

**CITY OF FONTANA
SUPERVISING CODE ENFORCEMENT INSPECTOR**

DEFINITION: Under general supervision of the Community Improvement Program Manager, this position will provide direct supervision of code enforcement inspection staff and support personnel; administration of the City's Weed/Rubbish Abatement contracts; provide information and assistance to the public and may assist in preparation of the Division operating budget.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Recommend and assist in the implementation of Unit goals and objectives; implement policies and procedures.
- Provide direct supervision over subordinate staff, including periodic performance reviews and evaluations.
- Provide technical assistance and training to Unit staff in areas of specialization.
- Participate in recruitment and selection of Unit staff; provide or coordinate staff training; provide hands-on guidance to staff to correct performance deficiencies; initiate and implement disciplinary procedures.
- Answer questions and handle complaints regarding zoning, public nuisance, substandard housing, inoperative vehicles, and weed abatement violations.
- Handle complaints from staff, other departments, City Manager's office, Council, and the public.
- Oversee the coordination of Code Enforcement activities with other City departments/divisions, County, State, or Federal agencies.
- Perform field inspections as directed or required.
- Assist staff with the more difficult, complex, sensitive aspects of the job.
- Maintain detailed records, logs, and files.
- Prepare City Council and Planning Commission staff reports as directed.
- Assist in administration of the City's Weed/Rubbish abatement programs.
- Participate in preparation and administration of the Unit budget.
- Act in the absence of the Community Improvement Program Manager.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the line of duty.
- Perform other tasks or functions deemed necessary to the daily operations of the employer.
- Maintain prompt and regular attendance.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

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

WORKING CONDITIONS: The position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance

of daily duties. Requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard and mouse. The need to lift, carry and push tools, equipment, and supplies weighing up to 25 lbs is required. Employee may be required to work in all weather conditions including wet, hot, cold and in the presence of fumes, dust and other airborne contaminants. The position also requires both near and far vision when inspecting work and reading written material, as well as acute hearing when providing telephone service.

EXPERIENCE AND TRAINING GUIDELINES: A combination of training that provides the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Considerable knowledge of principles and practices of code enforcement programs and procedures including knowledge of the Uniform Building, Plumbing, Mechanical, Housing, International Zoning, International Property Maintenance, Uniform Code for the Abatement of Dangerous Buildings, and the National Electrical Code.
- Current legal research methods and techniques.
- Effective principles and procedures of supervision, training, motivation, and performance evaluation.
- Municipal budget preparation and administration.

Experience: Five (5) years of experience as a Code Enforcement Inspector for a public agency, which includes investigating and interpreting ordinance violations related to land use, building construction, zoning, and public nuisances.

Education: Completion of the twelfth Grade or GED, supplemented by specialized college level course work in Planning, Geography, Construction Science, Criminal Justice, Public Administration, Business Administration or a closely related field. A Bachelor's degree is highly desirable.

License/Certificate: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent; a POST PC 832 Certificate; and certification as a Certified Code Enforcement Officer by the California Association of Code Enforcement Officers (CACEO);

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, and physical examination. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.