

## **CITY OF FONTANA CODE COMPLIANCE INSPECTOR**

**DEFINITION:** Under general supervision from higher level management staff performs technical office and field work in the enforcement and compliance of various City nuisance and zoning ordinances.

**EXAMPLES OF DUTIES:** The Code Compliance position has the responsibility to conduct field checks to uncover possible violations of a variety of City Codes and Ordinances including zoning, nuisance, environment, neighborhood enhancement, health and safety ordinance violations and weed abatement inspections and notifications.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Investigate possible violations; notify responsible individuals in person and in writing, request discontinuance, removal or alteration of conditions that violate City ordinances; perform follow-up investigations to see that remedial action has been taken.
- Issue notices of violation and citations, in person or by mail service; in accordance with City Codes.
- Respond to citizen complaints regarding ordinance violations; investigate and resolve problems, provide information to the public and other City departments by phone or in person regarding regulations, ordinances and laws enforced by the City.
- Prepare reports regarding cases; prepare cases including history, facts, photos and other needed information; represent the City in court when citizens are in noncompliance.
- Carry out preventative enforcement and compliance; post properties to notify violation will occur if certain items are not completed. Patrol assigned areas of the City to locate and observe violations of City Codes.
- Photograph violations for the purpose of evidence and identification; provide photographic assistance to other City departments upon request.
- Coordinate inspections and dispositions of cases with other city departments and outside agencies.
- Conduct property searches for legal descriptions and correct property owner.
- Learn and effectively enforce City Codes, Ordinances and laws pertaining to zoning, nuisance, health, safety and welfare with impartiality and efficiency.
- Learn the principles, practices, methods and techniques of ordinance enforcement.
- Learn general City services and the municipal organizational structure as they relate to ordinance enforcement and compliance.
- Conduct field survey and notification for weed abatement on a biannual basis.
- Learn the geography of the City.
- Understand and interpret legal descriptions and boundary maps of real property.
- Analyze and compile technical information on ordinance investigations and violations.
- Apply investigative techniques useful in insuring compliance with appropriate codes and ordinances.

- Maintain and update records, logs and reports.
- Prepare cases for prosecution or council action and in writing.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting and turning while entering and exiting a motor vehicle or on foot within the City limits. Incumbents may be required to lift objects weighing up to 25 pounds. The position requires near, far, and color vision. Incumbents work in all weather conditions, around moving traffic and frequently deal with irate members of the public.

**EXPERIENCE AND TRAINING GUIDELINES:**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have knowledge of;

- Investigative principles and practices.
- Regulations and requirements of court evidence.
- Basic principles, practices and techniques of code/life safety inspections.
- Principles and procedures of record keeping and reporting.
- Safety and efficient work practices as they relate to ordinance enforcement.

**Experience:** One to two years of working knowledge in code enforcement/compliance and/or building inspection which included significant public contact.

**Education:** Completion of the twelfth grade or GED supplemented by college level coursework in psychology, sociology, law enforcement or a closely related field.

**Licenses and Certifications:** Possession of a valid CA class C Driver's License and the ability to obtain a PC832 certificate and an ICBO/AACE and/or SCACEO certificate within one year.