

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Code Compliance Supervisor
DEPARTMENT: Sustainable Development
FLSA STATUS: Non-Exempt

GENERAL PURPOSE:

Performs supervisory level work in support of the Sustainable Development department. Performs field inspections and administrative work. Position typically supervises a small to mid-size team of employees and typically schedules day-to-day work activities to provide optimum efficiency and productivity. Position requires thorough understanding and wide application of principles, theories, and concepts in assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs responsible senior code compliance review, field inspections and related administrative work
- Handles complex code case issues and assignments
- Meets with property owners and homeowner's association's (HOA's), the general public or civic groups to discuss code issues
- Oversees special magistrate and code fine reduction hearings; reviews all cases with code officers prior to presenting to the board
- Maintains an effective working relationship with staff, City residents, businesses, and other City departments
- Supervises staff, prepares schedules and daily work assignments for employees, and completes employee evaluations
- Performs related work as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in business or related discipline; supplemented a minimum of two (2) years' experience in code enforcement, plan review, and inspections; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver's license, Class E, and current Florida Association of Code Enforcement (F.A.C.E) certification, Levels I, II and III.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of municipal codes, ordinances, and regulations
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to read plans and maps
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date