

- Prepares specifications for contract abatement services; coordinates the work of contractors performing abatement and enforcement activities.
- Monitors legislation and other developments related to municipal code enforcement work.
- Utilizes computer software, including code enforcement modules, to enter and retrieve data and to compose newsletters, bulletins, and a variety of periodic and specialized reports related to code enforcement inspections and activities.
- Participates in a variety of projects and programs that improve safety, code violation detection and compliance, surveying dilapidated/dangerous buildings, etc.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public. Fosters an environment that embraces integrity, service, inclusion, and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, training, work organization, evaluation, and discipline;
- Principles and practices of effective customer service and techniques for successful conflict resolution;
- Communication, negotiation, and behavioral techniques that foster collaboration and effectively achieve code compliance and related program results;
- Principles, practices, techniques, and methods utilized in code enforcement inspections;
- Safety management principles and practices pertaining to the work;
- Regulations and requirements for court and hearing evidence documentation;
- Public speaking and presentation skills;
- Applicable State and local laws, codes, regulations, policies, procedures and ordinances pertaining to but not limited to municipal code enforcement, including zoning, building construction, building occupancy, use of hazardous materials, and fire safety, zoning concepts and terminology, including legal descriptions;
- Office procedures, methods and equipment including computers, databases, and applicable software applications such as Microsoft Office for word-processing, spreadsheets, and other specialized applications related to area of assignment; and
- Correct English usage, including spelling, grammar, vocabulary, and punctuation.

Skill in:

- Investigating a variety of code-related complaints in a timely and tactful manner;
- Probing and analyzing situations accurately and enforcing legal requirements;
- Coordinating multiple projects and meeting critical deadlines; processes Information Requests received for the section in a timely manner;

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- Interpreting and explaining codes, laws, ordinances, and other regulations in a manner that can be easily understood by diverse groups;
- Communicating clearly, concisely, tactfully and effectively in hostile or adversarial situations to achieve satisfactory solutions to conflicts and problems;
- Developing and maintaining cooperative, effective working relationships with coworkers; representatives of community organizations, State/Local agencies and associations; Supervisors; internal management and staff; and the public;
- Representing the City effectively in public meetings or legal proceedings;
- Utilizing computer software to prepare and maintain accurate and professional records, reports, newsletters, and documentation; and
- Promoting and maintaining a cooperative teamwork environment.

Education:

Possession of a high school diploma or GED. College level coursework from an accredited college or university in law enforcement, business or public administration, or a closely related field is desirable.

Experience:

Four years of experience in municipal or county code enforcement as a code enforcement officer performing the full range of code enforcement duties including, but not limited to, housing, zoning, vehicle abatement and solid waste and one year lead or supervisory experience required.

Licensure/Certification:

- Must possess a valid California Driver's License.
- Must obtain and maintain a valid Post Penal Code (PC) 832: Arrest, Search & Seizure certification or equivalent within 12 months of appointment to the class.
- Must obtain and maintain one of the following certifications as a condition of continued employment within 12 months of appointment to the classification:
 - A California Association of Code Enforcement Officers (CACEO) certification or equivalent; or
 - An International Code Council (ICC) certification in one or more specialties such as property maintenance and housing, zoning, or other certifications related to enforcement of the codes adopted by the City of Stockton.

Other Requirements:

- Must be available to work evenings and weekends, and/or respond to emergencies as needed.

Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time while operating a keyboard; occasional squatting, twisting, crawling, bending, stooping, kneeling, reaching, pushing and pulling;

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- Lifting - Frequent lifting and carrying 10 pounds or less and occasional lifting and carrying up to 50 pounds;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, working in low-light conditions, reading and/or close-up work;
- Dexterity - Frequent holding, grasping, typing, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; Occasional speaking in front of large groups of people;
- Special Requirements - Constantly working days and occasionally working evening, nights, weekends, and during emergency situations;
- Emotional/Psychological - Constant concentration, decision making and public contact; exposure to unpleasant living conditions/situations involving children and the elderly; occasional encounters with irate/disturbed individuals; ability to exercise sound judgment, especially under stressful situations; and working independently;
- Physical Characteristics - sufficient stamina to walk for prolonged periods, frequently over debris or uneven terrain with potential hazards, to climb ladders and to crawl through small spaces;
- Environmental Conditions – Moderate exposure to noise; performs work outdoors in all weather conditions and on all types of terrain, including but not limited to roofs, scaffolding, stairs, ditches, and various landscapes (uneven terrain/ground) found at construction sites, vacant land, levees, etc.; occasional to moderate risk of exposure to hazardous materials i.e. dirt, dust, gas smoke, obnoxious odors, fumes, poor ventilation; indoor cold/heat; exposure to extreme temperature, humidity or wetness; working at heights; work with bio-hazards such as blood-borne pathogens, sewage, waste, etc.; and working around equipment and machinery; and
- Working Conditions – Required work is performed outside in varied weather conditions and in an office environment which is moderately quiet but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:



FOR ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: 7/3/25

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Historical Notes:

EXCLUDED:	02/24/1977
Ordinance:	2902-CS
Established:	04/04/1988
Resolution:	CC88-0182
Spec Adopted:	10/31/1988
Resolution:	CS88-091
Exempted:	01/02/1991
Resolution:	CC91-0014
Abolished:	11/16/1992
Resolution:	CC0703
Reestablished:	06/30/1998
Resolution:	CC98-0266
Spec Amended:	11/19/1998
Resolution:	CS98-083
Spec Abolished:	05/18/2000
Resolution:	CS00-032
Spec Adopted:	05/18/2000
Resolution:	CS00-037
Classified:	04/25/2006
Resolution:	CC06-0194
Spec Adopted:	05/18/2006
Resolution:	CS06-065
Spec Amended:	08/26/2008
Ratifying Resolution:	CS08-0906
Spec Amended:	11/15/2012