

CITY OF FONTANA PLANNING INSPECTOR

DEFINITION: Under general supervision of higher level planning staff, provides city wide inspections of all new building construction, tenant improvements, and business license inspections for occupancy. Performs planning inspections for compliance with City codes and other related ordinances to perform a variety of technical duties involved in providing assistance and support to the professional planning staff and providing assistance and information to the public.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Perform a variety of technical planning duties under minimal supervision.
- Inspect industrial, commercial, and residential buildings during various stages of construction; Inspect existing buildings for compliance with applicable codes and ordinances.
- Coordinate inspection activities with other City departments and divisions.
- Review basic building and site plans and other development related applications for conformance with appropriate regulations.
- Read and interpret building plans, site plans, building elevation plans, and grading plans.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively meet and communicate with architects, contractors, builders and the general public in the field and in the office.
- Check plans for compliance with code, zoning, and development requirements and discrepancies after permit is issued.
- Assist other divisions, such as Code Enforcement, in performing inspections in the field on open code cases.
- Maintain files of inspections and issued permits; review files for inactive, revoked or expired permits.
- Attend training courses to learn of new codes and other Planning regulations.
- Understand the principles, practices, methods and techniques of ordinance enforcement.
- Understand and interpret legal descriptions and boundary maps of real property and the geography of the City.
- Analyze and compile technical information on planning codes and regulations.
- Apply techniques useful in ensuring compliance with appropriate codes and ordinances.
- Receive phone calls; answer questions and provide information about construction site inspections and regulations.
- Work effectively in a high volume, fast paced environment; work independently in the absence of supervision.
- Communicate effectively both verbally and in writing.
- Perform related duties as assigned.

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, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents work in all weather conditions, may have direct contact with cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, drive motorized vehicles and work around moving traffic.

EXPERIENCE AND TRAINING GUIDELINES

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

- Basic principles of urban planning and related disciplines.
- Current literature, information sources and research techniques in the field of urban planning.
- Pertinent Federal, State, and local laws, codes and regulations.
- Reading and interpretation of complex building plans and specifications.
- Ability to relate to difficult people
- Ability to handle sensitive issues confidentially and tactfully.
- Safe and efficient work practices as they relate to ordinance compliance.
- Research methods and information sources related to planning
- Modern office procedures, methods, computer equipment and software.
- Personal computer operations and software applications.

Experience: Two years of increasingly responsible experience related to urban planning, code compliance, or building inspection which involves significant public contact.

Education: Equivalent to completion of the twelfth grade supplemented by specialized training in planning, architecture, building inspection, code compliance or engineering is required.