



## City of Kansas City, Missouri Job Class Specification

**Job Title:** COMMUNITY ENGAGEMENT SUPERVISOR      **Department:** MULTI  
**Job Code:** 4022      **Status:** NONEXEMPT      **Grade:** NE-7

### Summary

This is professional, technical and supervisory work involving municipal code enforcement programs in environmental health regulations, codes and ordinances that affect both private residential and commercial properties.

Work involves responsibility for supervising and participating in responsible technical and professional duties requiring applications of technical knowledge and skills in a major citywide code enforcement or environment health program. The supervision and enforcement of municipal public health ordinances, codes and regulations in an assisted environmental health service and assisting in planning, directing and coordinating activities of a moderately large group of personnel performing investigating and inspection work in the field and office.

Duties encompass supervision and participation in identifying violations of the codes, conducting field investigations, surveys, performing considerable legal research and using highly technical computer searches, with emphasis on general sanitation, health and safety practices, private property maintenance issues, both commercial and residential, private and corporate ownership research, as well as skip-tracing. Measures will be taken to locate property owners and obtain personal identifiers for issuance of summonses for prosecution.

### Duties and Responsibilities

- Supervises and participates in inspections and investigations of private properties for property maintenance and nuisance code compliance, or supervises inspections of retail food establishments and public eating and drinking establishments to-determine compliance with municipal ordinances, codes and regulations.
- Supervises and participates in the research and investigation of property ownership, probate to determine heir-ship, death certificates, legal descriptions/boundaries, corporate records and identifies type of business entity to delineate fiscal responsibility relationships of property, utilizes skip-tracing techniques to obtain personal identifiers and locate property owners issuing summonses for court prosecution.
- Assigns tasks and provides work instructions and assistance on unusual or complex problems and is reviewed for adherence to rapidly changing most current legal interpretations, and established technical and professional standards to obtain the desired results.
- Trains in the effective use of available resources, such as the Landlord Training Program and Municipal Court Fund, to expedite abatement of code violations and to educate code violators.
- Undergoes extensive, ongoing, highly specialized training to develop legal, analytical, judgment and interpretive skills and investigative techniques in order to appropriately and successfully enforce the ordinances fully to each specific situation.

<b>Duties and Responsibilities (continued)</b>	<ul style="list-style-type: none"> <li>▪ Supervises the coordination of code enforcement with other agencies, such as the Jackson County's Drug Abatement Response Team (DART), and other Neighborhood Centers (FOCUS Centers and Community Action Centers).</li> <li>▪ Responds to emergency situations, such as properties lacking essential services, unsanitary and unsafe conditions, and other conditions that may pose a hazard to the public, i.e., fires and floods, by posting the structures with order to vacate requiring vacation of the property immediately, issuing emergency orders requiring short turnaround of emergency situations, obtains search warrants from Municipal Court Judge for emergency situations, and provides guidance for cleanup and disposal of contaminated foods or beverages.</li> <li>▪ Performs related duties as required.</li> </ul>
<b>Technical Skills</b>	<p>Considerable knowledge of:  Municipal health ordinances, codes, and regulations applicable to environmental health.  Ability to:  Plan and supervise the work of assigned technical assistants and other staff.  Enforce public health and regulatory ordinances, codes, and regulations tactfully, firmly, and impartially.  Make technical inspections and to arrive at independent decisions on the basis of such inspections.  Make clear and concise reports and recommendations.  Establish and maintain satisfactory relationships with operators of establishments.</p>
<b>Education and Experience</b>	<p>Accredited Bachelor's degree and 2 years' experience in planning/zoning; nuisance housing; building construction or inspection; health, safety, codes and ordinances inspection or investigations; neighborhood/community assistant, code enforcement, social services, background investigations or criminal justice.</p> <p style="text-align: center;">OR</p> <p>An equivalent combination of education and experience.</p>
<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.</li> <li>▪ Must possess or be eligible to obtain required police commission from the Kansas City, Missouri Police Department.</li> <li>▪ Will be required to pass a preemployment drug screen.</li> <li>▪ Must pass a background check as prescribed by the City.</li> </ul>
<b>Supervisory Responsibility</b>	<p>Supervision is exercised over assigned personnel.</p>
<b>Supervision Received</b>	<p>Work is performed under general supervision.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
<b>Created</b>	<p>8/94, 8/00, 9/01, 9/06, 01/10, 8/2022, 9/2023 , 01/2024</p>
<b>Revised</b>	