

**Chief Inspector (4254)**  
**Task List – 2020**

**Technical**

1. Monitors and directs staff engaged in the operation of inspection and code enforcement programs, which cover all types and stages of construction and maintenance for projects involving inspection pertaining to buildings, electrical, plumbing, heating, ventilating, and/or air conditioning systems, elevators, pressure vessels, habitability, and accessibility or grading; analyzes and recommends code policy or procedural changes and interpretations affecting inspection activities; and investigates issues to prepare reports and correspondences on pertinent issues related to code interpretation and enforcement and inspection activities in order to enforce the full range of provisions in applicable codes, ordinances, laws, specifications, standards, approved plans and grading, and zoning ordinances for the construction, rehabilitation, repair, alteration, and use of new and existing commercial, industrial and residential buildings, their additions, appendages, accessory structures, and sites.
2. Analyzes reports and other metrics pertaining to department resources, such as staffing, technology, and equipment for inclusion in a division's proposed budget using software, including Microsoft Suites, Microsoft Publisher, and Crystal Reports in order recommend and allocate items and resources to maximize operations and efficiency to meet department objectives.

**Public Interaction**

3. Interacts with the public, such as builders, design engineers, contractors, civic groups, officers of elected officials, and representatives of other jurisdictions regarding enforcement, construction, and other inspection-related problems, such as zoning as related to short-term rentals, community care facilities, and foreclosures in order to provide information about requirements, rules, and regulations related to inspections.
4. Presents information to committees, professional building industry groups and associations, and the Los Angeles City Council at technical and code advisory meetings about updates within the building industry, departmental activities and positions, such as quality of housing stock, emergency preparedness and management, and sustainability of energy efficiency in order to provide an expert opinion and inform the public about these issues.

**Supervision**

5. Supervises staff engaged in preparing routine and special reports on all phases of the inspection process and monitoring and maintaining adequacy and uniformity in the inspection and enforcement activities under their control by delegating and assigning work based on experience and knowledge in order to ensure

Department standards and goals are reached while complying with laws and regulations.

6. Monitors the work and workload of subordinates and evaluates/documents employee performance on an ongoing basis in areas such as task performance, communication, division/department/team performance, achievement of goals and objectives, and timeliness, based upon information obtained from statistics and reports, staff, subordinate supervisors, other agencies, clients, and the public in order to appoint, assign, rotate, and/or discuss evaluations with the employee to ensure safe and timely completion of work and provide positive and constructive feedback to improve skills, identify developmental needs, and enhance success.
7. Conveys information to employees orally or in writing, including policy or procedural changes, department objectives, interpretations of City policies or Memoranda of Understanding (MOUs), updated safety information, principles of Equal Employment Opportunity (EEO), trainings, and promotional opportunities, and listens to employee suggestions and concerns and follows-up as appropriate, while coordinating activities of the unit with other supervisors and/or other staff and informing management of completed work activities, deviations from planned work, concerns, and suggestions in order to ensure everyone is provided relevant information.
8. Trains and mentors employees personally, or through subordinate supervisors, by explaining job requirements, personnel rules, policies, procedures, and providing written materials, such as safety and performance standards, developments in the building construction field, the effects of changes in laws, and recent field inspection techniques, and demonstrates work procedures and develops and administers new policies, programs, and procedures in order to ensure employees are properly trained and enhance success of the employees.
9. Fulfills responsibilities within City of Los Angeles Equal Employment Opportunity (EEO) guidelines by interviewing and recruiting job candidates by applying their knowledge of the class; listening to employee grievances and disputes to identify a fair solution based on facts; resolving conflict among subordinates by openly dealing with problems and taking corrective action; counseling employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplining employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.