

CODE ENFORCEMENT FOREMAN

DEPARTMENT : **WASTE MANAGEMENT SERVICES**
SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **AFSCME Local 1195**

GENERAL STATEMENT OF DUTIES

Skilled technical working and supervisory position responsible for coordinating and monitoring daily activities of Code Enforcement Officers in the overall general compliance and enforcement of City ordinances regarding property and public right-of-way within the City limits. The work is performed under the direction of the Waste Management Services Superintendent, but considerable leeway is given for the exercise of independent judgment. Also performs code enforcement duties. Supervises three Code Enforcement Officers.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Supervises, assists in, plans, assigns, schedules and reviews the work of Code Enforcement Officers and provides information to clerical staff regarding citations issued and billing.
2. Performs administrative duties as assigned including reviewing daily work projects and daily work sheets for accuracy, preparing written records and reports and completing forms.
3. Trains and instructs employees on safe and proper work procedures.
4. Assists Code Enforcement Officers in responding to complaints, monitors difficult or unresolved situations, resolves violations, including possible zoning violations and issues citations if necessary for junky properties and junk vehicles based on City ordinances.
5. Assists in responding to complaints and issues citations for parking violations on or obstructions of public right-of-way.
6. Researches, investigates, writes and submits reports and assists Code Enforcement Officers in dealing with difficult or unusual

code enforcement problems.

7. Uses independent judgment to recognize and solve problems as they apply to related City ordinances.
8. Performs follow-up activities in cooperation with Waste Management and Street Department to ensure timely cleanup of properties and removal of junk vehicles.
9. Interacts with and advises Neighborhood Associations regarding related code enforcement issues including attending Association meetings as needed or assigned.
10. Advises members of the public who are seeking information concerning code enforcement compliance.
11. Notifies, works with and provides expertise to Fire Rescue, Building Inspections and Planning & Zoning regarding possible code violations.
12. Testifies in court regarding violations of related City ordinances.
13. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
12. Performs work of a repetitive nature and varied workload pace.

13. Works outdoors in all types of weather for extended periods. Working environment may be dry/dusty, slippery/wet, hot/cold. Ground may be uneven with hidden junk, high weeds or other obstructions. May have to contend with unleashed pets.
14. Works independently and with others with minimum supervision.
15. Attends work regularly at the designated place and time.
16. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Waste Management Services safety rules and regulations.
17. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of or ability to read, interpret and enforce complex municipal ordinances relating to zoning, public right-of-way, junk vehicles, junky properties and environmental health.
2. Knowledge of regulatory procedures and practices related to applicable code enforcement issues.
3. Ability to plan, assign, schedule, monitor and review the work of Code Enforcement Officers and recommend problem resolution as needed.
3. Ability to perform professional work, research and give reliable advice on a wide range of code enforcement matters.
4. Ability to keep thorough and accurate records and information through use of a computerized database.
5. Ability to make decisions and recommendations regarding enforcement of related municipal ordinances.
6. Ability to effectively resolve sensitive enforcement disputes.

7. Ability to respond to questions from property owners, supervisor, coworkers and elected officials tactfully and in a clear, concise and easily understandable manner.
8. Ability to communicate orally and in writing and maintain effective working relationships with other City departments and employees, City officials, other regulatory agencies and all segments of the public.
9. Ability to work alone or with others.
10. Ability to complete assigned work without direct supervision.
11. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
12. Knowledge of occupational hazards and safety precautions necessary in code enforcement activities.
13. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree from an accredited college or university in law enforcement, geography, urban planning, public administration, communications, environmental health or closely related field with minimum three years experience dealing with public sector code enforcement (i.e. law enforcement, planning and zoning, building or housing inspections), including experience in public sector conflict resolution

OR

Associate's Degree in law enforcement or closely related field with minimum five years experience dealing with public sector code enforcement including public sector conflict resolution

OR

High school graduate/GED with minimum seven years experience dealing with public

sector code enforcement including public sector conflict resolution

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Minimum three years experience supervising and monitoring others.
3. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. Disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. Driving record will be reviewed at least annually.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with the public, coworkers, other regulatory agencies and testify in court. Uses hand-held radio and telephone as communication devices.

2. Sufficient personal mobility that permits the employee to operate passenger vehicle (generally a small pickup truck) safely in all types of weather and a variety of street conditions and to inspect properties in all areas of the City in response to violations of applicable ordinances.
3. Sufficient vision to observe properties for possible code violations, take pictures, prepare the appropriate citations and monitor enforced cleanups.
4. Sufficient manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative and technical responsibilities.

MISCELLANEOUS

1. Must wear personal protective equipment such as safety shoes, safety glasses, safety vest and hearing protection as needed.
2. Required to submit to Civil Service examination procedures including oral interview.

WORK SCHEDULE

Generally 7:00 a.m. to 4:00 p.m. Monday through Friday with a one hour unpaid lunch. Limited overtime. Must also be available outside these hours for department or City activities or meetings that require the attendance of the Code Enforcement Foreman, in particular, Neighborhood Association meetings.