

## **PROPERTY MAINTENANCE DIVISION CHIEF**

### **An Overview**

The Division Chief of Property Maintenance Code plans, manages, and supervises the day-to-day activities of the Division of Property Maintenance Code within the Department of Code Administration. The employee in this class utilizes professional and technical expertise in the oversight of educating the community on the provisions of and the enforcement of the Virginia Maintenance Code, various Alexandria City Nuisance ordinances, and the coordination with other City agencies regarding zoning enforcement, trash disposal, and construction noise complaints. The Division Chief supervises, coordinates, and manages field inspectors who investigate and resolve complaints regarding violations of the Virginia Maintenance Code, and building, blight, and health codes in the City of Alexandria. The incumbent works under the general direction of the Director of the Department of Code Administration, with considerable latitude for independent work.

### **The Opportunity**

- Establishes goals, objectives and priorities for program and field units;
- Manages and supervises the daily activities of the Division of Property Maintenance Code;
- Collaborates with relevant city departments to ensure consistent alignment of processes and policies;
- Works closely, continuously, and collaboratively with the other city departments and agencies to develop successful outcomes for various City Code (nuisance and other assigned regulations) and Virginia Maintenance Code violations;
- Assists field inspectors on complicated field inspections as warranted;
- Ensures that all complaints received are adequately prioritized, assigned and investigated within prescribed response times and policies, as established in collaboration with relevant city departments and agencies, and that appropriate follow up actions, documentation and resolutions are taken;
- Assists field inspectors with criminal and civil court prosecutions and pursues legal procedures allowed to obtain compliance under applicable city and state codes and ordinances in collaboration with relevant city departments and agencies;
- Manages staffing and resource distribution to make sure that the appropriate staffing levels are maintained commensurate with workload and case complexities;
- Proactively seeks out potential system constraints, works with others to remove or mitigate constraints to improve compliance and enforcement effectiveness and efficiencies;
- Identifies enforcement issues and trends within the community, plans and implements changes in resource allocation and/or case assignment and management in order to adequately address those trends for the

- protection, preservation, and welfare of the community;
- Maintains close interaction, alignment and communication with all applicable city departments and agencies including those for whom field inspection staff are serving as technical assistants;
  - Designs and develops operational policies and procedures for the Division, and oversees implementation of same in collaboration with city departments and agencies;
  - Coordinates various program activities with other business areas within the Department of Code Administration, and ensures effective interface of operations/programs with other city departments and agencies, as well as with various governmental agencies at the state, and/or federal level;
  - Provides guidance to field inspectors relative to performance goals and objectives, serves as the rater in the performance reviews of field inspectors, and provides guidance on development needs;
  - Oversees field inspection staff to assure appropriate training, certification, and compliance with policies and procedures established in collaboration with relevant city departments and agencies;
  - Ensures that operations and the work practices of all field inspectors comply with all applicable local, federal, and state safety regulations;
  - Represents the Department of Code Administration on interagency task forces designed to address specific regulatory violations that require multiple department involvement to resolve;
  - Develops and implements strategies to involve neighborhood and business associations in the recognition of various city and state code requirements and violation reporting;
  - Attends various neighborhood association meetings on a rotating basis to provide training and obtain input regarding community issues, program success and/or inadequacies;
  - Uses information technology and internet services to improve workflow, record keeping, and informational reports; and
  - performs related work as required.

### **The Idea Candidate**

To qualify for this position, all candidates must have a thorough knowledge of building and property maintenance codes, blight and other codes within the assigned mission of the Property Maintenance Code Section; thorough knowledge of building construction codes, fire prevention codes, city nuisance ordinances and zoning enforcement; thorough knowledge of principles and practices of code enforcement; some knowledge of legal processes by which violations are resolved or prosecuted; demonstrated ability to make detailed plans and procedures for most effective use of staff; ability to effectively communicate in verbal and written form; ability to promote collaborative relationships with citizens, civic and community organization groups, City departments, agencies and government leaders; ability to formulate and present proposals and presentations; ability to effectively supervise staff to carry out the work of the Section; ability to apply principles of leadership, creative problem solving, collaboration, decision

making, and team building; ability to prepare and present concise and effective reports; and ability to establish and maintain effective working relationships with citizens, civic groups, City officials, and employees.

To be considered as an ideal candidate, one should also possess the following certifications in Certified Maintenance Code Official by the Virginia Department of Housing and Community Development at the time of appointment; OR Certified Housing Code Official by the International Code Council at the time of appointment, and Certification as a Virginia Maintenance Code Official within one year of appointment. The ideal candidate must also possess a valid driver's license by the state of his/her residence.

The ideal candidate must also have the ability to obtain the following within three years of appointment: Virginia Department of Housing and Community Development Elevator Inspector; Virginia Department of Housing and Community Development Residential Inspector; successful completion of Crisis Intervention Training.

### **About The Department**

The City of Alexandria's [Department Of Code Administration's](#) focus is to assist customers to achieve compliance with The Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the city code nuisance and development provisions. the department contains five divisions: the permit center, property maintenance inspections, new construction inspections, plan review services, and administrative services. if you are curious for a broader view of our city government [click here](#), or for a broader view of The City Of Alexandria [click here](#).

### **Salary**

\$76,929.06 - \$135,378.62 Annually