



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: September 24, 2014
Closed: When Filled

JOB POSTING
Code Compliance Supervisor
Full Time
Monthly Salary: \$4,151

JOB SUMMARY:

Responsible for supervising, planning, organizing and coordinating the activities of Code Compliance personnel in the enforcement of state laws, municipal codes and local ordinances. Supervises the inspection and/or investigation of potential violations. Directs enforcement of properties and/or vehicles not meeting City codes to include citations, property liens, towing, and other governmental functions designed to maintain the health, safety and aesthetics of the community.

MINIMUM QUALIFICATIONS:

- High school diploma or GED; one year related experience and/or training desired.
- Minimum of two years supervisory experience preferred.
- Must possess a valid Texas Drivers License.
- Must possess a valid Texas Department of Health "Code Enforcement" certification.
- Must be able to lift and/or move up to 50 pounds.

SKILLS AND EXPERIENCE:

- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Working knowledge of the use and applications of computer software.
- Leadership and communication skills to direct personnel and deal with the public and City officials in a positive manner.
- Ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

TO APPLY:

Online applications will not be accepted for this position. Please print and complete the application with attached Application Addendum provided at www.bedfordtx.gov/hr or pick up an application and Application Addendum from the Bedford Law Enforcement Center at 2121 L. Don Dodson Dr. or Human Resources at 2000 Forest Ridge Dr. in Building B.