PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for administrative and supervisory activities, training, and managing the work of personnel involved in the investigations of nuisance, summary abatement, zoning, and property maintenance complaints; and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares, monitors, and manages the division’s budget and expenditures for housing rehabilitation, emergency repair and nuisance abatement
- Supervises and reviews the daily activities of staff including, prioritizing, and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations
- Directs and enforces violations for the chronic nuisance program, providing investigative assistance to police, fire departments and City departments when requested
- Serves as a liaison between property owners and City departments
- Manages and coordinates property maintenance programs and rehabilitation compliance for housing standard improvements
- Manages and oversees controversial investigations, determining a course of action in compliance with policies and procedures and applicable ordinances, state, and federal regulations
- Attends applicable Board, committee, management, and community meetings, providing support and guidance for code compliance matters
- Prepares and coordinates cases for legal notification and prosecution
- Establishes and evaluates procedures, submitting recommendations to management with improvements for efficiency and productivity
- Maintains case files and various reports
- 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion sixty (60) of hours from an accredited college or university; and, (b) Seven (7) years of experience relevant to the essential tasks listed in this job description; or

2. (a) Completion of one hundred-twenty (120) hours from an accredited college or university; and (b) Five (5) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of City ordinances and state statutes pertaining to code enforcement and property maintenance principles, nuisance abatement, construction management, environmental codes, and related items
- Knowledge of project management, scheduling, and oversight
- Considerable knowledge of Housing Urban Development (HUD) standards and guidelines

Ability to:

- Ability to plan and direct the work of subordinate personnel and communicate effectively
• Ability to establish and maintain effective working relationships with public officials and internal and external customers
• Ability to plan, direct and coordinate investigations and studies
• Ability to maintain accurate records and prepare detailed reports
• Ability to provide appropriate and accurate decisions under emergency situations
• Ability to resolve complex situations with internal and external customers
• Ability to utilize the highest level of interpersonal skill to understand, select, develop, and motivate people at any level within or outside the organization

Physical Requirements: Physical requirements include arm and hand dexterity; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, kneeling, crawling, twisting, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1) Possession of a valid Oklahoma Class “D” Driver license
2) Oklahoma Code Enforcement Association (OCEA) basic code and property maintenance certification
3) Oklahoma Department of Environmental Quality lead-based paint certification, within one (1) year of date of hire
4) HUD Construction Manager and Consultant certification, within one (1) year of date of hire
5) National Environmental Health Association Healthy Homes certification, within one (1) year of date of hire

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; requires some traveling to various locations for inspections and may be exposed to unsafe building, loud noise, and toxic fumes; and may have some minimal exposure to narcotics.

EEO Code: E-02
Group: Clerical and Administrative
Series: Urban Development