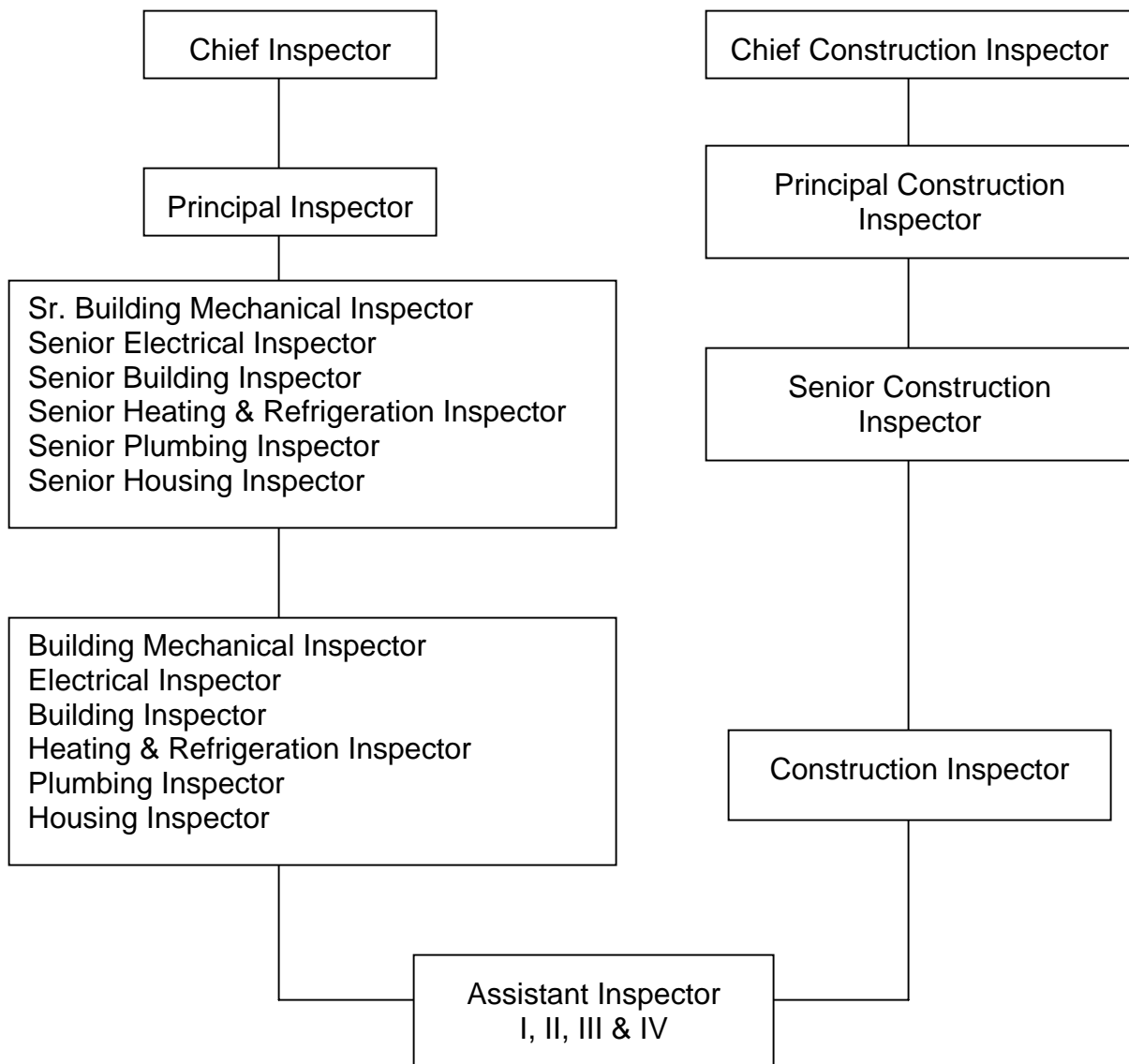


**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR ASSISTANT INSPECTOR**

This information is being given to you to describe potential opportunities as an Assistant Inspector. The career ladders that Assistant Inspectors most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are described on the following pages. However, these may be subject to change. You may review class specifications and some job bulletins through the Personnel Department's website at [www.lacity.org/PER](http://www.lacity.org/PER) or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



## DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

### Building Mechanical Inspector

Duties: Inspects residential construction of two dwelling units or less, accessory buildings, signs and swimming pools to secure conformance to zoning ordinances, building, plumbing, mechanical and electrical codes and approved plans, specifications and standards; investigates all complaints and alleged code violations on all buildings; conducts housing surveys to identify blight, deterioration, and substandard conditions; issues appropriate orders to comply and citations; and assists in training other inspectional employees as required.

#### Requirements:

1. Four years of full-time paid experience as a building, construction, plumbing, mechanical, electrical, housing, or combined inspector for a governmental agency; **or**
2. Four years of full-time paid journey-level carpentry, masonry, electrical, plumbing, heating or other construction related craft experience in general residential construction; **or**
3. Four years of full-time paid experience as a licensed contractor in the carpentry, masonry, electrical, plumbing, or heating construction trades; **or**
4. One year of full-time paid experience as an Assistant Inspector III for the City of Los Angeles.

### Electrical Inspector

Duties: Inspects new, existing and modified electrical installations to secure conformance to electrical laws, ordinances and safety provisions; inspects electrical work in public buildings to assure conformance to City plans, specifications, and standards; and assists in training other inspectional employees as required.

#### Requirements:

1. Four years of full-time paid experience as an electrical inspector with work in residential and commercial or industrial electrical installations; **or**
2. Successful completion of a recognized electrical apprenticeship program and four years of full-time paid electrical experience with work in residential and commercial or industrial electrical installations; **or**
3. Nine years of full-time paid electrical experience with work in residential and commercial or industrial electrical installations; **and**
4. Achievement of a qualifying score on the Electrical Inspector Qualifying Test.

### Building Inspector

Duties: Inspects commercial and apartment buildings, their appendages, and sites for conformance to building, grading, and zoning laws and regulations and approved plans, specifications, and standards; and assists in training other inspectional employees as required.

### Requirements:

1. Four years of full-time paid experience as a building, construction, housing or combined inspector, licensed general or masonry contractor engaged in a variety of building structural construction work; **or**
2. Two years of full-time paid experience in carpentry or masonry work following the completion of a recognized apprenticeship program; **or**
3. Eight years of full-time paid experience in carpentry or masonry work; **or**
4. One year of full-time paid experience as an Assistant Inspector IV with the City of Los Angeles.

### **Heating and Refrigeration Inspector**

Duties: Makes inspections of heating, ventilating, air-conditioning, and refrigerating installations for conformance to pertinent laws, regulations and approved plans and specifications; may inspect sheet metal installations for conformance to specifications; and assists in training other inspectional employees as required.

### Requirements:

Four years of full-time paid experience in the installation or repair of mechanical equipment used for heating, air-conditioning, or refrigeration purposes.

### **Plumbing Inspector**

Duties: Inspects plumbing installations for conformance to the provisions of pertinent laws and/or construction specifications and assists in training other employees as required.

### Requirements:

1. Four years of full-time paid experience as a plumbing inspector with work in both residential and commercial plumbing installations; **or**
2. Successful completion of a recognized plumbing apprenticeship program **and** four years of full-time paid experience with work in both residential and commercial plumbing installations; **or**
3. Nine years of full-time paid plumbing experience with work in both residential and commercial plumbing installations.

### **Construction Inspector**

Duties: Inspects the construction of a wide variety of public works, public improvements, or public utilities projects to ensure conformance to plans, specifications, contracts, permits, environmental documents, agreements for work, and may provide construction inspection support.

## Requirements:

1. Three years of full-time paid experience in inspection or construction supervision of commercial or public works\* projects; **or**
2. Four years of full-time paid experience as a member of a survey crew performing commercial or public works construction surveying; **or**
3. Six years of full-time paid experience in a construction trade working on commercial or public works projects; **or**
4. Four years of full-time paid experience as a drafting technician or Engineering Designer involved in the design of commercial or public works projects; **or**
5. One year of full-time paid experience as a City of Los Angeles Assistant Inspector IV with the Department of Public Works, Bureau of Contract Administration; **or**
6. Four years of full-time paid experience in materials testing or construction management on commercial or public works projects; **or**
7. Completion of 60 semester or 90 quarter units from a recognized college or university with at least 12 semester or 18 quarter units in any of the following areas: engineering; construction; design, building inspection technology; construction inspection; public works construction; architectural drafting; geology; civil, mechanical, electrical, or fire protection engineering technology; math; or physics, **and** two years of full-time paid experience working on commercial or public works projects; **or**
8. Completion of a recognized four-year apprenticeship **and** two years of full-time paid experience working on commercial or public works projects.

\*Public Works projects include, but are not limited to: paving; street lighting; storm drains; sanitary sewers; wharves; water mains; public buildings and facilities; reinforced concrete, structural steel or masonry structures; traffic signals; water and sewage treatment facilities; and harbor and airport facilities.

## **Housing Inspector**

Duties: Inspects residential rental property locations for conformance to housing habitability, quality, and property maintenance ordinances; and investigates code violation complaints and follows through with the code enforcement process by way of litigation or administrative abatement.

## Requirements:

1. One year of full-time paid experience as an Assistant Inspector IV with the City of Los Angeles; **or**
2. Four years of full-time paid experience in carpentry, masonry, electrical, plumbing or heating following satisfactory completion of a recognized apprenticeship program; **or**
3. Eight years of carpentry, masonry or heating craft experience; **or**
4. Nine years of electrical or plumbing craft experience; **or**
5. Four years as a building construction superintendent, general contractor, or supervisor of journey-level craft employees engaged in construction work; **or**
6. Four years of full-time paid experience as a housing, building, electrical, plumbing, mechanical or combined inspector for a governmental agency.

Note: The above information does not replace class specifications and examination bulletins.

## **PREPARING YOURSELF FOR PROMOTION**

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, Room 380, Personnel Building.

(Rev. 7/06)  
(D2:Career Ladders A-D)