



Code Enforcement Supervisor

Job Specification
Classification: Competitive
Series: Code Enforcement
Level: 3 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Code Enforcement series and is responsible for overseeing, assigning, and evaluating the daily operations of the code enforcement personnel. Responsibilities include interpreting zoning and building regulations; reviewing construction plans; preparing and administering the department and project budget; and supervising the daily operations by assigning and reviewing projects.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing and assigning work; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Reviews, evaluates, and determines compliance of building plans as related to state building codes and City zoning ordinances; assists designer or subordinate staff in modifying plans to meet requirements, and offers guidance throughout project.
- Determines qualification of structures as “unsafe,” and arranged for condemnation or remediation needed for rehabilitation.
- Directs and participates in the preparation of departmental budget, financial reports, and operational budgets; monitors revenues and expenditures.
- Develops, implements, and evaluates departmental programs, procedures, strategies and goals for building code compliance, zoning regulations, and issuing building permits; maintains, updates, and ensures procedural compliance for programs.
- Responds to and resolves citizen and professional complaints regarding code issues, including approval and interpretation of zoning or code compliance, or building maintenance problems; issues permits as appropriate.
- Prepares and approves status reports for management, councils, commissions, or boards; responds to questions related to departmental procedures and guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory principles;
- Budgetary practices and principles;
- Department operations and functions;
- Federal, state, and local property codes, ordinances, regulations, and laws;
- Various computer applications and related software;
- Construction materials and practices as they relate to code enforcement or project remediation;
- Architectural and engineering principles as they relate to understanding building plans and project designs;
- Customer service principles when assisting clients, other city staff, and the public.

Ability to:

- Monitor work and provide direction;
- Prioritize and assign work;
- Use a computer and related software applications;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Read and understand zoning maps and charts;
- Answer questions related to zoning and building codes and regulations;
- Perform field inspections and determine when building is considered “unsafe”;
- Evaluate plans and offer technical advice to ensure compliance with codes;
- Analyzing and developing policies and procedures;
- Apply and explain federal, state, and local property codes, ordinances, regulations, and laws;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Resolve conflict;
- Prepare and administer budgets;
- Communicate clearly, using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree or higher in mechanical or construction technology or related course and 5 years of varied experience in the building construction field 2 of which must have included NYS Code Enforcement; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 8 years of varied experience in the building construction field 3 of which must have included NYS Code Enforcement.

Licensing requirements: Current NYS driver’s license appropriate for the vehicles to be operated.

SPECIAL NECESSARY REQUIREMENT:

Candidate must possess a certification of competency from the Examining Board of Plumbers at time of appointment and must maintain certification for continued employment.

This requirement is imposed by Article 4 of the New York General City Law, which requires a plumbing inspector to obtain a certificate of competency from a city’s examining board of plumbers. Pursuant to the Bylaws of the City of Watertown’s Examining Board, no person shall be qualified for such a certificate unless that person shall take the Board examination and participate in the Board’s practical testing. To do so, the applicant must prove, to the Board’s satisfaction, qualifications stemming from several years of work and experience in the trade, business, or calling of plumbing.

Classification history:

Revised: 3/20/2012; 5/22/18