

# Code Compliance Supervisor

## Code Compliance Supervisor

The City of Galesburg seeks interested applicants to fill a full-time Code Compliance Supervisor position in the Department of Community Development. This is exempt, full-time position is compensated between \$65,613.88-\$83,987.79, depending on qualifications.

### DUTIES OF THE POSITION

The **Code Compliance Supervisor** is responsible for supervising, assigning, and reviewing work of staff responsible for the enforcement of building, zoning, mechanical, plumbing, electrical, housing, rental, nuisance, flood plain, signs, fences, pools, demolitions, accessibility, and related codes and regulations governing the construction, alteration, repair, use and maintenance of buildings, structures and properties; researches, develops, and implements programs and procedures within the inspection division, ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions and outside agencies and performs related duties as required.

### ESSENTIAL FUNCTIONS

Effectively coordinates the day-to-day activity of the Construction Inspectors and Property Compliance Officers, including caseload management, employee activities, and coordination of program requirements; regularly monitors performance and provides coaching for performance improvement and development; works with employees to correct deficiencies; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Policy.

Identifies resource needs; reviews needs with appropriate management staff; monitors and approves expenditures to ensure expenses are within budget for equipment, materials, supplies, and abatements; recommends budgetary adjustments as necessary.

Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.

Enforces departmental procedures pertaining to dangerous buildings (demolitions); orders corrective action and inspects for compliance; coordinates and is responsible for cases being created, properly notified, handled and disposed of in a timely manner. Coordinates preparation of legal notices with staff and maintains contact with the Legal Division for court cases.

Prepares purchase orders for work to be performed by outside contractors, as approved by the Department Director, for activities such as building demolition, securing of vacant buildings, and other needed services.

Investigates ownership of properties through contracting title searches and speaking with neighbors and tenants.

Performs a variety of duties and oversight related to the City's code enforcement and building inspection program, including: the identification, investigation and correction of violations of the City, State and/or Federal construction codes, property maintenance, occupancy, safety and housing codes and ordinances.

Accompanies inspectors in the field as necessary to ensure consistency and effectiveness in enforcing building codes and carrying out policy. Also completes inspections, as necessary, in the absence of respective inspectors.

Investigates citizen complaints of public nuisances and quality of life issues; and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required

Determines appropriate action in building code violations, code interpretation, permit issuance, and plan check requirements; prepares legal documents such as warrants for inspection, citation briefs, and demolition or repair orders; tracks extended cases through the administrative or county court systems and coordinates action with the City Attorney's office. When necessary, appears in court and testifies professionally and impartially.

Keeps informed of changes and new legislation pertaining to building codes and regulations affecting work of the department, ensuring that appropriate staff is informed and current.

Enhances coordination with various City departments to ensure all related permits and inspections are issued, inspected and completed prior to issuing a final Certificate of Occupancy permit.

Attend conferences, seminars and workshops for professional development purposes and researches and reviews changes to construction codes and state and federal laws to keep current on changes and be able to suggest and present any changes the City may need to implement.

There are various in-house handouts, applications, booklets, etc. currently available to help developers, property owners, contractors and IL design professionals understand the working relationship between themselves and the Inspectors. Keeping these documents current, available, and suggesting new documents that may be helpful is required.

Collects, compiles, and analyzes data related to activities of the Property Compliance Officers duties (housing, property maintenance, rental, and tenant complaint inspections) and prepares reports for the Community Development Director regarding results and effectiveness of the program.

Serves as ex-officio member of the Overall Code Review Commission.

Work with confidential information.

Performs other tasks as assigned by the Director of Community Development.

## MINIMUM QUALIFICATIONS AND DESIRABLE EXPERIENCE

- A four-year degree from a college or university with major course work in planning, engineering, construction management, public or business administration or related field, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the job.
- Possession of an International Code Council (ICC) certification, CBO preferred, in the appropriate fields of construction is desirable.
- Three or more years of increasingly responsible experience in building, zoning, code enforcement or related field, including two years of Project Management or lead staff experience.
- Experience as a journey-level plumber, electrician, carpenter or related craftsman in the building construction field is desirable.
- Methods and techniques of customer service.
- Knowledge of methods and practices involved in residential, institutional, commercial, and/or industrial building construction.
- Basic knowledge and understanding of the International Building and Residential codes, sign ordinances, IL Accessibility Code, IL Roofing Industry Licensing Act, IL laws regarding Architects and Structural Engineers, Flood Plain laws, electrical, mechanical, plumbing and general construction codes.

- Computer proficiency and demonstrated knowledge of computer software applications such as word processing, spreadsheets and databases (currently use Microsoft products but also have Google Docs). Must have working knowledge of general office equipment and other tools used during field inspections.

## HOW TO APPLY

The Department of Community Development will consider all applicants who qualify for the position and may interview selected candidates.

To apply, all applicants must complete and submit an electronic application for employment through the City's website at: <https://laserfiche.ci.galesburg.il.us/Forms/o66d4>.

To receive consideration for this vacancy, applicants are encouraged to apply immediately. This posting may be removed at any time.