



<b>Job Title</b>	<b>Code Enforcement Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>15017</b>

## Class Specification – Code Enforcement Supervisor

### **Summary Statement:**

The purpose of this position is supervise the enforcement of housing, sanitation, land use, zoning, property maintenance, and other codes and ordinances of the City of Colorado Springs. Supervisors evaluate and schedule subordinates; review and recommend code and ordinance changes; and work with other City departments and stakeholders to effect neighborhood improvement. Code Enforcement Supervisors work extensively with the public and must have the ability to analyze and make determinations in the most complex/technical cases. Supervisors must have the ability to effectively convey positive and negative information to subordinates, residents, elected officials, and stakeholders in person or in group presentations, by phone, and via email.

### **Essential Functions**

Note: Regular and predictable attendance in the performance of this job is an essential function.

### **Time %** (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

40%

Investigate property and personnel complaints. Authorize abatement, billings, and lien filings. Review and approve offense reports and criminal summonses. Discuss cases with stakeholders and/or legal representatives. Testify in court on behalf of the City. Respond to public inquiries and give media statements/interviews. Provide enforcement of housing ordinances, sanitation ordinance, land use and zoning ordinances, and property maintenance ordinance. Respond to citizen complaints; requests from the Mayor's office, City Council Members, other City departments, media and neighborhood organizations. Propose, draft, and present new ordinances; and authorize violation cleanups, billing, and lien process or properties that are abated by the City.

40%

Supervise, train, and mentor subordinates, scheduling, evaluating, and training officers, personnel, crews and volunteers. Approve timesheets; conduct evaluations; investigate citizen complaints; provide assistance to officers in the field, answer questions and provide technical assistance. Research ordinances; conduct team meetings; implement goals and objectives, correct deficiencies, and implement discipline processes. Assure that uniforms and equipment are maintained.



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20%	Perform administrative duties by answering calls; opening cases to document complaints; review and enter online complaints; monitor office time; authorize time and labor entries; assist citizens; provide information to media; approve cleanup up requests from officers, approve billing of cleanup fees; file liens against property if invoices are not paid; complete monthly reports and community development block grant reports; and work with City Attorney regarding prosecution of violators and probation processes.
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<b>Competencies Required:</b>	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Five years of full-time responsible code enforcement, law enforcement, technical inspection experience and one year supervisory responsibility.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:**

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.



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<b>Environmental Conditions:</b>	<b>Frequency</b>
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Rarely
Respiratory Hazards	Rarely
Noise and Vibrations	Rarely
Physical Hazards	Rarely
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Noise meter, thermometer, camera, light meter, tape measure, fax, calculator, telephone, knife, wire cutters, hammer, loppers, mace, police radio, laptop and desk top computer, and printer.

**Specialized Computer Equipment and Software:** Microsoft Office, Mobile Field Reporting, and LERMS.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014