

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CODE ENFORCEMENT SUPERVISOR

Department: Growth Services
Pay Grade: 112
FLSA Status: Exempt
Job Class: 4032
Risk Code: 9410

JOB SUMMARY

A Code Enforcement Field Supervisor is responsible for coordinating code enforcement officer assignments, schedules, guidance, and training, while working as a Code Enforcement Officer in the field. Under the direction of the Code Enforcement Manager, the responsibilities of a field supervisor involve considerable public contact and require the exercise of tact and courtesy to investigate and resolve complaints. Considerable initiative and independent judgment are necessary for interpreting rules and regulations, and supervising subordinate employees.

ESSENTIAL JOB FUNCTIONS

- Leads, manages, and develops a team of code officers.
- Performs various duties as a Code Enforcement Officer.
- Coordinates workloads and assignments of Code Enforcement Officers.
- Aids Code Enforcement Manager as leadership support.
- Provides comprehensive training to Code Enforcement Officers.
- Critiques work of subordinates for completeness, accuracy, and compliance of departmental objectives.
- May provide public education to individuals or groups.
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- Responds during the work day, after hours, and on weekends for public speaking engagements and supervisory assistance as needed.
- Required to provide support, coordination, and completion of duties in the event of a disaster, severe weather threat, or other declared emergency.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.

- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a moderate-size staff, with no indirect supervision. Includes assigning, directing, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training, evaluating job performance, recommending new staff members, and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent; and four (4) years' of progressively responsible experience in the code enforcement industry, including at least one (1) year of supervisory experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Florida Association of Code Enforcement Fundamentals of Code Enforcement, Administrative Aspects of Code Enforcement, Legal Issues in Code Enforcement, and Officer Safety & Field Applications certifications.
- Code Enforcement Professional certification issued by the Florida Association of Code Enforcement within one (1) year of appointment.
- Certification in proficiency in community noise control.
- FEMA NIMS Incident Command IS-100, IS-200, IS-700, and IS-800 certifications.
- OSHA asbestos contractor/supervisor certification, if investigating abatement projects or supervising a code officer assigned to abatement projects.
- Code Enforcement Certification Levels I, II, and III.
- Notary Public certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of case preparation and reporting procedures pertinent to the judicial and quasi-judicial process.
- Knowledge and understanding of various software programs and equipment used to document possible violations with photographs and written observations.
- Knowledge of Marion County roads and subdivision locations.
- Skilled in utilizing a personal and laptop computer and various job-related application software programs.
- Skill in verbal and written communication.
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems.
- Ability to read, analyze, and interpret officers' reports, codes, ordinances, policies, procedures, rules, regulations, legal documents and governmental regulations.
- Ability to write routine reports and business correspondence.

- Ability to respond to common inquiries or complaints from customers, the general public, regulatory agencies, or members of the business community.
- Ability to effectively present information to groups of managers, the general public, boards, and judges or juries.
- Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume.
- Ability to apply fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply concepts of basic algebra, geometry, and maintain statistics.
- Ability to compile, organize and prioritize daily assignments. Work is characterized by considerable independence and responsibility to exercise initiative and carry all assignments through to completion.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in development of policy, programs, plans, or procedures.
- Ability to study manual work process to determine most effective methods as essential tasks.
- Ability to function independently as an expert in matters of specialized code, rules, and policy with thorough knowledge of Marion County codes, ordinances, policies related to code enforcement and rules of civil/criminal procedures.
- Ability to demonstrate a high degree of accuracy and attention to detail.
- Ability to maintain effective working relationships with other employees, departments, public officials, community groups, and members of the general public.
- Ability to remain calm and professional in stressful situations.
- Ability to provide a positive example for co-workers regarding work ethic, attitude, professional ethics, interpersonal interactions, and mutual respect.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk, hear, and smell. Requires mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word and have close visual acuity.

WORK ENVIRONMENT

Work is performed in a wide variety of indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be required to be exposed loud music or other noises, high precarious places, to fumes or airborne particles and toxic or caustic chemicals, risk of electrical shock, explosives, and domestic animals and wildlife that may pose a threat.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*