



## City of Irving Job Description

### Code Enforcement Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Code Enforcement
<b>Job Code:</b>	05111	<b>Reports To (Job Title):</b>	Code Enforcement Manager or Director

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#### **PURPOSE**

To support and enhance the living environment for the citizens of Irving through public education, community service and code enforcement.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Respond to inquiries, Open Records requests, and complaints on code related issues from citizens, property owners, contractors, engineers, architects, and other City departments.
- Supervise assigned staff members of a Code Enforcement division, which includes organizing, monitoring, and evaluating work and participating in interviewing and hiring decisions.
- Perform quality control assessments on customer service, professionalism, and staff member satisfaction.
- Conduct training classes to ensure accurate, consistent, and fair code enforcement.
- Establish policies and procedures.
- Represent the unit at external meetings.
- Develop and monitor plans and budgets for unit.
- Assist in development of code updates and provides them to the public through website and other City-wide information delivery mechanisms.
- Review plans for code compliance and advises engineers, architects, design professionals, and contractors on code related design issues.
- Oversee maintenance of accurate written records of inspections made and complaints investigated.
- Prepare notifications, reports, and other documents.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- As assigned, supervise cross-functional teams in coordination with special projects, as well as, serve as a liaison to inter-departmental teams and/or committees.
- Oversee community service program.
- Conduct and oversee housing inspections.
- Respond to emergency after hours calls involving multifamily structural fires and building damage, major sewer overflows, and absent essential utilities.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2-10 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Assists in development and monitoring of budget for a Code Enforcement division.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to an Associate's degree from an accredited college or university with major course work in a closely related field

### **EXPERIENCE**

- Three (3) years of related experience, including one (1) year of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license
- Valid Texas Department of Health Code Enforcement Officer's License
- International Property Maintenance & Housing Certification  
*(If Assigned to Housing Inspections)*
- ICC Zoning Certification  
*(If Assigned to Property Code Inspections)*

### **KNOWLEDGE OF**

- Municipal Property Code Enforcement: Laws, standards, and procedures for bringing and keeping properties into compliance with City applicable property codes.
- Housing, Electrical, Plumbing and Mechanical inspections: Codes, practices, and methods, use of building plans and blueprints.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Basic and Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Software and Systems: Current word processing, presentation, spreadsheet, and database programs used by the City, administrative and clerical systems, filing and records management, and other office procedures and terminology.

## **SKILLS AND ABILITIES IN**

- **Active Learning:** Working with new material or information to grasp its implications.
- **Accuracy:** Paying attention to detail in dealing with numbers, words, and ideas.
- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Cooperation:** Establishing and maintaining positive working relationships with those contacted in the course of work.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

Substantive interaction may be necessary with the following individuals and groups: the City Building Official if substandard conditions exist at a property and decision is to be made on proceedings for compliance; the City Attorney if property is in lawsuit or litigation due to substandard conditions; an Information Technology Specialist for support, maintenance, troubleshooting and installing database systems. Provide end users with training; the Police if hostile environment exists at property.

May also require support if resident or employee at a Multifamily property has questionable background and would disqualify from either living or working at property; members of the Fire Department if structure is damaged or affected by fire; and, residents and commercial property owners when investigating complaint/concern, conducting inspection, audit and assessment of property.

## **EQUIPMENT AND PROPERTY**

The employee in this position may utilize the following: a city vehicle, personal computer, camera, cell phone, personal safety equipment (hard hat, gloves, safety glasses), and various field equipment (flash light, hammer, staple gun, measuring device).

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, and/or smell. Frequently, s/he is required to drive a vehicle, stand, talk, walk, climb, and/or kneel. Occasionally, s/he is required to balance, grasp, handle, feel, and/or sit. In rare instances, s/he must carry; lift up to 25 pounds, pull, push, reach, and/or run.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to extreme vibration, confining work spaces, dirty environments, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, improper illumination, moving mechanical parts, noise, toxic or caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

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

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.