



EMPLOYMENT OPPORTUNITY

Code Enforcement Supervisor

Salary: \$33.23 - \$46.96 Hourly
Job Type: Full-Time
Department: Municipal Services - Code Enforcement
Benefits: Benefits Eligible

The Position

Under general direction, plans, schedules, organizes, supervises, reviews, and evaluates the activities of the Code Enforcement function; recommends and implements specific departmental operational programs; provides complex administrative support to the Director of Municipal Services; and performs related work as required.

Job Functions

- Assists in management, development, and implementation of goals, objectives, policies, and priorities for the Department; recommends within departmental policy, appropriate service and staffing levels.
- Plans, manages, and oversees the daily functions, operations, and activities of the Code Enforcement function.
- Recommends and standardizes procedures and methods to improve the efficiency and effectiveness of code enforcement services and programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, available resources, materials, equipment, and supplies.
- Assists in coordinating the work plan for the assigned staff; meets with staff to identify and resolve problems; ensures coverage of staff for all shifts and assignments; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates service delivery, methods, and procedures; makes recommendations for improvement and ensures maximum effective service provision.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Patrols areas within the Town and enforces municipal codes and state ordinances, codes, and regulations; investigates reports of non-compliance and improperly permitted construction; secures investigation sites; prepares and issues notices of violation; removes abandoned dump sites, abandoned or inoperable vehicles, graffiti, illegal signage, and road hazards; inspects apartments; takes other appropriate actions.
- Communicates with the public and explains municipal codes, developmental codes, and health and safety codes, and associated violations; ensures violations are resolved in a timely manner; conducts follow-up inspections, and prepares notices to vacate, if necessary.
- Maintains detailed documentation of any violations, including photographs, location, contact information, description of violation, abatement period, conversations, and evidence.
- Prepares specialized reports and maintains records, logs, and files of activities related to code enforcement inspections and activities; prepares cases and complaints for court action.
- Reviews and updates local codes and assists in making interpretations and decision concerning technical problems related to code violations; recommends code revisions to achieve practical and equitable regulations.
- Issues parking and misdemeanor court citations; participates in court hearing procedures regarding citations; provides testimony at administrative hearings.
- Writes abatement and inspection warrants for supervisor and judge review; directs and oversees contractors during warrant abatement to ensure compliance with proper procedures.
- Ensures completion of appropriate paperwork and forms for legal action, including complaint forms, notices of violation, case dispositions, extension forms, notices to abate, citations, warrants, and other documentation.
- Responds to calls from citizens, Town Council, management, and other departments; investigates complaints involving code violations.
- Works with other departments to ensure compliance with municipal codes and issuance of permits and licenses.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding municipal code enforcement; and answers the most complex questions.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required: Minimum of an Associate's degree in business, public administration, or related field and five (5) years of experience in the enforcement and communication codes, ordinances, and regulations, including two (2) years of supervisory experience. Bachelor's degree from an accredited four-year college or university with major coursework in business, public administration, or a related field is preferred.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Certification:

- California POST PC 832 and California Association of Code Enforcement Certified Code Enforcement Officer certifications are required within six months following employment.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Friday, February 24th, 2023, at 4:30pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.