



CLASSIFICATION NO. 895

Established: 1/17

Revised: 8/20

FLSA: Exempt

EEO: 2

CODE ENFORCEMENT SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, direct, and supervise the assigned staff in the function of ensuring public compliance in accordance with code enforcement ordinances, codes, rules, and regulations; to manage the review and development of ordinances; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Code Enforcement section within the Department of Transportation and Development (DTD) supports a safe and healthy community for all residents by working to prevent, detect, investigate, resolve and take enforcement action on violations of statutes or ordinances related to public health, safety and welfare, business activities, building standards, land-use and neighborhood livability. DTD provides services to County residents through the Business and Administrative Services, Building Codes, Land Use Planning, Road Maintenance, Development Agency, Transportation Engineering, County Surveyor, and Dog Services divisions.

The Code Enforcement Supervisor classification is primarily oriented to supervising the code enforcement section and programs, including collections, by ensuring public compliance with County ordinances and State codes, rules, and regulations in accordance with the Code Enforcement operational policies, procedures, and priorities of the Board of County Commissioners. Codes and ordinances are related to State of Oregon Building Codes, Department of Environmental Quality rules, County codes, and regulations in building, plumbing, electrical, mechanical codes, solid waste ordinance, dangerous building codes, subsurface sewage disposal, grading ordinances, road use, zoning, development ordinance, as well as other ordinances and codes.

The Code Enforcement Supervisor reports to the Building Codes Administrator who is responsible for directing and managing the Building Codes Division and reports to the Assistant Director of DTD. The Code Enforcement Supervisor differs from other supervisors within DTD by its focus within Code Enforcement related function activities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Manages the day-to-day operations of the enforcement program and resolution of code and ordinance violations related to the State of Oregon Building Codes, DEQ rules, County codes and regulations in building, plumbing, electrical, mechanical codes, solid waste ordinance, dangerous building code, subsurface sewage disposal, grading ordinance, road use, zoning and development ordinance and others.

2. Develops, plans, coordinates, and implements the goals and objectives of the code enforcement program; ensures program meets code enforcement operational policies and follows enforcement priorities; oversees the preparation, development and implementation of County ordinances; coordinates development of policies with other divisions; prepares and revises procedures, rules, and manuals; analyzes related, pending, and proposed legislation, administrative rules, regulatory requirements, etc., that significantly impact division operations and services; facilitates citizen involvement; ensures code enforcement ordinances and policies comply with statutes and procedures; assists with the implementation of strategic plans and performance measures.
3. Oversees complaint investigations to determine violations; receives, investigates, and responds to code complaints and inquiries from user agencies and the public regarding code enforcement services; works with agencies on code enforcement issues; reviews documentation and correspondence on uncooperative violators and may conduct on-site investigations; issues citations, makes determinations on variances and waivers; troubleshoots and resolves issues with user agencies and the public.
4. Reconciles disputes between assigned staff and public; assists in resolving more complex questions and concerns; monitors and reviews customer service levels to help determine and meet goals; develops customer service policies and procedures; assists County legal staff in preparing documentation for hearings or trials for code violations; negotiates stipulated judgments for County Counsel; testifies in court on behalf of Clackamas County.
5. Hires, supervises, trains, disciplines and evaluates professional staff to provide quality services to citizens and County staff; assigns works, recommends and administers progressive discipline; prepares performance evaluations; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
6. Assists in the administration of program budget; monitors revenues and expenditures; develops recommendations for budgetary control and cost saving measures with respect to code enforcement services.
7. Works cooperatively with the Board of County Commissioners and their staff, affected County departments and divisions and a variety of stakeholders to develop and implement board direction and code enforcement policies.
8. Oversees collection agency processes and procedures; coordinates authorization to go to litigation on past due accounts and responds to collection agency requests.
9. Authorizes payment agreements and reduction of fines and fees for Planning, Building, Septic, and Sustainability case files.
10. Provides direction to staff on complex or technical or procedural issues; makes or reviews decisions on difficult case problems; may assist in and carry a case load of sensitive and complex cases including building code, land use, and solid waste violations, amongst others in complex, sensitive and/or confidential cases.

REQUIRED KNOWLEDGE AND SKILLS

Through knowledge of: Compliance methods and inspection techniques; Laws, rules, ordinances, and codes pertaining to land use, right-of-way, motor vehicles, building, subsurface sewage disposal, solid waste management, nuisance abatement, excavation, grading, and erosion control practices; land use planning principles and practices; principles and techniques of legal writing, hearings procedures, and rules of evidence; principles and techniques of negotiation; County field inspection and investigative procedures and practices; County permit process and zoning regulations.

Working Knowledge of: Personnel management principles and practices; participative management theories; public relations and public speaking techniques; rules of evidence and judicial procedures in compliance hearings and County, State, and Federal Courts; basic mathematics; English grammar and composition.

Skill to: Supervise the work of assigned staff; communicate effectively both orally and in writing; prepare and deliver oral presentations; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; hire, train, evaluate, and discipline personnel; respond to changes desired by citizens and County staff; effective time management; and organizational leadership and mentoring; work toward collaborative and creative problem solving involving sensitive situations and issues; interpret and apply pertinent laws and regulations; negotiate with violators for reasonable compliance within the law.

WORKING CONDITIONS

Duties in the field require walking, squatting, twisting, balancing, and involve exposure to inclement weather, dust, noise, variety of waste including human and animal, and slippery and/or uneven surfaces. Duties may also on occasion involve working at heights on ladders while in the field.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an

acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.