

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

01-15-99

PRINCIPAL INSPECTOR, 4226

Summary of Duties: A Principal Inspector plans, organizes and directs the operation and activities of a Section or assists in similar activities in a Division involved in building and habitability inspection and code enforcement activities; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and does related work.

Distinguishing Features: A Principal Inspector is typically the head of a Section or an Assistant Division Chief, and is responsible for the technical adequacy and uniform administration of all inspection and enforcement policies and standards as they relate to new and existing residential and commercial structures, their additions, appendages, accessory structures and sites. An employee in this class: makes recommendations concerning administrative problems and questions of policy, procedures, and code changes; makes recommendations on the application of inspection policies and approved deviations from them, and the legal procedures to enforce codes and ordinances; receives instructions and assignments in general terms from Chief Inspectors or Bureau management and must work independently, most of the time, to successfully carry them out; and coordinates the Section's activities with the Chief Inspectors and Bureau management.

A Principal Inspector is distinguished from Principal Construction Inspector in that the former is primarily responsible for code enforcement and the latter is primarily concerned with the inspection of Public Works construction projects for conformance to plans and specifications.

Examples of Duties: A Principal Inspector:

- Supervises through subordinate supervisors the operation of an inspection and code enforcement program to enforce the provisions of the various codes and zoning Laws for the construction, rehabilitation, repair, alteration and use

of new and existing residential and commercial structures, their additions, appendages, accessory structures and sites;

- Develops recommendations for new policies, and administers new policies and procedures;
- Investigates issues and prepares reports and correspondence and recommendations on pertinent issues related to code interpretation and enforcement, inspection activities, and employee performance;
- Reviews subordinate supervisor's field and performance reports and interprets data and statistics to establish and maintain suitable work standards;
- Recommends code policy or procedure changes affecting inspection activities;
- Assists in establishing and evaluating training and quality control programs;
- Advises subordinates personally, or through subordinate supervisors, of effects of legal changes, developments in the building construction field, and inspection techniques;
- Fulfills supervisory affirmative action responsibilities;
- Makes recommendations or renders decisions on controversial inspection questions concerning code interpretations and appeals for deviations;
- Confers with owners, builders, design engineers, contractors, and others regarding enforcement and construction not specifically covered by laws;
- Meets with civic groups and representatives of other jurisdictions to discuss mutual problems;
- May act as a Division Head in the absence of the Chief Inspector or when assigned;
- May represent the Department at speaking events before the public, professional building industry groups and associations, City Council and Council Committees on subjects related to department activities and the building industry; and
- Communicates equal employment and affirmative action information to subordinate employees.

May be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- Supervisory principles and practices including planning, delegating, and controlling the work and productivity of subordinates;
- Administrative regulations, adjudication's, and opinions relating to building and residential housing unit inspection activities and enforcement problems;
- Safety principles and practices.

A working knowledge of:

- Laws and regulations related to equal employment opportunity and affirmative action.
- The standards of good building construction, materials, procedures, and practices required to manage a code compliance Section involved in inspection and enforcement activities for the construction, repair or alteration of new and existing residential and commercial structures, their additions, appendages, accessory structures and sites using applicable codes, City ordinances and laws.

A general knowledge of:

- Legal procedures involved in prosecuting violators of the Municipal Code as it relates to building construction and residential rental units;
- Memoranda of understanding as they relate to subordinates;
- Principles of soil mechanics as applied to foundations, embankments, fills, and excavations;
- City sanitation, street use, and fire regulations, as applicable;
- Principles and practices of public administration including budget preparation and cost control management practices and procedures;
- City personnel rules, policies and procedures.

The ability to:

- Regulate the activities of an inspection and enforcement program through subordinates supervising employees engaged in inspecting commercial and residential structures, their accessory structures, appendages, and sites for conformance to building, housing and zoning codes and other pertinent laws;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Read and interpret building plans and specifications and interpret and apply pertinent provisions of building codes, laws, regulations and accepted standards;
- Communicate and deal tactfully, persuasively, and effectively with department management, subordinates, city employees elected officials, other agencies and the Public;
- Operate a computer;
- Effectively mediate differences between the Department and customers affected by the various codes used by the department;
- Complete assignments from only general instructions and goals;
- Prepare and present oral and written reports and recommendations clearly, concisely, and accurately.

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 depends, 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 limitation.

Minimum Requirements:

Two years of full-time paid experience with the City of Los Angeles as a senior inspector in any of the following disciplines: Building, Building Mechanical, Electrical, Housing, and/or Plumbing.

Appointment to some positions may require proof of appropriate inspector certification by the International Conference of Building Officials.

Licenses: A valid California driver's license may be required.

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 the duties and responsibilities of any position shall be.