

DEPUTY DIRECTOR OF PROPERTY MAINTENANCE CODES

KIND OF WORK: This is responsible supervisory and professional field work in directing the regulatory activities for Property Maintenance codes for the City of Mobile.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for the management of the enforcement activities for anti-blight programs, property maintenance and litter ordinances and regulations, which pertain to both city property and private property, as well as organizing and scheduling the daily activities of the Property Maintenance Section. Work is performed under the general direction of the Director of Urban Development with considerable latitude in exercising independent judgment and supervision over subordinate technical, inspection, enforcement and clerical support personnel.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Plans and assigns the work of subordinate personnel; supervises and evaluates the work of assigned personnel; supervises and participates in the inspection of buildings and structures for adherence to approved plans and compliance with applicable codes and ordinances; advises staff on solutions to the more difficult and technical problems or difficult customer service situations; coordinates the activities of inspection and enforcement personnel; prepares and submits annual budget proposal; trains subordinates in inspection and enforcement work; counsels employees on new problems and developments in the interpretations and enforcement of codes; consults with department heads to coordinate enforcement of ordinances; notifies property owners, contractors, architects, engineers and others of code violations or changes; assists inspectors and enforcement personnel in preparing information for legal action; answers questions related to codes and ordinances; may act as the department head in the absence of the Director of Urban Development; answers questions relating to policies, procedures, codes, ordinances, and laws; reads, interprets, and evaluates codes, policies, procedures, guidelines, and standards; prepares special reports; speaks at meetings and writes articles; operates vehicles safely; participates in departmental management accountability program; represents department at meetings and programs; performs administrative duties of the office; performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK: Thorough knowledge of the principles and practices of the management of enforcement activities; thorough knowledge of federal, state and local laws, regulations, standards and ordinances governing anti-blight programs and property maintenance; thorough knowledge of sources of information available concerning anti-blight programs and property maintenance regulations and reports on such matters; good knowledge of commonly used computer software, enforcement programs and geographic information systems; ability to make sound decisions and enforce related laws, ordinances, and policies; ability to analyze and evaluate program statistics; ability to communicate effectively and to prepare and make comprehensive reports, both orally and in writing; ability to plan and supervise the work and training of others; ability to operate a vehicle safely; ability to operate computers and software necessary to accomplish tasks; ability to establish and maintain effective working relationships with public officials, department heads, employees and the general public.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in building construction, engineering, architecture or related field, and a minimum of three years responsible administrative experience in the management and supervision of building construction or code enforcement activities; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENT: Possession of a valid driver's license from state of residence.

Adopted:

WTP: 1 year
Physical Group:

Any interested applicants, please go to the Mobile County Personnel Board website: www.personnelboard.org/