates performance and assesses discipline as needed
- Stays abreast of code enforcement disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies
- [Travels to offsite locations](#)
- [Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines](#)
- [Reports to work as scheduled; maintains satisfactory attendance record](#)
- [Performs other related duties as required](#)

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the

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knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Federal, state, and local laws, rules and regulations pertaining to municipal code enforcement
- Uniform Building and Housing Codes, California State Administrative Code, and other local, state and federal laws regulating building construction, zoning, housing and occupancy standards
- Local municipal, zoning, sign, housing and property maintenance ordinances and codes
- Principles and practices of municipal planning
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Principles and practices of supervision

Ability to:

- Plan, organize, and monitor the work of code enforcement personnel
- Perform inspections and searches, issue citations, notices and orders
- Read maps, plans, and legal descriptions
- Interpret and explain legislation, zoning, law and policies related to coding enforcement
- Prepare and maintain records and reports of code enforcement activities
- Communicate effectively orally and in writing
- Exercise judgment and creativity in making conclusions and recommendations
- Operate computers
- Meet productivity demands
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site inspections and pursue compliance of violations

Education: High school diploma or equivalent supplemented by one year (30 semester units or equivalent) of college level course work in criminal justice, public administration, planning, engineering and/or other directly related subjects. Bachelor's degree in related field preferred.

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Experience: Five years' experience inspecting, investigating and enforcing municipal or other public jurisdiction laws and ordinances governing residential, commercial and industrial properties, including two years in a lead or supervisory role.

License/Certification: A valid California driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

Penal Code 832 Certification required at time of appointment

Code Enforcement Officer Certification by the California Code Enforcement Officers Association (CACEO) or by the International Code Council/American Association of Code Enforcement (ICC/AACE) required.

Community College Code Enforcement Certificate of Proficiency may be substituted for the required certification.

~~**Certifications/License:** Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment. Must successfully complete the State of California Penal Code 832 training prior to completion of the probationary period.~~

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

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Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis. ~~The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.~~

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[Rev 1/19 jd](#)

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