

COMPLIANCE SUPERVISOR

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for enforcement of the Lafayette Development Code and LCG Property Maintenance Code, and other ordinances as addressed by cases brought to the Lafayette Administrative Adjudication Bureau through a staff of inspectors. Incumbents oversee and participate in City/Parish initiated inspection of residential and commercial sites and responds to complaint calls which may result in compliance expense to property owners, exercising discretion and technical judgment in carrying out assigned duties, but consult with the Compliance Manager on difficult or unusual cases. Positions make recommendations for residential or commercial condemnations, administer the condemnation process, and report to the Compliance Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Oversees and participates in systematic inspections throughout Lafayette to determine where violations exist. Prepares contracts and/or bid documents as needed to abate various violations on applicable LCG codes. Notifies property owners of violations, offers suggestions for improvement that will bring the property into compliance, and conducts follow-up inspections to ensure corrections were made to bring the property into compliance with the applicable code. Maintains thorough and accurate records of completed inspections, violations noted, and prepares related reports. Presents recommendations to the City and Parish Councils to condemn structures and administers the condemnation process. Supervises positions classified as Compliance Inspector, Environmental Services Inspector, and a small staff of clerical support personnel, and assists and offers advice to subordinates in response to difficult and/or unusual cases. May appear at hearings where legal enforcement of ordinances is required.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of appropriate municipal ordinances applicable to area of assigned work.

Considerable knowledge of techniques applied in securing compliance with appropriate ordinances.

Considerable knowledge of applicable policies and procedures of budgeting, purchasing, contracting, and related.

Ability to exercise tact and patience in securing compliance with applicable ordinances.

Ability to operate computer and maintain standard office records.

Ability to understand and follow oral and written instructions.

Ability to effectively determine property ownership through use of courthouse records.

Ability to establish and maintain effective working relationships with government officials, coworkers, subordinates, and the general public

DESIRABLE TRAINING AND EXPERIENCE

High school supplemented by vocational coursework in the building trades, and experience with public contact work related to code or law enforcement; or any equivalent combination of training and experience.