

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

10/25/85

**SENIOR BUILDING INSPECTOR, 4213**

**Summary of Duties:** Inspects new and existing buildings and structures, their additions, appendages, and sites for conformance to building, grading and zoning laws and approved plans, specifications, and standards; and assists in training other inspection employees or supervises inspectors who perform such inspections, inspects large and complex structures, or investigates quality of building materials; or administers or assists in administering a specialized inspection or control activity in the above work, or supervises and coordinate a number or such activities in a district or branch office, or may perform responsible staff functions in training, investigations, material control, Deputy Inspector program, or as Hearing Examiner; or directs the operation of a general building enforcement program and maintains technical adequacy and uniformity of inspection and enforcement activities pertaining to building, zoning, and grading laws; and does related work.

**Distinguishing Features:** Employees of this class are responsible for seeing that all buildings and their appendant features, including excavations and fills, new construction and alteration projects, conform to all of the legal requirements pertaining to such structures. Assignments originate from applications, permits, complaints, referrals, and surveys. In the Department of Public Works, assignments originate from construction contracts. These classes are distinguished from the Building Mechanical Inspector series in that the latter are only concerned with residential structures while the Building Inspector classes are primarily concerned with larger multi-unit residential, commercial, and major structures.

A Senior Building Inspector's work requires wide knowledge of Building and Zoning Code requirements and Department policies and procedures, and more understanding of difficult construction and enforcement problems. An employee of this class may supervise a group of Building Inspectors and be responsible for maintaining efficiency and adequacy of field inspection, inspecting larger and more complicated structures, and recommending the suitability of materials for use in building construction.

**Example of Duties:**

- Supervises, assigns, and lays out the work of Building Inspectors engaged in the above activities;
- Instructs inspectors in the proper procedures and techniques of inspection and the application of interpretation of Code provisions and Department policies;
- Resolves differences between contractors or owners and inspectors;
- Makes field inspections when difficult enforcement or public relations problems arise;
- Recommends violations to be submitted for legal action;
- May inspect major steel, concrete, and masonry structures, including foundations and soil

- conditions, and review deputy inspectors reports on jobs requiring continuous inspection;
- May supervise the issuing of permits and collection of fees, the coordination of inspection activities, and the preparation of activity reports at a branch office;
  - May inspect the fabrication of materials for use in building construction;
  - May secure witnesses and prepare evidence to be used in court and appear in court as plaintiff in the prosecution of code violations;
  - Senior Building Inspectors in the Department of Public Works inspect the construction and alteration of large buildings, including concrete, masonry, and steel work requiring continuous inspection, to assure conformance to contract plans and specifications;
  - Makes recommendations to contractors concerning change order requests and adjustments of contract payments;
  - May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

## **Qualifications**

### **Knowledge of:**

#### **A good knowledge of:**

- Los Angeles City Building Code and City Zoning ordinances;
- Standards of good building construction, materials, procedures, and practices;
- Administrative regulations, adjudications, and opinions relating to building inspection activities and enforcement problems.

#### **A working knowledge of:**

- Principles of supervision.

#### **A general knowledge of:**

- Principles of soil mechanics as applied to foundations, embankments, fills, and excavations;
- Legal procedures involved in prosecuting violators of the zoning and building laws;
- City personnel rules, policies and procedures;
- Laws and regulations related to equal employment opportunity and affirmative action;
- Memoranda of Understanding as they relate to subordinate personnel;
- Electrical and mechanical code requirements.

### **Ability to:**

- Inspect buildings and interpret and apply pertinent provisions of laws, regulations and accepted standards;
- Read and interpret building plans and specifications;
- Obtain pertinent facts and prepare clear and concise reports;
- Use good judgment in the application of building laws to specific situations;
- Deal tactfully and effectively with the public in securing compliance and representing the Department in dealings with other City departments, agencies, boards, committees, and

- elected officials;
- Keep records of building construction progress and negotiate change orders and contract adjustments with contractors;
  - Make difficult interpretations of the law and fair and equitable decisions where legal requirements are involved;
  - Supervise employees engaged in inspecting buildings and appendages for conformance to building and other pertinent laws;
  - Supervise employees engaged in inspection of building and grading projects for conformance with grading ordinances, portions of building and zoning ordinances, and other pertinent laws;
  - Mediate differences between the Department and individuals affected by the Code without arousing antagonism.

**Requirements:** Two years of experience as a Building Inspector for the City of Los Angeles is required for Senior Building Inspector. One year of experience as a Building Mechanical Inspector may be substituted for one year of Building Inspector experience lacking.

**License:** A valid California driver's license is required.

**Physical Requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the 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, responsibilities, and required qualifications of any position shall be.**