

BDRS CODE ENFORCEMENT SUPERVISOR

Job Code	Pay Grade
10186	CL18

Nature of Work

This is specialized technical work supervising the investigation and enforcement of codes and ordinances dealing with the natural and urban jurisdiction. Employees in this class provide supervision, technical advice, and assistance to a subordinate staff of Code Enforcement Officers involved in field investigation and regulatory code compliance and enforcement work. Work is performed with considerable independence within established policies and work procedures. The position reports to a senior management official, division director, or designee.

Minimum Qualification Requirements

- 7 years experience in regulatory compliance and enforcement, law enforcement, or a related field that includes lead worker, supervision or supervisory training; or
- Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns, reviews and coordinates the daily activities of assigned officers; plans and conducts new hire training.
- Reviews plans and specifications submitted for permits and ensures compliance with existing codes and standards.
- Assists in updating and revising various codes and ordinances.
- Coordinates the preparation of evidence for prosecution of code violators and represents the county at court hearings.
- Handles difficult inspection complaints over the telephone and in person and advises permit applicants in preparing or modifying plans or specifications as required for compliance.
- Provides technical advice and information relative to the investigation and enforcement of applicable codes and ordinances.
- Performs field inspections and prepares and maintains technical records and reports.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of various public codes, ordinances and procedures.
- Knowledge of methods and practices involved in noise ordinances and other related ordinances and regulations.
- Knowledge and skill in effective public relations.
- Ability to read and interpret building diagrams, plans and blueprints and recognize deviations from approved plans in the field.
- Ability to supervise the maintenance of records; prepare and submit reports.
- Ability to apply computer applications and software.
- Ability to train and supervise subordinate technical personnel.
- Ability to work effectively with municipal courts, agencies and the public in codes enforcement.

For official use only

Revised	EEOC Code	Overtime Code
12/11	Technicians	Classified/Excluded