

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

HOUSING INSPECTOR, 4243
SENIOR HOUSING INSPECTOR, 4244

Summary of Duties: Inspects residential rental property locations for conformance to housing habitability, quality, and property maintenance ordinances; investigates code violation complaints and follows through with the code enforcement process by way of litigation or administrative abatement; or supervises employees engaged in the conduct of such inspections, and personally conducts the more difficult field inspections; and does related work.

Distinguishing Features: Employees in these classes are responsible for the implementation of the Systematic Code Enforcement Program which focuses on the periodic inspection of existing residential rental housing units and the surrounding property for habitability and conformance to codes, ordinances and standards relating to health, sanitation, fire and life safety, building maintenance, occupancy and zoning, property maintenance and nuisance properties. This class series differs from Building Inspector, Building Mechanical Inspector, and other specialty inspector series in that its primary focus is on habitability and the elimination or avoidance of slum conditions; whereas the other inspector classes focus on enforcement of codes, ordinances and standards relating to buildings, building mechanical and electrical installations, or grading and foundations projects.

A Housing Inspector is normally assigned to an inspection district and performs systematic inspections of the residential rental housing units within that district. In most cases, an employee of this class is required to follow each job through to completion, employing established procedures to secure conformance. Along with field duties, a Housing Inspector is required to keep a complete and accurate records pertaining to the district assignments. Although a Housing Inspector's work is subject to review, it requires the exercise of judgment, tact and initiative.

A Senior Housing Inspector is primarily responsible for supervising and instructing Housing Inspectors in the proper procedures and techniques of code enforcement inspections. An employee of this class also makes field inspections when difficult enforcement or public relations problems arise.

Example of Duties:

Housing Inspector:

- Conducts systematic on-site habitability inspections of residential rental housing units and the surrounding property for compliance with existing codes, ordinances and standards relating to health, sanitation, fire and life safety, building maintenance, occupancy and zoning, property maintenance and nuisance properties;
- Conducts on-site investigations of complaints of habitability, unsanitary conditions, and/or possible code violations;
- Performs research of records to identify ownership of property, construction records, or findings of prior inspections;
- Issues notices of violations, misdemeanor citations and re-inspects for compliance;
- Meets with property owners to discuss inspection findings and to obtain compliance;

- Maintains computerized and written records, writes letters and prepares reports;
- Attends meetings with members of the community and other departments with regards to violations and citations;
- May attend or appear as a witness at hearings;
- May assist in training other inspection employees as required.

Senior Housing Inspector: In addition to the above:

- Supervises and assigns the work of, and trains inspection personnel in the proper procedures and techniques of code enforcement inspections, the legal and administrative processes of code enforcement and abatement, and the application or interpretation of code provisions and departmental policies;
- Makes field inspections when difficult enforcement or public relations problems arise;
- Makes decisions regarding the issuance of emergency abatement or vacate orders;
- May investigate cases of noncompliance following the issuance of substandard notices or abatement orders;
- Recommends cases or violators to be submitted for administrative or legal action;
- May supervise the issuance of citations and posting of orders, the coordination of inspection activities, and the preparation of activity reports;
- May secure witnesses and prepare evidence to be used in administrative hearings and/or appear at hearings on behalf of department in resolution of code violations;
- Evaluates the performance of subordinate inspectors.

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

Qualifications:

Housing Inspector: Incumbents must have the following knowledges and abilities:

Knowledges of:

- The Los Angeles Municipal Code as it applies to existing buildings, including the Uniform Housing Code and portions of the Electrical, Plumbing and Mechanical Codes as they apply to existing residential occupancies;
- Elements of the Fire Code and fire and life safety issues related to existing residential occupancies;
- Elements of the Health Code related to existing residential occupancies;
- Safety principles and practices.

The Ability to:

- Inspect residential rental housing units and the surrounding property for habitability, and interpret and apply pertinent provisions of the codes, ordinances and accepted standards;
- Obtain pertinent facts and prepare clear and concise letters and reports of inspection activities;
- Prepare and maintain documentation for criminal prosecution and the administrative abatement of hazardous buildings;
- Use personal computers and office terminals;
- Deal tactfully and effectively with the public, renters, and property owners;
- Communicate orally and speak effectively in public.

Senior Housing Inspector: In addition to the knowledges and abilities shown above, incumbents of this class must also have the following:

Knowledges of:

- Administrative regulations, adjudication and interpretations relating to residential rental housing unit inspection activities and enforcement problems;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Techniques of training, instructing, and evaluating subordinates' work performance;
- City personnel rules, policies and procedures;
- Memoranda of Understanding as they apply to subordinate personnel;
- Laws and regulations related to equal employment opportunity.

The Ability to:

- Train, supervise and document inspection/investigation activities for legal enforcement;
- Make difficult interpretations of the Code, and fair and equitable decisions where legal requirements are involved;
- Mediate differences between the Department and individuals affected by the Code without arousing antagonism;
- Direct the code enforcement activities of a large group of inspectors engaged in the systematic inspection and code enforcement of multi-family residential properties.

Persons with disabilities may be able to perform the essential duties of these classes 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 limitation.

Minimum Requirements:

Housing Inspector:

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 journey-level carpentry, masonry, electrical, plumbing or heating craft experience, or experience as a building construction superintendent or general contractor; or
3. Four years of full-time paid experience as a housing, building, electrical, plumbing, mechanical or combined inspector for a governmental agency.

Senior Housing Inspector:

Two years of full-time paid experience as a Housing Inspector, or in a class at least at that level involved in the inspection of residential homes or multiple dwelling units.

Note: Graduation from a recognized four-year college or university with a degree in Industrial Technology, Industrial Science, or special degree program with an emphasis in Construction Management, Construction Technology, or Inspection Technology may be substituted for one year of Housing Inspector experience.

Both Classes: A valid California driver's license is 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 all of the duties, responsibilities, and required qualifications of any position shall be.