

**JOB DESCRIPTION**

**JOB TITLE:** Environmental Code Field Supervisor

**JOB NO:** PM057222

**FLSA:** Exempt

**JOB FAMILY:** Professional\Managerial

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**GENERAL SUMMARY**

To supervise, assign, review and participate in the work of staff responsible for performing environmental code inspections; to assist the Environmental Code Inspector in enforcing environmental codes and ordinances; to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION**

General supervision is provided by the Building Official. Responsible for supervision of Senior Environmental Code Inspectors and Environmental Code Inspectors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Plan, prioritize, assign, supervise and review the work of staff responsible for providing environmental code inspections including residential, commercial and vacant property, zoning violations and junk/inoperable vehicles.
3. Initiate, oversee and review inspections and investigations; ensure compliance with codes and regulations; enforce and oversee proceedings.
4. Participate in the selection of Environmental Code Inspection staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Provide timely, accurate and thorough Performance Reviews for supervised employees.
5. Research, analyze and define environmental code problems in the community; recommend, develop and oversee resolutions and programs to meet community needs.
6. Prepare various reports on operations and activities.
7. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing environmental code inspection services; implement policies and procedures.
8. Participate in the preparation and administration of the Environmental Code Inspection budget; submit budget recommendations; monitor expenditures.
9. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
10. Available to handle after-hour assignments when required.
11. Attend residential crime watch meetings to advice of available staff support in neighborhoods.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. Testify in court as an expert witness as necessary.
2. Develop and maintain liaison activities with groups, agencies and other cities and states.
3. Perform other duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

Bachelor's degree from an accredited college or university with major coursework in, environmental code, public health or related field.

### **EXPERIENCE**

Three years of responsible experience performing environmental code inspections.

Professional level work experience may substitute for bachelor degree requirement. One-year of professional level work experience may be substituted for each year of required education, up to a maximum substitution of four years. A high School Diploma or GED is required when substituting professional level work experience for the Bachelor degree requirements.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

Possession of certification as a registered Code Enforcement Officer.

## **COMPETENCIES**

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Principles of supervision, training and performance evaluation.

Operations, services and activities of an environmental code program.

Biological, chemical and physical science.

Techniques and methods of environmental code investigations.

Local and state regulations regarding transport and disposal of hazardous wastes.

Pertinent federal, state, and local laws, codes and regulations.

**Skill in:**

Assembling and preparing data for report presentations.

Analyzing and interpreting complex statistical data.

Negotiating and resolving disputes with client parties.

Public speaking to groups and organizations.

**Ability to:**

Supervise, organize, and review the work of technical personnel.

Select, supervise, train and evaluate staff.

Interpret, explain and enforce City, public and environmental code policies and procedures.

Identify problems and evaluate needs using environmental and health indices and statistics.

Mediate and diffuse hostile and angry citizen complaints.

Prepare clear and concise reports.

Ability to draft and write informative letters to public and supervisors.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations and performing inspections*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *exposure to dirt, toxic materials, air contaminants and temperature extremes*
- *walking, sitting, standing, stooping, or kneeling to perform inspection duties.*

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Director of Human Resources

Date

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Department Director

Date

**DATE ISSUED: February 1993**

**REVISION DATE: September 1996; February 1997; July 2002; December 2002; February 2005**