

**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 Animal Care & Control and Weed/Rubbish Abatement contracts; will 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 Division 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 Division staff in areas of specialization.
- Participate in recruitment and selection of Division 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 vehicle and weed abatement violations.
- Oversee the coordination of Code Enforcement activities with other City departments/divisions, county, state or federal agencies.
- Perform field inspections as directed or required.
- Maintain detailed records, logs and files.
- Prepare City Council and Planning Commission staff reports as directed.
- Assist in administration of the City's contract Animal Care and Control, spay/Neuter Voucher and Weed/Rubbish abatement programs.
- Participate in preparation and administration of the Division budget.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the line of duty.
- Acts in the absence of the Community Improvement Program Manager.
- Perform 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:** 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 weighting 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, and International Property Maintenance Codes. The 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:** Three (3) years of experience as a Code Enforcement Inspector for a public agency, which included investigating and interpreting ordinance violations related to land use, building construction, zoning and public nuisances. A minimum of one (1) year of supervisory experience performing lead work as a Sr. Code Enforcement Inspector or equivalent.

**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 Bachelors degree is highly desirable.

**License/Certificate:** Possession of and continuously throughout employment, a valid California Drivers License; a POST PC 832 Certificate and Certification as a Certified Building Inspector or equivalent by ICBO. Certification as a Certified Code Enforcement Administrator by the AACE is highly desirable.