

**CITY OF FONTANA
SENIOR CODE ENFORCEMENT INSPECTOR**

DEFINITION: Under general supervision, will perform the more complex duties involving the enforcement of public nuisance, zoning, substandard/dangerous structure ordinances and lead administration of the City's Weed, Trash and Debris Abatement Program. Serves as lead person providing functional and technical guidance to Code Enforcement Inspection staff and other duties as assigned.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Perform the more complex and specialized duties involved in ensuring compliance with City land use, zoning, housing, abatement and nuisance ordinances; coordinate the City's twice yearly Weed, Trash and Debris Abatement Program.
- Provide technical assistance to Code Enforcement Inspector personnel.
- Provide training, guidance and direction to personnel performing code enforcement duties.
- Assist staff with the more difficult, unusual or sensitive aspects of code enforcement work.
- Read, interpret and research complicated laws, rules and regulations, legal documents, legal descriptions of property, maps and building plans.
- Perform field surveys and investigate complaints of possible ordinance violations.
- Contact property and business owners and schedule and conduct on-site inspections of property and business locations for compliance with City ordinances.
- Advise violators of ordinance requirements to gain voluntary compliance.
- Take photographs and necessary measurements, gather evidence for code compliance cases.
- Issue Notices of Violation, and when necessary, citations for court appearance.
- Maintain records of inspections and enforcement efforts.
- Prepare required documentation for legal actions and testify in court proceedings regarding code violations.
- Perform follow-up actions as needed to ensure compliance.
- Confer with related agencies and departments on disposition of complaints and code violations.
- Prepare detailed and specialized reports and correspondence related to code enforcement activities.
- Provide information regarding code enforcement program requirement to the public.
- Establish and maintain effective working relationships.
- Communicate clearly and concisely, both orally and in writing.
- 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 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. 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:

- Techniques of supervision and training.
- State laws and municipal ordinances governing land use, zoning, public nuisances, property maintenance, substandard housing and related code provisions.
- Techniques of investigation, including interviewing and fact finding, related to code enforcement activities.

EXPERIENCE: Three (3) years of experience performing land use, zoning, building, public safety, or related code enforcement inspection or abatement work.

EDUCATION: Completion of the twelfth grade or GED supplemented by specialized training in construction technology, law enforcement techniques, planning, public administration or related field. A Bachelor's degree is highly desirable.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License. Possession of a POST approved P.C. 832 certification. Possession of a certification as a certified Building Inspector, Certified Zoning Inspector or Certified Housing and Property maintenance Inspector through the International Conference of Building Officials (ICBO), or as a certified Code Enforcement Official-Intermediate Level, through the Southern California Association of Code Enforcement Officials (SCACEO).