

**CITY OF FONTANA  
CODE COMPLIANCE TECHNICIAN**

**DEFINITION:** Under direction from higher level management staff performs office and field work in the enforcement of various City nuisance and other minor code violations.

**EXAMPLES OF DUTIES**

The Code Compliance Technician has the responsibility to conduct a variety of routine investigations relating to weed abatement and other minor code violations.

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

- Conduct a variety of routine investigations relating to weed abatement and other minor code violations; notify responsible individuals in person and in writing; request compliance with removal or alteration of conditions that violate City ordinances; perform follow-up investigations to see that remedial action has been taken.
- Assist the Code Compliance Inspectors in more complex cases.
- 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 ordinances, regulations, 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 necessary.
- Carry out preventative, pro-active enforcement; post properties to notify compliance action 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 cases with other city departments and outside agencies.
- Conduct property record searches for legal descriptions and correct property owner.
- Learn and effectively enforce City Codes, Ordinances and laws pertaining to minor code violations, including, but not limited to, weed abatement, abandoned/nuisance vehicles, open and vacant structures and unsecured pools.
- 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.
- Learn the geography of the City.
- Prepare public nuisance hearing pleadings and attend, prove and provide testimony in administrative proceedings.
- Maintain and update records, logs, reports and computer databases.
- 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. The employee must have knowledge of;

- Basic 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:** Some working knowledge of code/law enforcement and or building inspection which included significant public contact.

**Training:** Completion of the twelfth grade or GED supplemented by some additional college coursework or training in law enforcement, building inspection or a closely related field.

**Licenses and Certifications:** Possession of a valid CA class C Driver's License and a PC832 certificate.