

**CITY OF FONTANA  
PLANNING COMPLIANCE TECHNICIAN**

**DEFINITION:** To provide technical field and office work to assure compliance with codes including but not limited to zoning and development codes, sign codes, and subdivision codes, especially as it pertains to conditions of approval and issuance of certificates of occupancy. To perform 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; provides assistance and information to the public.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from Director of Community Development and higher level planning staff.

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

- Perform a variety of technical planning duties under minimal supervision.
- 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.
- Maintain record keeping and files on plans, permits, maps and other materials and records; prepare and assemble reports involving statistical data and land use data.
- Inspect industrial, commercial, and residential buildings during various stages of construction.
- Check plans for compliance with code requirements and discrepancies after permit is issued.
- Inspect existing buildings for compliance with applicable codes and ordinances.
- 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.
- Learn the principles, practices, methods and techniques of ordinance enforcement.
- Learn the geography of the City.
- Understand and interpret legal descriptions and boundary maps of real property.
- 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:** This is a field position and requires driving. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

**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.
- Personnel 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.