

CLASS TITLE: NEIGHBORHOOD INSPECTIONS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising and coordinating the work of subordinates involved in the investigations of nuisance, zoning, building, signage, environmental, and construction violations reported by citizens; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, supervises, reviews, and directs the work of Neighborhood Inspectors
- Reviews recommendations and decisions regarding investigations/inspections
- Responds to citizens, media, and elected officials complaints and/or inquiries
- Reviews case files, cost estimates, bids, and specifications
- Oversees preparation of documents requiring City Council approval
- Coordinates billings and filing of liens
- Administers, reviews, and monitors third party contracts
- Schedules and monitors equipment maintenance
- Assists in the preparation of the budget
- Reviews existing programs and provides recommendations for improvement
- Represents code enforcement and/or housing section at public meetings
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration, social science, urban planning, or a related field and five (5) years of experience involving public contact, zoning and building codes, building construction, environmental or land use investigations, City and state ordinances involving property nuisance violations, and/or real estate and City planning; or a bachelor's degree in business administration, social science, urban planning, or a related field and three (3) years of experience involving public contact, zoning and building codes, city and state ordinances involving property nuisance violations, and/or real estate and City planning; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and City ordinances relating to zoning, land use, and signs, or construction refurbishment and remodeling; considerable knowledge of construction materials, methods, and safety precautions; and considerable knowledge of legal investigation and documentation techniques. Ability to supervise employees involved in code or housing violation investigation activities; ability to communicate effectively, both verbally and in writing; ability to make presentations to neighborhood and civic groups; ability to resolve situations concerning code or housing violations; ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 50 pounds; occasional pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, crawling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1039

EEO Code: E-02

Pay Code: EX-36

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**Group: Engineering, Planning, and Technical
Series: Inspection**

Effective date: July 1, 2000