

**The City of La Quinta
CLASS SPECIFICATION
Code Administration Supervisor**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Code Administration	B32	Non-exempt

CLASS SUMMARY:

This class is the third level in a four-level Code Administration series. Incumbents may oversee code enforcement, animal control and/or building inspection staff.

DISTINGUISHING CHARACTERISTICS:

Positions at this level perform advanced journey-level and first-line supervisory responsibilities that may include conducting quality assurance studies; resolving problems and complaints; attending hearings; performing plan check activities; and enforcing municipal codes related to property maintenance, building, zoning, health, animal control and safety. Incumbents may supervise other code administration staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe work environment; and making hiring, termination and disciplinary recommendations.

Reviews building and construction permits and plans and/or investigates complaints for conformance to federal, state and local codes, laws and ordinances.

Monitors inspection, plan review and/or code enforcement activities of staff and contractors.

Issues notices of non-compliance, citations, abatements and/or violations.

Confers with developers, consultants, superintendents and property owners regarding inspection findings and/or code violations and required changes; negotiates resolutions.

Coordinates with other City departments to obtain final approvals, clarifications, status of the job or requirements relating to construction in progress.

Performs code research.

Maintains logs to track project status; prepares/reviews technical reports.

Ensures safety procedures are followed.

Responds to citizen inquiries; provides information.

Performs other duties of a similar nature and level as assigned.

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POSITION SPECIFIC RESPONSIBILITIES:

Positions assigned to **Plans Examiner/Building Inspection Supervisor** functions may also be responsible for:

- Investigating complaints and potential violations of building codes and/or hazards;
- Performing plan check activities: reviews building and construction plans and associated documents for compliance with adopted building, mechanical, electrical, plumbing, green and energy codes, health and safety codes, business and professions codes, zoning codes, and other applicable laws and ordinances;
- Providing technical resource to other Code Administration staff as required;
- Calculating construction valuation and building permit fees; and
- Serving as back up and informational resource for inspections, public counter support and issuing building permits.

Positions assigned to **Animal Control/Code Enforcement Supervisor** functions may also be responsible for:

- Conducting follow up investigations to ensure compliance;
- Preparing legal notices of code enforcement procedures; and
- Representing the City in municipal court actions related to code compliance.

Positions assigned to **Permit Operations Supervisor** functions may also be responsible for:

- Organizing, supervising and participating with City staff engaged in the processing and coordinating of applications and drawings for construction permits;
- Planning, supervising and coordinating assigned general administrative activities including permitting systems implementation and administration, records management, contract administration, and personnel administration;
- Identifying, tracking and forecasting development and land use trends;
- Designing and conducting a variety of complex and responsible administrative studies, statistical analyses and projects; and
- Researching, analyzing and interpreting social, economic, and population data and trends and establishing and maintaining comprehensive databases, preparing reports of findings.

TRAINING AND EXPERIENCE:

High School Diploma or GED and four (4) years of experience related to area of assignment.

Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Class C California Driver's License.
- Plan Examiner Certification or attainment of PC 832 is required for some assignments.

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- **KNOWLEDGE OF:**
- Applicable local, state and federal laws, rules and regulations;
- Procedures involved in the enforcement of codes and local ordinances;
- Organizational structure of the city and city services as they relate to inspection, plan review and code compliance;
- Negotiation and conflict resolution;
- Safety standards;
- Supervisory principles;
- City maps, location of streets and all areas around the City;
- Record-keeping techniques;
- Technical report writing techniques;
- Modern office procedures;
- Modern office equipment; and
- Principles of customer service.
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- Positions assigned to **Plans Examiner/Building Inspection** functions may also require knowledge of:
 - All types of building construction materials and methods;
 - Accepted building construction safety standards; and
 - Principles of building inspection.
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- Positions assigned to **Animal Control/Code Enforcement** functions may also require knowledge of:
 - Principles of code enforcement; and
 - Equipment and tools related to animal control such as a tranquilizer gun, humane control devices, traps and mobile radios.
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- Positions assigned to **Permit Operations Supervisor** functions may also require knowledge of:
 - Analyzing administrative problems, evaluating alternatives, and making creative recommendations;
 - Participating in development, implementation and administration of goals, objectives, and procedures for providing effective and efficient services; and
 - Personal computer operation, software applications including in-depth knowledge of current permit application software.

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SKILL IN:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Tact and diplomacy;
- Remaining calm and professional when dealing with difficult customers or situations;
- Exercising independent judgment in non-routine situations;
- Reading maps and/or plans;
- Basic mathematical computations;
- Operating testing, measuring and other inspection equipment;
- Impartially investigating and evaluating complaints;
- Preparing citations, logs, records, and reports;
- Applying local, state and federal laws, rules and regulations;
- Operating modern office equipment;
- Operating a computer and relevant software applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services (DT)
Date: (1/2014)
Revised by City of La Quinta (7/2014)