

TASK LIST

BUILDING MECHANICAL INSPECTOR

1. Verify building, grading and permit requirements, as well as read and interpret plans, blueprints, site layouts, specifications, or construction methods to ensure compliance to the mandatory legal and safety regulations of the Los Angeles City Building, Green, Mechanical (including Electrical, Heating, Cooling, Ventilation, and Plumbing) , and Zoning Codes and any additional standards to ensure conformance of the construction plans.
2. Visually inspect materials and equipment, such as an air admittance valve, specified on the approved plans that are needed for each project, to determine if they have been approved by Under Writers Laboratories or other approved Test Laboratories in order to ensure that methods of installation comply with the Mechanical Code Requirements.
3. Inspect single family and duplex residential dwellings using metering devices, tape measures, or other test equipment for conformance to plans and the provisions of the Los Angeles City Building, Green, Mechanical, and Zoning Codes.
4. Visually inspect swimming pools, chimneys, retaining walls, excavations and fills, and building appendages for hazardous conditions (such as pool fence enclosure, drain entrapment devices) and violations of the Building, Green, Mechanical and Zoning Codes and complete itemized Correction Notice to gain compliance if requirements are not met.
5. Approve work completion or issue itemized Correction Notice to obtain compliance if standards are not met and submit approval or Correction notice to owner builder, or contractor in order to ensure compliance with Los Angeles Municipal Code.
6. Instruct contractors to obtain Plan Check approval for substantial deviations from approved plans in order to ensure compliance with Los Angeles Municipal Code. .
7. Perform re-inspections to follow up on prior Order to Comply and Correction Notices, document hard copy and electronic files to maintain complete and accurate records of job progress on each job until all corrections have been made and the job is completed and submit appropriate records to Investigation Division if compliance is not obtained.
8. Perform final inspection to single family and duplex residential dwellings based on previous inspection history and present conditions to ensure that they conform to approved plans and the Los Angeles City Building, Green, Mechanical (including Electrical, Heating, Cooling, Ventilation, and Plumbing), and Zoning Codes, and that no changes or additions have been made which have not been inspected and approved, in order to issue certificates of occupancy if required.
9. Answer questions and respond to complaints submitted electronically, via telephone, or in-person regarding zoning, building, grading, noise, abandoned vehicles, and other code violations as requested from citizens or referrals from

other agencies.

10. Verify complaints by visually inspecting the premises to determine whether or not a code violation exists.
11. Issue an Order to Comply of the complaint and the conditions observed to the owner to correct the violation, or dismiss the complaint if no code violations are found.
12. Perform a visual rapid assessment inspection of buildings where major structural damages have occurred, such as natural disasters or accidents and determine the safety of the premises for occupancy.
13. When requested, interpret and/or explain Code provisions (via emails, telephone, or in-person) as well as possible methods and procedures for compliance with contractors, engineers, craftspeople, and owners in achieving compliance with the Los Angeles City Building, Green, Mechanical (including Electrical, Heating, Cooling, Ventilation, and Plumbing) and Zoning Codes.
14. Consult with immediate supervisor or staff specialist on unusual or complex interpretations of the Los Angeles City Building, Green, Mechanical (including Electrical, Heating, Cooling, Ventilation, and Plumbing) and Zoning Codes, job procedures, equipment, and other requirements not covered in the departmental procedures manuals.
15. Assist with training Inspectors and Assistant Inspectors by demonstrating inspection techniques on the job and explaining code requirements.
16. Organize workloads and travel routes using maps or an electronic mapping program for the purpose of conserving travel time, materials and mileage.
17. Complete required continuing education or other technical training sessions in order to maintain International Code Committee Certification.
18. Investigate noncompliance cases by going to the affected job site and either making personal contact with the offender, or arranging and conducting an Office Hearing or a City Attorney's Office Hearing with the offender to obtain compliance.
19. Assist in the prosecution of violators of the Los Angeles City Building, Green, Mechanical (including Electrical, Heating, Cooling, Ventilation, and Plumbing), and Zoning Codes by re-inspecting buildings, explaining the violations, preparing assorted documents (such as case narratives), and testifying in court when requested by the City Attorney's Office.
20. Appear as a witness in civil court cases, not involving the City, when subpoenaed by a party to the action.
21. When directed by the City Council, conduct computer and field surveys of existing buildings to determine lack of proper maintenance, code violations or hazardous conditions as part of an area rehabilitation program. Issue Correction Notices for compliance and report the findings to department management for a later report to the City Council.

22. Receive and evaluate formal appeals submitted in-person for modifications or violations and make written recommendations to the Principal Inspector for approval or denial and/or appear before the Board of Building and Safety Commissioners, as a witness.

23. When assigned to investigate a vacant and/or vandalized building for which compliance has not been obtained:
 - a. order a title search to determine legal owner
 - b. notify legal owner of corrections required and time limits
 - c. send out notice of intention to solicit bids for demolition
 - d. assess the property for securing or demolition costs
 - e. Collect information to be used by management in appearances before the City Council to obtain approval of the assessment

24. Perform physical activities such as lifting, crawling, crouching, and/or climbing as needed throughout each inspection to ensure that all areas of the residence have been thoroughly investigated.

25. Read and interpret street maps or site plans of assigned residential areas or districts throughout Los Angeles in order to accurately pinpoint possible code violations or other problematic areas of concern.

26. Apply current California's Occupational Safety and Health Administration's (Cal/OSHA) safety regulations throughout entire work day, and instruct others to follow regulations if guidelines have been neglected.