



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Code Compliance	BAND/LEVEL:	MGT II
DEPARTMENT:	Planning & Development Services	JOB NO:	3750
DIVISION:	Community Services	DATE:	02/19/2018
REPORTS TO:	Manager, Community Services	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	605
REPLACES:	Supervisor, Code Compliance	LAST REVISED DATE:	03/25/2012

JOB SUMMARY STATEMENT: Supervises a team of Code Compliance officers who are responsible for the enforcement of the International Property Maintenance Code and other Municipal Codes and regulations such as, rental licensing, zoning, public nuisance, food service establishments, pools and spas, other health and environmental matters. Develops and coordinates educational programs for citizens and training programs for staff regarding code enforcement policies and procedures. Investigates and secures code compliance requirements for cases with special circumstances. Routinely interacts with members of the public, and city officials including Governing Body members. Oversees enforcement actions which may require a coordinated effort with other city departments, (i.e. City Manager's Office, Law, Prosecutor's Office, Courts, Police, Fire, Park Services, and Public Works). Provides professional assistance to the Manager of Community Services as needed, including but not limited to, policy and procedure development, and assessment of operations. May serve as Acting Manager, Community Services in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Supervises a team of Code Compliance officers with responsibility for interpretation and enforcement of regulations dealing with property maintenance (interior and exterior), rental licensing zoning, public nuisance, food service establishments, pools and spas (public and semipublic), and various other Municipal Code requirements to ensure public health, safety and welfare. Recommends and develops new and/or modifies existing policies and procedures for implementation. Reviews current practices, recommends and makes changes for efficiency, effectiveness, and ensures compliance with related laws and ordinances. Communicates policies and changes to staff, elected officials, other agencies, and the public. Coordinates activities with other Code Compliance Supervisor(s).
2. Interacts extensively with citizens, neighborhood leaders and members of the Governing Body. Strives to build and develop relationships in the community. Works to promote the idea that we are partners in the larger effort to strengthen and stabilize neighborhoods. Coordinates enforcement actions with staff within the department and with other city departments including City Manager's, Law, Prosecutor's Office, Courts, Police, Fire, Parks Services and Public Works.
3. Conducts field inspections and investigates various issues that may be complex or unique and thus require some analyzes and evaluation. Offers staff guidance on how to proceed.
4. Oversees and facilitates the processing of Unsafe Structure Proceedings in accordance with State Statues and adopted City ordinances. This process includes developing investigation report, posting properties as unsafe for human occupancy, developing and presenting reports to the Community Development Committee and the City Council, while developing and coordinating appropriate resolutions with the Legal Department, and/or executing direction from the City Council.

5. Develops and coordinates educational programs for citizens and training programs for staff regarding property maintenance, zoning, public nuisance, food service establishments, pools and spas, and other health and environmental matters, and other miscellaneous code enforcement policies/procedures.
6. Maintains thorough understanding of the City's procedures for seeking code compliance in all areas, (i.e. enforcement of nuisances, property maintenance code provisions, food code and pool regulations). Maintains a good working knowledge of how to use the City's code compliance software. This includes the use of the electronic equipment used in the field (i.e. IPad and police radios).
7. Plans, audits, and reviews Code Compliance activities. Develops and implements short and long-term goals and objectives. Keeps abreast of changing laws and practices. Coordinates and manages the purchase of materials, equipment and supplies.
8. Prepares and/or participates in preparation of various reports, statistical information, and special code enforcement related projects. Communicates operating policy and guidelines to staff. Establishes time frame for project completion. Presents findings in writing and/or orally to requesting parties.
9. Participates in emergency management operations for the City of Overland Park, as requested.
10. May serve as Acting Manager, Community Services when he/she is absent.
11. The employee must work the days and hours necessary to perform all assigned duties, responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable. Responds to other duties as assigned.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in planning, management, health, environmental science or a related field of study, or an equivalent combination of formal education and work experience.
- Must have and maintain certifications by the International Code Council for Zoning and property maintenance/Housing or be able to obtain certification within twelve months of employment.
- Must possess the **ServSafe** Certification for safe food handling or be able to obtain such certifications within 12 months of employment.
- Registered Food Safety Professional, Environmental Health Technician, or Registered Environmental Health Specialist preferred.
- Possession of an appropriate valid driver's license and must maintain an insurable driving record.

EXPERIENCE:

- Six years of job related experience in code enforcement.
- Two years of supervisory experience or supervisory leadership training is preferred.

SKILLS:

- Analytical skills.
- Attention to detail.
- Basic mathematical and accounting skills.
- Computer software skills such as database, presentation, spreadsheet, word-processing, and Tidemark.
- Facilitation skills.
- Interpersonal skills.
- Leadership skills.
- Project management skills.
- Working knowledge of public sector administration.
- Public speaking/presentation skills.
- Supervisory skills.
- Time management skills.
- Good oral and written communication skills.
- Sufficient knowledge of codes and enforcement processes to work independently.
- Conflict resolution/mediation skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city and state codes and ordinances and laws.
- Diplomacy and judgment.
- Ability to train and guide others.
- Ability to assess situation and use judgement in responding.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to read and understand building plans and specifications.
- Ability to work under distracting conditions.
- Ability to work independently.
- Logical reasoning.
- Ability to learn and understand PC software applications.
- Ability to negotiate.
- Alpha and numeric recognition.
- Ability to effectively communicate with the public.

PHYSICAL REQUIREMENTS:

- Ability to travel locally and inspect properties in adverse conditions.
- Physical agility to walk, bend, reach, stand, crawl, stoop, climb, push and pull.
- Ability to make and receive phone calls.
- Hand and eye coordination adequate to input computer.
- Ability to identify and distinguish colors.
- Ability to operate City vehicles.
- Ability to operate power and/or hand tools.
- Ability to work in confined spaces.
- Exposure to chemicals, fumes, dust, vapors.
- Exposure to heights, vibrations, and loud noises.
- Excessive standing and/or walking.
- Visual stamina and acuity adequate to review alpha/numeric data.
- Ability to operate two-way radio and camera.
- Exposure to extreme weather conditions.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- **Direct:**
 - Code Compliance Officers (I, II, Senior and Seasonal)



The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.