

**Code Enforcement Supervisor
City of Fairfield
Building & Zoning Division**

The City of Fairfield is accepting applications for a highly-qualified, detail-oriented professional to lead its Code Enforcement Division, which is part of the Development Services Department. Under the general supervision of the Building and Zoning Superintendent, this newly created position will be responsible for developing and overseeing all aspects of the Code Enforcement Division while supervising the activities of Zoning Inspector/Clerks.

Summary of Responsibilities

The Code Enforcement Supervisor will develop and conduct an effective program of zoning code and property maintenance code enforcement, including both proactive and reactive strategies. Duties include, but are not limited to, investigating of zoning code and property maintenance code issues by physically inspecting a site or building, documenting findings, researching various legal codes, preparing legal notifications of violations, assisting code violators in achieving compliance and conducting follow-up activities as necessary. Participation in corrective legal action, including gathering evidence, consulting with the City Prosecutor and Law Director, and testifying at hearings or trials, may occasionally be required.

The Code Enforcement Supervisor will also review zoning applications for compliance with Fairfield Ordinances, including permits for signs, fences and sheds. The ability to read and interpret building plans, blueprints and engineering drawings is required. GIS mapping experience is a plus. Will provide staff support to the Board of Zoning Appeals and/or Planning Commission as required.

The Code Enforcement Supervisor will train, supervise, and evaluate the activities of two full-time and one part-time Zoning Inspector/Clerks. This includes the creation and administration of policies and procedures, the assignment of responsibilities, coordination of employee training, the establishment of priorities and productivity standards, and employee evaluations.

Strong communication and customer service skills are required with both internal and external customers. The Code Enforcement Supervisor will be required to answer applicant questions, provide information, and issue reports in writing, on the telephone, and at the permit counter. Previous experience and skill with negotiating, mediating, and resolving customer complaints and concerns is required. Working relationships must also be developed and maintained with other City departments.

Minimum Qualifications

- Associates Degree and three (3) years supervisory experience preferred
- Outstanding organizational and analytical skills
- Strong communication and customer contact skills
- Basic computer literacy, including word processing, spreadsheets, e-mail and data entry skills, with GIS software experience preferred
- Experience in reading and interpreting building and/or construction plans preferred
- Experience with utilizing and interpreting municipal zoning codes and/or the International Property Maintenance Code preferred
- Valid driver's license

This position offers a highly competitive salary and benefits package. Starting salary range is \$60,000 - \$70,000/year DOQ.

For information on applying, please visit the City of Fairfield website at www.fairfield-city.org/371/Human-Resources. Applications will only be accepted using the online job application system on the City website. Applications will begin being reviewed on November 29, 2021. **EOE**