

### Heating and Refrigeration Inspector Task List (4245)

1. Reviews proposed building plans to verify Heating and Refrigeration requirements and fees required to ensure conformance of the plans to the Los Angeles Mechanical Code (LAMC) and accepted safety standards, and to ensure conformance of the construction to the plans.
2. Inspects materials and equipment visually to determine whether they have been approved by an independent testing laboratory, and to ensure that methods of installation comply with the LAMC requirements and manufactures installation instructions.
3. Inspects multi-family residential, commercial, industrial and public buildings under construction for conformance to plans and the provisions of the LAMC, and gives approval on work completed to date or issues itemized Correction Notice for compliance.
4. Issues Orders to Comply or Correction Notices to instruct the contractor to resubmit plans to Plan Check for approval, when installations have a major deviation from the approved Plans.
5. Performs final inspections of multi-family residential, commercial, industrial and public buildings ready for occupancy to ensure that they conform to plans and the LAMC, and to ensure that no changes or additions have been made which have not been previously inspected and approved.
6. Performs inspections of structures on referral from the Los Angeles Fire Department, Department of Building & Safety, and other Governmental agencies, issues a Notice to Comply if necessary, and makes a follow-up report back to the originating Inspector or Agency.
7. Assists contractors, engineers, craftspeople, and owners in achieving compliance with the LAMC by interpreting and/or explaining Code provisions, and discussing possible methods and procedures for compliance.
8. Performs re-inspections to follow up on prior Orders to Comply and Correction Notices, and submits appropriate records to Investigation Division if compliance is still not obtained.
9. Consults with immediate supervisor or staff specialist on unusual or complex construction specifically with regard to interpretation of the LAMC, job procedures, equipment, and other requirements not covered in the departmental procedures manuals.
10. Accounts for complete and accurate records of job progress (using computer software) and files on each job until all corrections have been made and the job is completed.
11. Assists in training newly-employed Inspectors and Assistant Inspectors by demonstrating inspection procedures on the job.
12. Organizes workloads and travel routes by prioritizing work for the purpose of conserving travel time and mileage.

13. Communicates (via face to face, telephone, or email) effectively with the public, contractors, engineers, craftspeople, and owners in situations of potential conflict, for the purpose of obtaining compliance with the LAMC as quickly as possible, so that existing facilities will be made safe or construction may continue.
14. Obtains and maintains a valid International Coal Council Certificate by attending departmental and trade-related trainings.
15. Assists the City Attorney in the prosecution of code violation offenders by explaining the violations, preparing assorted documents and reports, inspecting the reported violations, and testifying in court.
16. Inspects multi-family residences, industrial, commercial and public buildings for intended use for conformance to LAMC and applicable public safety regulations and State requirements.
17. Inspects observed construction for which no permits or plans have been received to ensure that all required Heating and Refrigeration Permits have been obtained and/or that Plan Check has approved the proposed Plans and either issues an Order to Comply instructing the offender to meet all applicable Department requirements, or takes no action if the requirements have been met.
18. Serves as liaison with other Inspection Divisions on individual construction projects and may withhold final inspection approval until all corrections which have an impact on Heating and Refrigeration have been made to ensure maximum compliance with Safety requirements of the entire Department.