

## **CODE ENFORCEMENT MANAGER**

### **DEFINITION**

Under general direction, is responsible for the day-to-day operations of the City's code enforcement operations; oversees, reviews, and performs complex inspections of residential, commercial, and industrial properties and transient businesses to determine compliance with applicable federal, state, and local codes, laws, regulations, and ordinances relating to maintenance of properties and structures and business licensing; initiates enforcement action and issues citations and notices; supervises special projects; provides work direction and lead supervision; and performs other related duties as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is a mid-management position responsible for supervision of planning and conducting investigations to enforce City land use, subdivision, zoning, and health and safety laws, regulations, and ordinances. Incumbents will receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

### **REPORTS TO**

Police Chief, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

Code Enforcement Officer, and other support staff as assigned.

### **ESSENTIAL FUNCTIONS**

Plans, organizes, and carries out investigations for the enforcement of City codes, laws, and regulations regarding land use, zoning, subdivision, health and safety, blight, graffiti, water waste, and related issues; supervises, plans, coordinates, prioritizes, monitors, and participates in the work of assigned code compliance staff; provides motivation and training for assigned personnel; monitors work activities to ensure safe work practices, work quality, and accuracy; assists in the evaluation of job performance; receives public complaints; interacts with the public in potentially volatile situations; resolves disputes regarding code enforcement matters in a tactful and productive manner; completes code violation report forms and takes appropriate follow-up action; develops and maintains database records regarding code violations; researches and reviews City codes and other sources of information; determines the nature and extent of code violations, and works with property owners to resolve problems and obtain compliance; analyzes information and takes appropriate action to resolve problems;

conducts investigations to confirm or deny violations; makes field investigations to ensure compliance with land use and conditional permits; shall make investigations of abandoned and/or inoperable vehicles; prepares correspondence related to investigations and compliance; coordinates investigations with other City departments; performs follow-up inspections to ensure that compliance has been achieved; issues citations to violators; prepares affidavit and inspection warrants; performs title searches on property; prepares written reports to be reviewed by appropriate City legal staff for civil or criminal charges; provides support for legal staff during formal procedures; may testify in court; prepares a variety of reports and records; develops and implements public information programs and education programs to inform citizens of the programs that this division enforces; serves as a technical advisor to City staff and officials, public agencies, and members of the public; operates office equipment and computers; and may also assist in the collection of debts owed to the City including but not limited to utility payments, weed abatement, unpaid fines, and other items. May be required to attend night or weekend meetings.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk in uneven and slippery terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculators, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office, courtroom, and outdoor environments; some exposure to changes in temperature and weather; some exposure to grease, oils, and unusual noise; continuous contact with staff and the public.

**MINIMUM QUALIFICATIONS****Knowledge of:**

- Land use laws, rules, and regulations.
- Legal terminology, forms, and procedures.
- Investigation techniques and procedures.
- Account and fiscal record keeping methods and procedures.
- Principles of identification, preservation, and presentation of evidence.
- Methods and techniques of supervision, training, and motivation.
- Occupational hazards and standard safety practices.

**Ability to:**

- Plan and conduct investigations and enforcement actions for land use laws, codes, regulations, and ordinances.
- Conduct a wide scope of investigations related to assigned areas of responsibility.

- Analyze a variety of information and determine appropriate resolutions to problems and/or enforcement actions.
- Analyze and interpret laws and regulations related to City land use.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare and present evidence in court.
- Prepare clear, concise, and accurate records and reports.
- Effectively represent City land use investigation and enforcement functions with the courts, the public, and other government agencies.
- Plan, organize, train, evaluate, and direct work of assigned staff.
- Establish and maintain cooperative working relationships.
- Effectively deal with angry and uncooperative people.
- Work independently with minimum supervision, and as part of a team.

**Training and Experience:**

- Five (5) years of increasingly responsible code compliance experience including three (3) years of supervisory experience.

**SPECIAL REQUIREMENTS**

- Possession of an intermediate code enforcement academy certification issued by the California Association of Code Enforcement Officers (C.A.C.E.O.), American Association of Code Enforcement Officers (A.A.C.E.), or equivalent organization. Advanced level certification is desirable.

**Education:**

- Graduation from an accredited college or university with a Bachelor's degree in a related field. Education requirement may be substituted with equivalent years of experience.

**License:**

- Possession of a valid California driver's license.

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