

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

5-12-89

PLUMBING INSPECTOR, 4231
 SENIOR PLUMBING INSPECTOR, 4233
 PRINCIPAL PLUMBING INSPECTOR, 4235
 CHIEF PLUMBING INSPECTOR, 4239

Summary of Duties: Inspects commercial, apartment, and industrial plumbing installations for conformance to the provisions of pertinent laws or construction specifications; and assists in training other inspectional employees as required; or supervises employees making such inspections, personally inspects the more complex installations; or performs responsible staff functions; or assists in the administration of the Plumbing Inspection Division of the Department of Building and Safety, or directs the activities of the Plumbing Inspection Division in the enforcement of City ordinances and regulations relating to plumbing and fire sprinklers; and does related work.

Distinguishing Features: In the Department of Building and Safety, employees of these classes are responsible for seeing that plumbing installations within the City conform to legal requirements. A Plumbing Inspector may make field inspections within an assigned district of new plumbing installations in apartment, commercial, and industrial structures or of existing and replacement installations in old buildings being surveyed by the Mechanical Bureau; or may be assigned to a unit performing specialized functions such as making fire sprinkler system inspections, or testing plumbing materials and devices; or participates in training other inspectional employees.

Employees of these classes are distinguished from Building Mechanical Inspectors in that the latter are only concerned with residences, while the former are principally concerned with large buildings and installations.

A Senior Plumbing Inspector may supervise a group of district Plumbing Inspectors and make field inspections with them when difficult enforcement or public relations problems arise, may make all field inspections of plumbing installations in large construction projects, may be in charge of a specialized unit, or may be responsible for planning and conducting an in-service training program.

A Principal Plumbing Inspector supervises plumbing inspection activities in the City and assists the Chief Plumbing Inspector in the administration of the Plumbing Inspection Division of the Department of Building and Safety.

The Chief Plumbing Inspector directs the activities of the Plumbing Division of the Department of Building and Safety. While referring unusual administrative and policy problems involving other Department

units and/or the public to the Mechanical Bureau Management, the Chief Plumbing Inspector has full charge of the Plumbing Inspection Division. This includes making decisions on controversial questions arising from interpretations of policies and laws pertaining to plumbing installations and deviations from the Plumbing Code.

Examples of Duties: Plumbing Inspector: Inspects apartment, commercial, and industrial plumbing systems in an assigned district for conformance to the provisions of the City Plumbing Code; inspects water-supply systems, drainage and sewer systems, and air and gas piping systems for approved materials, proper pipe sizes, proper fittings, approved back-flow prevention devices, adequate support, and proper assembly, and pressure-tests these systems to see that they are air and water tight; inspect drainage and sewer systems for proper grade, adequate venting, and properly placed clean-outs; inspects water heater installations for approved heaters, proper gas and water pipe connections, and proper venting; inspects swimming pools for proper water supply and drainage equipment and installation; assists in training other inspectional employees as required; and determines percentage of contract work completed for progress payments.

Inspects and supervises the testing of fire sprinkler systems and wet and dry standpipes to see that they conform to Code requirements and provide adequate protection.

Inspects building sites in critical soil areas to determine, on the basis of type of soil, fill conditions, water table level, site layout, and other conditions, whether private sewage disposal systems may be installed; inspects test holes and measures seepage rate; obtains soil samples for laboratory testing; advises owners and contractors on acceptable locations for cesspools, septic tanks, and seepage pits.

Assists in the plumbing test laboratory; tests plumbing materials and devices according to prescribed procedures; subject to supervisory review, prepares reports to the Board of Building and Safety Commissioners recommending approval or disapproval of tested items and prepares bulletins notifying other inspectors of approved items.

Reviews complaints concerning violations of the Plumbing and the Heating and Refrigeration Codes; recommends whether to prosecute violators; and assists in the prosecution by assembling evidence and by appearing in court as a witness.

Surveys existing commercial and residential areas and private and parochial schools for substandard plumbing installations; prepares reports recommending corrections to be made; explains to owners the reason for the corrections.

Ascertain that plumbers working in the City possess valid licenses; gives plumbers and others information and advice concerning the

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Plumbing Code; issues written orders to violators of the Code for corrections and makes reinspections to determine if corrections have been made; reviews permit applications and verifies that all fees have been entered properly; keeps records of inspections and recommendations.

Inspects plumbing systems, gas, fuel, and air piping systems, water heaters, hot water heating boilers and related piping systems, lawn sprinkler systems, standpipes, and fire sprinkler systems installed on City property to insure that all work and materials conform to plans and specifications, interprets plans and specifications for contractors; authorizes variations from contract specifications; keeps records and prepares reports on job progress; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Senior Plumbing Inspector: Supervises a group of district Plumbing Inspectors; makes inspections when difficult problems arise; confers with plumbers, contractors, and the public concerning proper plumbing procedures and Code requirements; investigates and recommends action on requests for Code deviations.

Inspects plumbing installations in large building construction projects for conformance to Code requirements, and for satisfactory workmanship; authorizes minor Code deviations and recommends on the approval of major deviations; checks equipment and materials for conformance to plans; and determines percentage of contract work completed for progress payments.

Supervises the inspection of standpipe and fire sprinkler systems and personally inspects the more complex installations; advises owners and contractors on ways to provide sprinkler protection against specific hazards.

Supervises Plumbing Inspectors assigned to public counter duties; assembles field investigation; researches for precedents, assists in preparing revisions to the Plumbing Code; may act for a Principal Plumbing Inspector in the latter's absence; and may be assigned to conduct an in-service training program for departmental plumbing inspection personnel.

Supervises a group of Plumbing Inspectors and a Heating and Refrigeration Inspector engaged in surveying existing plumbing, heating, and refrigeration installations.

Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Principal Plumbing Inspector: Assists the Chief Plumbing Inspector in the administration of the Plumbing Inspection Division; supervises

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fire sprinkler and standpipe inspection activities throughout the City; gives information to contractors and others concerning the provisions of the Plumbing Code; receives reports of inspectors and makes decisions concerning their recommendations; assigns inspectors to particular districts or functions; makes inspection of plumbing, sewers, water heaters, gas piping, cesspools, and septic tanks where major problems are involved; consults with the Chief Plumbing Inspector on problems requiring a determination of policy.

Investigates and recommends action on petitions requesting deviations from the requirements of the Plumbing Code, prepares for the approval of the head of the Division such documents as department bulletins and instruction sheets to the employees of the Plumbing Inspection Division concerning changes in the Code and department procedure; confers with supervisors on problems not covered specifically by the Code and transmits these decisions to subordinates; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Chief Plumbing Inspector: Directs the inspection of plumbing installations, including automatic fire sprinkler and standpipe systems, lawn sprinkler systems, and swimming pool plumbing for conformance to the provisions of the Plumbing Code; consults with, and advises subordinates concerning changes in the laws governing the operations of the Department, new developments in the field of plumbing, and proper methods of inspection; may approve minor deviations and prepares reports to the Board of Building and Safety Commissioners recommending approval or disapproval of requests for other deviations from the Plumbing Code; holds conferences with the employees of the Division in order to obtain uniformity of action among the various employees; makes decisions on questions of policy affecting the enforcement of laws under the jurisdiction of the Division; assists in preparing changes in the Plumbing Code and department regulations by conferring with supervisors and with interested organizations and individuals.

Reviews and advises on plans for in-service training programs; makes speeches before plumbing industry groups on the Code and its application; prepares Plumbing Inspection Division budget estimates; prepares reports on the activities of the Division; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

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Qualifications:

<u>Knowledges:</u>	<u>Plumbing Inspector</u>	<u>Senior Plumbing Inspector</u>	<u>Principal Plumbing Inspector</u>	<u>Chief Plumbing Inspector</u>
The provisions of the Los Angeles City Plumbing Code.	Good	Good	Good	Good
Plumbing principles, practices, materials and tools, and their application to residential and commercial installations.	Good	Good	Good	Good
The administrative regulations and legal interpretations affecting the work of the Plumbing Inspection Division of the Department of Building and Safety and the problems involved in their enforcement.		Working	Good	Good
The regulations and procedures of the Plumbing Division.		Working	Good	Good
The principles of supervision.		Working	Good	Good
Safety principles and practices.		Good	Good	Good
Laws and regulations related to equal employment opportunity and affirmative action.		Working	Working	Working
City personnel rules, policies and procedures.		General	Working	Good
Memoranda of understanding as they apply to subordinate personnel.		General	General	General
The legal procedures involved in prosecuting violators of the plumbing laws.		General	General	Good

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<u>Knowledges:</u>				
Hot water heating systems, including boilers.	General	General	Working	Working
The principles of hydraulic and sanitary engineering as they apply to plumbing installations.		General	General	Good
Budgetary and administrative practices and procedures.			Working	Good
<u>Abilities:</u>	<u>Plumbing Inspector</u>	<u>Senior Plumbing Inspector</u>	<u>Principal Plumbing Inspector</u>	<u>Chief Plumbing Inspector</u>
Make routine inspections of plumbing installations and other piping systems for conformance to Code, safety requirements, and contract specifications.	X			
Maintain routine records and make clear and concise reports.	X	X		
Establish and maintain good relations with owners, plumbing contractors, and others contacted in connection with plumbing inspection work.	X	X	X	X
Obtain all pertinent facts in making field investigations of violations of plumbing laws and regulations.	X	X		
Read and interpret plans and diagrams of plumbing installations.	X	X	X	X

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License: A valid California Driver's license is required for all classes. For Plumbing Inspector, a valid Los Angeles City Journeyman Plumber's license is required prior to appointment for those not qualifying through the Assistant Inspector program.

Physical Requirements: Plumbing Inspector and Senior Plumbing Inspector: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; and back and leg coordination involved in activities such as stooping, kneeling, climbing, bending, crouching and crawling.

Principal Plumbing Inspector and Chief Plumbing Inspector: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.