



**City of Venice, Florida
Job Announcement No. 1801**

Classification Title: Code Enforcement Supervisor

Department: Planning & Zoning

Pay Grade: (Non-Bargaining) 505

FLSA Status: Exempt

General Statement of Job

Coordinates and supervises the activities of code enforcement staff at the City of Venice to ensure compliance with all applicable Federal, State and City (local) codes and ordinances.

City Expectations:

All City of Venice employees are expected to demonstrate **PRIDE** in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Oversees and participates in code enforcement operations in compliance with all applicable Federal, State and City (local) codes and ordinances.
2. Plans, organizes, supervises and monitors all activities, personnel and systems/equipment assigned to the code enforcement function, including staff development.
3. Investigates, prepares and presents violation cases to the Code Enforcement Board.
4. Makes informative presentations to public groups and community organizations on code enforcement.
5. Explains code/ordinance violations and requirements to property owners and/or occupants of residential and commercial properties.
6. Responsible for staying current with all applicable codes, standards and licenses.
7. Recommends hiring, transfer, suspension, promotion, discharge, discipline and evaluation of employees in assigned area of responsibility.

Responsibilities:

Responsible for the efficient and effective administration of code enforcement services to assure the safety and general welfare of residents and visitors. Responsible in work to the Community Development Director.

Minimum Education and Training

High school graduate or equivalent with five (5) years' experience as a code enforcement inspector. Must possess or be able to obtain a Code Enforcement License Level II and Level III within one year from date of hire. Experience and demonstrated ability in supervision required.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of the standard practices and procedures used in code enforcement operations. Capable of interpreting and objectively enforcing applicable codes and ordinances. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Possess excellent listening, speaking and communication skills; understand and follow applicable federal, state and local regulations; maintain records, and prepare reports legibly and accurately. Knowledge of occupational hazards and safety precautions connected with this type of work. Ability to establish and maintain effective working relationships with subordinates, supervisors, regulatory agency representatives and the general public. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with AS400/Sungard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Planning & Zoning Department.

Physical Requirements:

Ability to sit, stand, walk, climb, bend, stoop, and lift. Ability to walk on rough ground (sand, woods, overgrown areas) and work both indoors and outdoors in all kinds of weather and for prolonged periods of time. Must be able to work under the stress of multiple priorities and deadlines, as well as occasional emergency situations. Must have good eyesight and hearing with or without aides. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is performed in an office environment with some travel to various meeting sites. Frequent outside field work is required in all kinds of weather. Must be able to work under the stress of multiple priorities and deadlines. May be required to cover for vacant code enforcement staff on an as needed basis. Must be able to work weekends as required. Must be available for emergencies beyond regular operating hours if required.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

PLEASE NOTE: Any interested applicant must make written application (online at www.venicegov.com or in person) to the Administrative Department.

This posting is open UNTIL FILLED.

SALARY RANGE: \$47,483 - \$75,973 ANNUAL
 Non-bargaining grade 505
 This position is classified 'at-will'

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

The City of Venice is an Equal Opportunity Employer

