

DATE SUBMITTED 07/30/2025  
 SUBMITTED BY Human Resources  
 DATE ACTION REQUIRED 08/06/2025

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: 1. Approve and Adopt the revised job description for Building and Code Enforcement Supervisor and replace the current job description.	
DEPARTMENT INVOLVED: Human Resources	
BACKGROUND/SUMMARY: The City of Imperial is requesting the Council's authorization to approve and adopt the revised job description for Building and Code Enforcement Supervisor and replace the current job description. This revised job description will broaden the requirements for certifications and licenses in order to attract a qualified pool of applicants.	
FISCAL IMPACT: NOT TO EXCEED Position is fully budgeted for FY 25-26. There is no fiscal impact as the salary remains at the same range.	FINANCE INITIALS <u>VMS</u>
STAFF RECOMMENDATION: Recommendation to approve and adopt the revised job description for Building and Code Enforcement Supervisor and replace the current job description.	DEPT. INITIALS <u>KWS</u>
MANAGER'S RECOMMENDATION: Approve Staff Recommendation	CITY MANAGER'S INITIALS <u>OTM</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED ( )      REJECTED ( ) DISAPPROVED ( )      DEFERRED ( ) REFERRED TO:



**CITY OF IMPERIAL**  
JOB DESCRIPTION

**BUILDING INSPECTION AND CODE ENFORCEMENT SUPERVISOR**

**SALARY: RANGE 85**

FLSA Exempt – MSPC Collective Bargaining Unit  
Department: Community Development

**DEFINITION**

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff in the Building and Safety Inspection and Code Enforcement Divisions within the Community Development Department; oversees staff performing building and municipal code inspections, permit applications, utility account administration, and organic waste reduction functions; coordinates assigned activities with other City departments and outside agencies; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community Development Director. Exercises direct supervision over technical and administrative support staff.

**CLASS CHARACTERISTICS**

This is a full supervisory-level class that exercises independent judgment on diverse and specialized building and municipal code inspections, permit applications, utility account administration, and organic waste reduction functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff of the Building and Safety Inspection and Code Enforcement Divisions within the Community Development Department. Incumbents are responsible for providing technical level support to the Community Development Director in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.*

- Plans, schedules, assigns, reviews, supervises, and participates in the work of the Building and Safety Inspection and Code Enforcement Divisions in the Community Development Department, including building and municipal code inspections, permit applications, utility account administration, and organic waste reduction; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Fosters a collaborative and high-performance work environment, promoting professional growth and development among staff.
- Participates in the development and implementation of goals, objectives, work plans, policies, and

- priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
  - Monitors activities of the Building Inspection and Code Enforcement work units; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
  - Reviews construction plans and specifications to verify new and remodeled structures meet all accessibility regulations and Building Code Standards; reviews planning documents to verify projects meet Municipal Zoning codes and regulations.
  - Develops and implements enforcement strategies and programs to ensure compliance with local, state, and federal regulations, including zoning, housing, and property maintenance codes.
  - Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and supervises task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
  - Develops and oversees requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
  - Oversees the receipt and processing of building permits, construction plans, gas/electrical releases, and related applications; ensures these documents adhere to City standards.
  - Conducts enforcement inspections to ensure the safety and general welfare of residents and to maintain property values of residences; ensures inspections adhere to building and municipal codes; governs the interpretation of building and municipal codes and regulations regulating structural, mechanical, electrical, plumbing, and related codes, construction, business licenses, zoning and housing, encroachment, yard sales, and other compliance violations.
  - Ensures an ongoing focus on responsibly reducing organic waste deposited in landfills and promotes finding ways to use organic waste products to benefit the environment.
  - Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
  - Provides highly complex staff assistance to the Community Development Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
  - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and municipal code inspections, permit applications, utility account administration, and organic waste reduction.
  - Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
  - Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of contract administration and management.
- Problems, trends, and approaches used in code inspection and enforcement programs.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, supervisory, and professional leadership for the Building and Safety Inspection and Code Enforcement Divisions.
- Inspire and motivate staff to achieve division goals and maintain high standards of service.
- Mentor and coach staff to enhance their skills and career development.
- Serve as a technical resource concerning building and municipal codes, permit applications and approvals, utility account maintenance, and organic waste reduction.
- Explain violations, issue citations, and recommend corrective actions.
- Investigate reported code violations or nonpayment issues, explain violations and remediation steps, and recommend corrective actions.
- Supervise the establishment of filing, record-keeping, and tracking systems.

- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to an associate degree in a related field, such as construction technology, building inspection, construction management, or civil engineering.

Experience:

- Three (3) years of increasingly responsible experience in building inspection, code enforcement, or building construction, including two (2) years of experience in a supervisory capacity.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a minimum of one certification or license, which may consist of the following: a current ICC (either commercial or residential), ICBO combination inspector, a certificated plumbing, electrical, mechanical inspector, a plans examiner, or a Contractor's License in Electrical, Plumbing, General Building Contractors License B, or the equivalent as determined by the Building Official.
- The employee must be able to obtain both the ICC Residential Building Inspector Certificate and the ICC Commercial Building Inspector Certificate within one year of employment and maintain both certifications throughout employment.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).