



CITY OF HAWTHORNE
PLANNING DEPARTMENT
CODE ENFORCEMENT SUPERVISOR
Classification Specification
(Classified)

JOB SUMMARY

The Code Enforcement Supervisor works under the general guidance and direction of the Director of Planning or their designee. Under general supervision, the Code Enforcement Supervisor is responsible for conducting and supervising staff engaged in municipal code enforcement activities involving land use, building, vehicle and other municipal activities that require enforcement. This position is a working supervisor position that will be expected to both supervise subordinate staff and carry out similar duties performed by staff. In addition, the position may lead or assist in Community Emergency Response Team (CERT) activities, including supervising volunteer staff, and performs other related work as required.

SUPERVISION RECEIVED

The Code Enforcement Supervisor works under the general guidance and direction of the Director of Planning or their designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Code Enforcement Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Plans, coordinates, schedules, assigns and reviews the work of a diverse staff engaged in investigation and enforcement activities.
- Prepares work performance evaluations, and participates in hiring and disciplinary decisions.
- Determines staff training needs.
- Supervises field service activities for the Code Enforcement Division.
- Prioritizes complaints from various sources regarding possible violations.
- Reviews activity and field reports prepared by subordinates, and determines compliance or non-compliance with the laws and ordinances.
- Participates in the development of policies and procedures for the division.
- Makes recommendations regarding budget expenditures, including staffing and equipment needs.
- Serves as a resource to staff, advising and instructing on the more complex investigations.
- Interprets policies, codes, ordinances and regulations to staff.
- Ensures compliance with legal mandates.
- Performs the most difficult investigations, and handles the more sensitive public inquiries.
- Cooperates with local officials on specialized problems and investigations of violations.
- Maintains inspection records, and compiles workload statistics.
- Reviews correspondence, and prepares responses to inquiries and referrals from County officials.
- Coordinates enforcement activities with other county organizations, local agencies, or community groups; interprets and explains to the public and other agencies various provisions of the ordinances, codes and laws.
- Represents the City at administrative hearings.
- Performs the duties of subordinate code enforcement staff as needed.

- Provides vacation and temporary relief as required.
- Performs other related job duties as necessary.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from an accredited four-year college or university with a Bachelor's degree in public policy and/or administration, political science, or closely related field.
- Four (4) years of professional experience in enforcing, investigating, and interpreting code and ordinance violations related to land use, building single/family residential and commercial structures, vehicle code, zoning, and public nuisance abatement.
- One (1) year of experience as a senior/lead Code Enforcement Officer for a California public agency.

Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Must hold a current and good standing Certified Code Enforcement Officer certificate at the time of the appointment.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques.
- Knowledge of Federal, state, and City codes, laws, statutes, and ordinances.
- Knowledge of principles and practices of enforcement, investigation and inspection of code violations.
- Knowledge of interviewing principles, techniques and methods.
- Knowledge of community relations principles and techniques.
- Knowledge of regulations and requirements for documentation of court evidence.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of laws of search and seizure, arrest procedures and the rules of evidence.
- Knowledge of computers, and specialized software applications.
- Knowledge of record keeping and file maintenance principles and procedures.
- Ability to interpret and apply rules and regulations, and City codes, policies and procedures.
- Ability to conduct investigations, maintain accurate records and prepare reports.
- Ability to make independent decisions while working in the field, analyze situations accurately, and follow established procedures.
- Ability to handle stressful situations and obtain information from people who are reluctant to cooperate.
- Ability to effectively resolve customer service issues according to policies and procedures.
- Ability to maintain accurate records and prepare clear and concise reports.

- Ability to coordinate, prioritize and assign work.
- Ability to establish and maintain cooperative working relationships with co-workers and the public.
- Ability to make effective verbal and written communication.
- Ability to work a flexible schedule to accommodate City needs; may be required to work after hours, holidays and weekends as needed.

PHYSICAL DEMANDS

While performing the duties of this class, the employee is frequently required to sit, stand, and walk, and regularly operate a motor vehicle. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing up to 50 pounds. During inspections, the employee inspects commercial and residential sites, walks on uneven terrain, climbs ladders and stairs and accesses temporary or construction access points. Sensory demands include the ability to see, talk, and hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

The employee constantly works in both office and field settings. In the office, the employee works in controlled temperature conditions. In the field, the employee is exposed to traffic and motor vehicle fumes, mechanical and/or electrical hazards, construction noise, and potentially hazardous physical substances. When performing inspections, the employee drives to specified locations and may work at various heights above ground to conduct roof and attic inspections and may also work in confined spaces. Noise levels are moderately loud when outdoors. The employee may interact with upset owners, contractors, developers, and other parties in interpreting and enforcing departmental policies and procedures. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: February 2022
CSC Approved: February 17, 2022