CITY OF OCEANSIDE

REVISED: JANUARY 2012
JOB CODE: MAINT50
UNIT: UNREP/SUPV-ADMIN

ORDINANCE ENFORCEMENT SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to coordinate and supervise the enforcement of City ordinances and codes pertaining to street sweeping and municipal parking enforcement; coordinate and supervise City parking lot maintenance and parking machine/meter maintenance; coordinate and supervise City-wide solid waste collection and litter removal, coordinate and supervise municipal commercial and residential street sweeping program, supervise 2 closed municipal landfill facilities, manage contracts with private contractors performing maintenance to City facilities, to coordinate assigned activities with other divisions and departments, outside agencies and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Coordinates the organization, staffing and operational activities for the enforcement of City ordinances and codes pertaining to street sweeping and parking enforcement; participates in the development and implementation of goals, objectives, policies and priorities; researches and implements new or updated ordinances with other City departments relating to solid waste, parking and other applicable City ordinances; identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements; directs, coordinates and reviews the work plan for assigned parking enforcement services and activities including city pay machines and street meters revenue collection and maintenance, pay lot signage, lighting, and striping, and street parking signage; assigns work activities and projects; monitors work flow; supervises the operation of City landfills; plans and coordinates with contractors, consultants and various county and state agencies the construction and upgrade to the City's methane recovery systems; interprets and applies safety and environmental regulations to the operation of both landfills; coordinates the work of field crews in the performance of City clean up activities; responds to reports of City code violations; explains City ordinances and codes to the public and those in non-compliance; creates, implements and serves as liaison for various neighborhood clean up and enhancement programs; trains officers in the interpretation and enforcement of City parking and State vehicle codes; responds to citizen complaints regarding parking violations; creates work schedules to meet City-wide street sweeping objectives; supervises the legal handling and disposal of hazardous and special waste and debris; participates in the selection of parking enforcement staff; routinely provides direction to staff via written and verbal communication; provides or coordinates staff training; works with employees to correct deficiencies; implements and administers discipline procedures; participates in the preparation and administers the assigned program budget; submits budget recommendations; monitors expenditures; attends and participates in professional group meetings; stays abreast of new trends and innovations in the

field of environmental code and ordinance enforcement; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a municipal code or parking enforcement program.
- Operational characteristics, services and activities of municipal solid waste litter collection and street sweeping maintenance operations.
- Operational characteristics of closed landfill requirements, regulations, and operations.

Knowledge of:

- Applications and violations of City zoning, vehicle, hazardous materials and parking codes and ordinances;
- Modern and complex principles and practices of handling and disposing of hazardous materials;
- Operational characteristics of a municipal landfill and applicable environmental regulations;
- Principles and practices of effective customer service and dealing with the public;
- Principles of municipal budget preparation and control;
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, direct and coordinate the work of field and customer service staff;
- Select, supervise, train and evaluate staff;
- Oversee the operations of the City's landfills;
- Ensure program compliance with established environmental codes and regulations;
- Oversee and enforce City parking and vehicle code regulations;
- Ensure proper and safe disposal of hazardous materials and debris;
- Create and implement a variety of environmental awareness and compliance programs;
- Respond to requests and inquiries from the general public;
- Tactfully and effectively deal with the public;
- Interpret and explain City codes, ordinances, policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience: Three years of responsible code enforcement experience including one year of lead supervisory experience.

Training: Equivalent to a Bachelors degree from an accredited college or university with major course work in environmental science, business administration or a related field

License or Certificate: Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; extensive public contact; exposure to potentially hazardous chemicals, waste or debris.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles, exposure to inclement weather, lifting/carrying up to 30 lbs; bending, stooping, reaching, pushing and pulling.