



10-10-86

**CLASS SPECIFICATION**

HEATING AND REFRIGERATION INSPECTOR, 4245  
SENIOR HEATING AND REFRIGERATION INSPECTOR, 4247  
CHIEF HEATING AND REFRIGERATION INSPECTOR, 4250

Summary of Duties: Inspects heating, ventilating, air-conditioning, and refrigeration installations for conformance to pertinent laws, regulations, and approved plans and specifications; may inspect sheet metal installations for conformance to specifications; may assist in the training of other inspection employees; or supervises employees engaged in the above work and performs difficult inspections; or assists in the administration of the Refrigeration Inspection Division or is in charge of the heating, refrigeration and air-conditioning inspection unit of a large district office; or directs the activities of the Heating and Refrigeration Inspection Division in the Department of Building and Safety; and does related work.

Distinguishing Features: A Heating and Refrigeration Inspector makes inspections in the field of heating, refrigeration, air-conditioning, and ventilating installations and equipment to insure conformance to the Municipal Code, and other laws pertaining to such installations. Although the decisions of a Heating and Refrigeration Inspector are subject to review, the nature of the work requires initiative and the ability to enforce provisions of the law without arousing antagonism.

A Senior Heating and Refrigeration inspector may act as a field supervisor for a group of district office Heating and Refrigeration Inspectors, make field inspections when difficult enforcement problems or public relations situations arise, and sees that inspections are made promptly, accurately, and uniformly. When a Senior Heating and Refrigeration Inspector is assigned to the Major Structures unit, the employee is responsible for the inspection of the larger and more complex installations. An employee of this class may also participate in or supervise the training of Assistant Inspectors and new and currently employed, Heating and Refrigeration Inspectors. A Senior Inspector in the Bureau of Contract Administration may inspect heating, ventilating, air-conditioning, refrigeration and sheet metal installations in City buildings for conformance to contract specifications.

A Chief Heating and Refrigeration Inspector directs the activities of the Heating and Refrigeration Inspection Division of the Department of Building and Safety, which has as its primary function the inspection of heating, ventilating, air-conditioning, and refrigeration equipment for conformance to legal requirements. In addition, the Chief Heating and Refrigeration Inspector is responsible for conducting a qualifying examination program for Heating Maintenance Supervisor and Refrigeration Maintenance Supervisor licenses. The

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Assistant Superintendent of Building, Mechanical Bureau, or the assistant to that person is consulted on administrative and technical problems relating to material standards and equipment design, but otherwise the Chief Heating and Refrigeration Inspector has full responsibility for administering the work. This involves making responsible decisions regarding office administration and interpretations of law.

Employees of these classes are distinguished from the Building Mechanical Inspector series in that the latter is only concerned with residential buildings of ten units or less while the former are concerned with large buildings and installations.

Examples of Duties: Heating and Refrigeration Inspector:  
Inspects heating, ventilating, air-conditioning, and refrigeration installations and equipment for conformance to the provisions of the Municipal Code; issues corrections notices where heating, ventilating, air-conditioning, and refrigeration installations are found to be defective; inspects gas heating appliances in retail stores and notifies dealers to remove from sale those which are not in compliance with the Code or which do not have Department approval; investigates complaints regarding the installation of heating and refrigeration equipment by unlicensed contractors; issues citations to violators of the heating, ventilating, air-conditioning, and refrigeration laws and assists in their prosecution; may make investigations of installations where fires or deaths have occurred; confers with owners or with their agents relative to heating, ventilating, air-conditioning, and refrigeration installations where alterations are contemplated or are in progress; and determines percentage and acceptability of contract work completed for progress payments.

Senior Heating and Refrigeration Inspector: Supervises a group of Heating and Refrigeration Inspectors engaged in the enforcement of the provisions of the Municipal Code pertaining to heating, ventilating, air-conditioning, and refrigeration equipment and installations; rides with the Inspectors to review their work in the field; makes inspections when problems arise that cannot be handled by subordinate Inspectors; confers with contractors and the public concerning the installation problems and legal requirements; makes investigations of installations where fires or deaths have occurred presumably as a result of faulty heating equipment; makes investigations of requests for Code deviations and recommends approval or disapproval; prepares material for, and consults with the City Attorney's Office in connection with the prosecution of Code violators; determines when violators should be prosecuted; personally inspects larger and more complex systems which require plan checks; instructs Inspectors in the proper methods and procedures of inspection, investigation of Code violations, and in the application of

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Code changes and deviations; may assist the Division Head by carrying out various special assignments; inspects heating, ventilating, air-conditioning, and refrigeration installations, and the fabrication and erection of sheet metal ducts, vents, kitchen equipment, blowpipe, and other sheet metal installations in City buildings to insure that all work and materials conform to contract plans and specifications; witnesses tests of kitchen exhaust and life safety smoke exhaust systems; interprets and clarifies mechanical discrepancies in plans and specifications for contractors; makes recommendations and obtains authority for variations from contract specifications; and makes recommendations to contractors on correct methods of installation and keeps records and prepares reports on job progress; determines percentage of contract work completed for progress payments.

Chief Heating and Refrigeration Inspector: Directs the activities of the Heating and Refrigeration Inspection Division in the enforcement of City ordinances and regulations relating to heating, ventilating, air-conditioning, and refrigeration installations; directs the inspection of heating, ventilating, air-conditioning, and refrigeration installations, materials and equipment; directs the inspection of gas heating appliances in retail outlets for compliance with the Municipal Code or Department approval; reviews the reports made on investigations of installations where fires or deaths have occurred presumably as a result of faulty heating equipment.

Advises subordinates concerning changes in the laws governing the operation of the Department, new developments in the field of heating, ventilation, air-conditioning, and refrigeration, and proper methods of inspection; recommends approval or disapproval of requests for deviations from the Code; holds conferences with the employees of the Division in order to obtain uniformity of action among the various employees; makes decisions on questions of policy affecting the enforcement of laws under the jurisdiction of the Division; confers with representatives of the construction industry regarding Code changes, Department policies, and technical problems; recommends changes in the Code; directs the administration of qualifying examinations for heating and refrigeration licenses issued to individuals by the Department in conformance with the requirements of the Heating, Ventilating, Air-Conditioning, and Refrigeration Codes.

Employees of these classes occasionally may be assigned other duties for training purposes or to meet technological changes or emergencies.

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Qualifications:

<u>Knowledges</u>	<u>Heating and Refrigeration Inspector</u>	<u>Senior Heating and Refrigeration Inspector</u>	<u>Chief Heating and Refrigeration Inspector</u>
Provisions of the Municipal Code pertaining to the installation of heating, ventilating, air-conditioning, and refrigeration equipment;	Good	Good	Good
Heating, ventilating, air-conditioning, and refrigeration equipment, installation practices, and materials used;	Good	Good	Good
Safety principles and practices;	Good	Good	Good
Administrative regulations and legal interpretations relating to the heating, ventilating air-conditioning, and refrigeration portions of the Municipal Code;		Good	Good
Sheet metal fabrication and installation;	Working	Good	Good
Provisions of the licensing ordinance relating to heating and refrigeration maintenance supervisors;	Working	Working	Good
Principles of engineering as they apply to heating, ventilating, air-conditioning, and refrigeration equipment and installations;	Working	Working	Good

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Qualifications:

<u>Knowledges</u>	<u>Heating and Refrigeration Inspector</u>	<u>Senior Heating and Refrigeration Inspector</u>	<u>Chief Heating and Refrigeration Inspector</u>
Legal procedures involved in the enforcement of heating, ventilating, air-conditioning, and refrigeration equipment installation laws;		Working	Good
Principles of supervision;		Working	Good
Budgetary and administrative practices and procedures;		Working	Good
Knowledge of the laws and regulations related to equal employment opportunity and affirmative action;		Working	Working
Memoranda of Understanding as they apply to subordinate personnel;		General	General
City personnel rules, policies and procedures;		General	General
<u>Abilities</u>			
Inspect heating, ventilating, air-conditioning, refrigeration, and sheet metal installations, and to make decisions in conformity with the laws and regulations, as well as to recognize hazardous situations;	X	X	X

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Qualifications:

<u>Abilities</u>	<u>Heating and Refrigeration Inspector</u>	<u>Senior Heating and Refrigeration Inspector</u>	<u>Chief Heating and Refrigeration Inspector</u>
Interpret plans, specifications and diagrams of heating, ventilating, air-conditioning, and refrigeration equipment;	X	X	X
Deal tactfully and effectively with builders, contractors, and the public and employees;	X	X	X
Keep records and prepare reports;	X	X	X
Understand, interpret, and clarify contract documents, including plans and specifications, as related to City work;	X	X	X
Plan and supervise the work of subordinate employees;		X	X
Make difficult interpretations of the law and equitable decisions where legal requirements are involved;			X
Direct the activities of the Heating and Refrigeration Inspection Division.			X

Four years of experience in the installation or repair of mechanical equipment used for heating, air-conditioning, or refrigeration; or one year of experience as an Assistant Inspector III with the City of Los Angeles is required for Heating and Refrigeration Inspector.

Two years of experience as Heating and Refrigeration Inspector is required for Senior Heating and Refrigeration Inspector. One year of

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experience as a Building Mechanical Inspector, or 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 up to one year of the required Heating and Refrigeration Inspector experience.

Four years of experience as a Senior Heating and Refrigeration Inspector is required for Chief Heating and Refrigeration Inspector. Experience as a Senior or Principal Building Mechanical Inspector may be substituted on a year-for-year basis for Senior Heating and Refrigeration Inspector experience up to a maximum of two years.

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

Appointment to the class of Chief Heating and Refrigeration Inspector is subject to a one-year probationary period as provided by Section 109 of the Los Angeles City Charter.

Physical Requirements:     Heating and Refrigeration Inspector:     Senior Heating and Refrigeration Inspector:     Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; body agility and equilibrium involved in climbing; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; and good eyesight.

Chief Heating and Refrigeration Inspector:     Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds, occasional walking and standing; and good speaking ability.

Persons with medical limitations may apply, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's 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 and responsibilities of any position shall be.