

Classification Specification Title: Manager Code Enforcement

Department: Community Development

Pay Grade: GS.13

Supervision Received From: Administrator

FLSA Status: Exempt

Supervisory Responsibility For: Code Enforcement Insp 1&2, Established: 8/31/23

**Code Enforcement Sup & Demolition Abatement Spec, Admin Revision Dates: 4/16/25;
Support 2 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification manage the Code Enforcement Division responsible for enforcing codes related to minimum standards for housing and other structures including commercial and industrial buildings, litter, overgrowth, inoperable vehicles, illegal dumping, zoning violations in residential areas, illegal signs, graffiti, and improper set-outs, receptacle compliance; and performing demolitions of residential and commercial structures, boarding structures, towing inoperable vehicles, and overgrowth and litter abatements on private and back-tax properties.

Duties include coordinating code enforcement activities, supervising and reviewing performance of code enforcement inspector 1s and 2s, demolition abatement specialists, administrative assistants, and inspector supervisors to ensure division objectives are met; overseeing special projects; reviewing and adjusting policies and procedures; division payroll; overseeing the residential code compliance program; preparing, organizing, and reviewing inspection records; coordinating hearings and environmental court cases; developing and implementing long and short term objectives. Work requires the use of independent judgment and discretion.

SERIES LEVEL: The Manager Code Enforcement is the fourth level of a four level code enforcement series

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises division staff to include prioritizing and assigning work; conducting performance evaluations; handling division payroll including approving leave; ensuring staff is trained and certified; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Interprets and enforces adopted codes for housing industrial and commercial structures (including enforcing life safety issues), land use, litter, vehicles, overgrowth, dumping, zoning in residential areas, graffiti, and other refuse related violations. Inspects dangerous properties for safety violations and possible condemnation or demolition; prepares and presents cases for Demolition Hearings, Chancery Court, and Administrative Hearings; testifies in Court.

Reviews requests for Administrative Inspection Warrants.

Assigns systematic inspections to support neighborhood stabilization, boarded structures to support neighborhood safety, and commercial areas.

Coordinates with Public Works to pick up illegally dumped materials and ROW mowing.

Works with other City Departments which includes tracking and reporting properties that can be dangerous to first responders; supporting CFD by ensuring recently burned structures are quickly secured or demolished; and condemning structures with illicit discharges.

Coordinate with utility companies to investigate illegal occupancies and communicate about condemned structures.

Prepare and present educational material at Neighborhood Association and landlord meetings, and others as needed. Prepare and present updates to the City Council.

Performing title searches, reviewing and writing legal descriptions for liens as needed.

Managing the staff fleet, ensuring safety and maintenance requirements are followed, and handling accident reports.

Executing emergency demolitions.

Oversees the City's code enforcement program activities which include, but is not limited to, planning, coordinating, costing and evaluating projects, processes, procedures, strategic plans, systems, and standards; ensuring compliance with federal, state and local laws, regulations, codes and/or standards.

Supervises, coordinates and participates in code compliance activities which include but is not limited to field inspections; identification of violations; issuance of warnings, notices, and citations; maintenance of records in applicable databases and appropriate follow-up actions. Mediates disagreements between internal staff, property owners, neighborhood associations and the general public.

Collects, prepares, reviews, interprets and analyzes a variety of research, information, data, and reports; makes recommendations based on findings.

Coordinates, directs and manages court cases, demolition cases and activities, abatement cases and results; reviews cost estimates and finished results. Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Prepares departmental budget; making cost estimates for budget recommendations; submitting justifications for budget items and monitoring and controlling expenditures.

Solicits bids from vendors and contractors including the preparation of specifications; monitors and evaluates contractor and vendor performance and authorized contractor payments.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Construction Management, or closely related field with five (5) years of equivalent experience in, or related to planning, coordinating and directing the activities of subordinates engaged in code enforcement functions (building inspection, residential code enforcement, or construction.

LICENSING AND CERTIFICATIONS: Valid Driver's License.

Obtain ICC/AACE Property Maintenance & Housing Inspector Certification; ICC Zoning Inspector Certification; and FEMA Floodplain Management Certification within twelve (12) months of employment.

Must be able to obtain Special Police Commission Certification within one year of employment.

SUPPLEMENTAL INFORMATION

Knowledge of supervisory principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; budgeting principles; applicable legal procedures; cost/bid estimation practices; investigation techniques; caseload management principles; construction and building maintenance principles; inspection procedures; customer service principles and basic courtroom procedures and practices. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing and analyzing a variety of data and information; developing and administering budgets; performing title searches; coordinating activities with a variety of interested parties; providing customer service; conducting field inspections of properties; identifying code violations; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; using a computer and related software applications; preparing documentation for court proceedings; mediating hostile situations; preparing and maintaining records; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: 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. Incumbents may be subjected to fumes, odors, dust, extreme temperatures and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.