



JOB SPECIFICATION
CODE COMPLIANCE SUPERVISOR

Code 17310
Grade GS 54

General Purpose

Under general supervision, supervise and coordinate a code compliance section to patrol, inspect, investigate and enforce designated violations and complaints.

Typical Duties:

Plan, coordinate, assign and review the patrol, inspection, investigation, enforcement and documentation of designated environmental, licensing, zoning, municipal codes, laws and County orders. Involves: Coordinate and assign inspections and surveillance. Conduct prevention, correction, and education related to the illegal dumping of industrial waste, trash, abandoned vehicles, accumulation of trash, weeds, display of unauthorized signs, etc. on commercial, industrial, construction, business or residential properties; site assessments of food establishments, plan review, food safety presentation, Food Handler courses and Protection Management courses. Conduct site assessments, routine, re-inspections and follow-up inspections on food establishment. Patrol all areas of the city, respond to and investigate complaints, and conduct random sampling to ensure compliance with established health, safety and environmental standards and regulations and collect food and water samples for testing purposes to appropriate laboratories of violations noted. Issue corrective action notices, cease and desist orders, or citations for violations. Testify in court presenting evidence of violations. Meet with citizens and violators to provide training and information on ways to prevent, correct or comply with code ordinances, laws, County orders, environmental regulations, health and safety standards. Investigate alleged food borne outbreaks, obtain case histories, and conduct food establishment investigation and employee interviews. Obtain voluntary closure, permit suspension or permit revocation of food establishments. Conduct investigation of illegal food operation, fire or disaster events involving food, plan review of food establishments, coordinate and lead illegal vendor sweeps and special events. Conduct quality assurance inspections, standardization inspections and inspection audits of food establishments.

Complete administrative functions. Involves: Maintain and update automated record keeping and files. Provide accurate documentation and tracking of violations, inspections, and section activities. Review and monitor section budget for availability of funds for vehicle maintenance and repair, office supplies, and radio communication repair and maintenance. Research, recommend, develop and implement work procedures. Research and recommend revisions to existing ordinances and codes. Recommend additional ordinances related to issues not currently addressed under city codes and ordinances. Implement ongoing monitoring programs to prevent or correct illegal dumping of waste into the city's wastewater system. Maintain ongoing random inspections and test sampling. Update and maintain calendar and meeting schedule. Prepare productivity charts, compile reports and employee schedules. Consult with other governmental agencies as necessary.

Supervise and assist assigned personnel. Involves: Schedule, assign, guide and check work. Prioritize and coordinate unit activities. Appraises employee performance. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend staffing, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of the principles, practices and methods investigation and enforcement of federal, state and City codes, ordinances and County orders.
- Application of comprehensive knowledge of federal, state and local regulations and professional standards related to sampling of waste products that could impact the health and safety of residents.
- Application of good knowledge of administrative and supervisory practices and procedures.



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- Application of good knowledge of public speaking and public relations methods to persuade or mediate issues.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications.
- Interpretation of laws, rules, regulations ordinances and County orders specific to a variety of health, safety, environmental or nuisance prevention codes and regulations.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with investigation, evidence gathering and preservation, and enforcement of regulatory, environmental, health and safety ordinances, County orders and standards.
- Clear, concise oral and written communication to present technical instruction and direction to code compliance inspectors, commercial, industrial and private property owners.
- Application and use of random sampling equipment and measurement instruments; and computerized field data collection devices.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.

Other Job Characteristics

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during on-site investigations, inspections, or waste sampling.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Regular driving through City traffic.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and two (2) years of experience in code compliance inspection and enforcement or two (2) years of experience directly related to food handling operations and one (1) year of supervisory experience.

Licenses and Certificates: Some positions will require a Code certification as a housing, zoning or environmental enforcement officer by the Code Enforcement Association of Texas or equivalent state or federal agency required by time of appointment. Texas Class "C" Driver's License or equivalent from another state.