

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Code Compliance Superintendent		
<b>Job Code:</b>	MG1151	<b>Job Family:</b>	Management
<b>Pay Grade</b>	612	<b>Date Reviewed:</b>	07/06/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	2/10/2020

### GENERAL SUMMARY

Directs, manages, supervises and coordinates the activities and operations of one of more of the following divisions in the Code Compliance Department:

When assigned to Code Compliance: investigating, inspecting and enforcing municipal codes for various standards, ordinances, etc.

When assigned to Consumer Health: investigating and inspecting food service establishments (fixed, temporary, mobile) child care facilities, public swimming pools and spas, hotels, motels, the regulation of the Tobacco Free Ordinance, etc.

When assigned to Animal Control: enforcing animal control ordinance, animal abatement, educational activities, etc.

When assigned to Solid Waste: investigating and enforcing solid waste ordinances associated with residential and commercial properties, drop off stations and various field operations (illegal dumping, litter abatement, environmental compliance, street sweeping, dead animal collections and other operational programs) and support program development and implementation and future programs as identified.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing the applicable services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.

4. Performs the more technical and complex tasks of the work unit, including coordinating inspection and enforcement activities with other city departments and undertaking extensive interaction with members of the public.
5. Conducts a variety of meetings and presentations with members of the public and community groups to explain city code compliance goals and objectives, and policies and procedures; responds to public inquiries; provides information; and assists in resolving complaints regarding issues involving code compliance, consumer health or animal control.
6. Develops new programs and processes to increase departmental efficiency and effectiveness. Develops educational and training programs; and creates documents for external dissemination to promote compliance with city and state regulations.
7. Acts as Code Compliance liaison to city commissions, associations and organizations. Prepares and submits reports with analysis to senior management; prepares and submits cases for review; and prepares reports for evaluation of programs.
8. Conducts detailed accident investigations, as needed. Ensures the safety and welfare of employees and citizens involved; and adheres to proper Human Resources procedures.
9. Coordinates assigned activities with other divisions, departments and outside agencies; provide highly responsible and complex administrative support to the Code Compliance Director.
10. Controls and maintains departmental equipment through tracking and oversight. Ensures safe use of equipment.
11. Participates in the preparation and administration of the applicable program budget; submits budget recommendations; and monitors expenditures.
12. Prepares and testifies in the more complex cases in local, state and federal courts.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
15. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operational characteristics, services and activities of a code compliance, consumer health, solid waste or animal program, as applicable.
  - Principles, practices, methods and techniques of inspection and investigation.
  - Principles of supervision, training and performance evaluation.
  - Occupational hazards and standard safety practices.
  - Methods and techniques of conflict resolution.
  - General construction methods.

- Complex record keeping and file maintenance systems.
- Methods and techniques of performing field inspections.
- Principles of report preparation.
- Various departmental structures and goals.
- Principles of budget preparation.
- Advanced legal procedures.
- Departmental budget limits for particular programs and processes.
- District, division and departmental processes and directives.
- Office equipment including computers, and supporting word processing and spreadsheet applications.
- Mobile field computer applications.
- Current training methods and practices.
- Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Conflict resolution.
  - Organization and time management.
  - Prioritization and delegation.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, organize and review the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Interpret, explain, and enforce department policies and procedures.
  - Interpret, communicate and enforce applicable federal, state and city codes, ordinances, and regulations related to zoning and other public safety and health issues.
  - Perform complex code inspection and enforcement activities.
  - Prepare clear and concise reports.
  - Prepare and administer program budget.
  - Recognize internal training deficiencies.
  - Perform mathematical computations.
  - Prepare and maintain inventory tracking and control system.
  - Prepare sketches and related building drawings.
  - Operate office equipment, including computers and supporting word processing and spreadsheet applications.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in animal science, business administration, public administration, food science, or building/construction or a related field and five years of experience in any combination of the following disciplines: Animal Services/Control, Code Compliance, Health Inspection, Environmental Pollution, Solid Waste, Building/Construction, or related experience, including two years of administrative and supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

When assigned to Code Field Operations, the State of Texas Enforcement Officer Certificate is required.

When assigned to Animal Care or Control, the Animal Control Officer Basic Certification through the Texas Department of State Health Services is required.

When assigned to Consumer Health, a valid Texas registration as a sanitarian is required.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.