



Job Description

Job Title: Ordinance Enforcement Manager
Department: Municipal Services
Shift: Day
FLSA Status: Non-Exempt
Salary: DOE

SUMMARY

Under the general direction of the Municipal Services Director provides inspection of existing residential buildings and dwelling units to determine compliance with city ordinance standards.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Examines visually all areas to determine compliance with ordinance standards and areas where potential or reported health hazards may exist.
- Obtains permission from owners and tenants to enter dwellings and building sites.
- Ensures the enforcement of ordinances of the City of Sulphur, as mandated by the State of Louisiana
- Tags property for removal when ordinance violations are found.
- Inspects abandoned vehicles, tall grass, abandoned buildings and unsightly debris for code violations.
- Manage the personnel assigned to the Ordinance Enforcement division including scheduling work assignments, training, and evaluation.
- Assist in the preparation of the department's annual budget.
- Manage the preparation of reports, records, notices, and other documents.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Manage subordinates in the Ordinance Enforcement section. Carries out responsibilities in accordance with organization's policies and applicable laws. Responsibility includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding, and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

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

- **EDUCATION and EXPERIENCE**

High school diploma or general education degree (GED); prefer a bachelor's degree in associated field relevant to position, or equivalent combination of management/supervisory experience in related field. Knowledge of applicable codes, standards, laws, rules and regulations regarding code enforcement and inspection. Must meet Municipal Fire Civil Service law and pass a physical examination as determined the Appointing Authority.

- **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence and procedure manuals.

Ability to effectively present information clearly, effectively and respond to questions from groups of managers, clients, customers, and the general public.

Ability to mediate disputes and negotiate solutions.

- **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Ability to effectively communicate techniques and procedures.

- **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of word processing and related software application.

- **REASONING ABILITY**

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to solve practical problems and deal with variety of variables in situations where only limited standardization exists.

Ability to problem solving and conflict resolution.

- **OTHER SKILLS and ABILITIES**

Ability to deal tactfully and firmly with the general public.

Ability to work effectively in stressful situations.

Ability to develop and maintain professional and effective working relationships with subordinates, coworkers, other officials, public and private sector organizations, and the general public.

CERTIFICATES, LICENSES and REGISTRATIONS

- Valid Louisiana Driver's License
- Maintain a good driving record

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties

of this job, the employee is regularly required to sit, stand, walk; use hand to fingers, handle, or feel; reach hands and arms; climb or balance; kneel, stoop, hear or talk. The employee must occasionally lift and/or move up fifty (50) pounds. Specific vision abilities required by this job include close, color, distance, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Tasks are regularly performed without exposure to adverse environmental conditions (as in typical office or administrative work). Some tasks may risk exposure to irate individuals, intimidation, and violence.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places and risk of electrical shock.

The noise level in the work environment is usually moderate.

EMPLOYEE SIGNATURE

DATE

