

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**CODE COMPLIANCE SUPERVISOR - 1357**

**DEFINITION:**

Under direction, to supervise subordinates engaged in the investigation and enforcement of special ordinances and regulations relating to licensing/pawn shops, litter and weed abatement, and water loss/theft prevention; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises subordinates engaged in field investigations in response to citizen complaints and inquiries regarding enforcement of noise and land use regulations, solid waste code enforcement, storm water ordinances, water waste and drought restrictions, licensing/pawn shops, litter and weed abatement, and water loss/theft prevention;
- Enforces recycling, construction and demolition ordinances, franchise enforcement, and other City ordinances, as required;
- Receives complaints and assigns investigations to subordinates;
- May assist in the investigation of the more sensitive and complex complaints;
- Acts as liaison between other enforcement agencies as well as other City departments;
- Conducts ride-along inspections;
- Supervises the preparation of case material where legal action is required;
- Prepares statistical reports and correspondence;
- Testifies in court and attends administrative hearings;
- Reviews and recommends procedural changes;
- Develops and writes procedural manuals, prepares spreadsheets, reports, and presentations;
- Develops training programs for subordinates;
- Uses Environmental Programs and Collection System (EPACS) and other computer programs;
- Mediates and resolves employee complaints and grievances;
- Selects, trains, and evaluates the work performance of subordinates;
- Performs other related duties.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Two years of full-time experience in the enforcement of County, Federal, State, or Municipal codes and ordinances which must include field investigations, inspections, and the authority to issue citations and/or revoke licenses. Qualifying experience must include responsibility for the investigation and resolution of citizen inquiries and complaints.