

**CLASS SPECIFICATION**

10-25-85

BUILDING MECHANICAL INSPECTOR, 4251  
SENIOR BUILDING MECHANICAL INSPECTOR, 4253  
PRINCIPAL BUILDING MECHANICAL INSPECTOR, 4255  
CHIEF BUILDING MECHANICAL INSPECTOR, 4257

Summary of Duties: Inspects one and two-family residences, apartment buildings up to 10 units, accessory structures including swimming pools for conformance to zoning ordinances, building, electrical, plumbing and mechanical codes and approved plans, specifications, and standards; and assists in training other inspectional employees as required; or supervises employees engaged in the conduct of such inspections, and personally conducts the more difficult field inspections; or supervises, through subordinate supervisors, a large group of employees engaged in the conduct of such inspections; or is in charge of a branch office; or administers training and control programs; or plans, organizes, and directs the operation of a code enforcement program for the above inspection work; and does related work.

Distinguishing Features: Employees in these classes are responsible for the enforcement of the full range of zoning, building, electrical, plumbing and mechanical codes, including heating, ventilating, and air-conditioning, and parking, and occupancies applicable to single-family residences, residential buildings up to 10 units, accessory structures, and swimming pools. The work may extend to the maintenance, removal, and relocation of existing structures as well as to new construction and alteration projects. Assignments originate from applications, permits, requests for inspections, complaints, referrals, and surveys. Inspectors carry a significant public relations responsibility by virtue of their continuing contact with representatives of the building industry. These classes are distinguished from the Building Inspector series in that the latter enforces building, and zoning codes as they apply to residential buildings of over 10 units and commercial and major structures; and from the Construction Inspector series in that the latter is concerned primarily with the inspection of public works construction projects for conformance to plans and specifications. Building Mechanical Inspectors inspect all new single-family dwellings and residential buildings up to 10 units, within an assigned district. Some positions may require inspectors to survey the conditions of existing residential structures as a result of complaints from City officials or the public. An employee of this class makes all progress inspections within his/her assigned district, and follows each job through to completion. An employee of this class must keep a complete and accurate record of all inspection activities in which they are involved. An employee of this class may be required to assist in the training of other inspectional employees.

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A Senior Building Mechanical Inspector generally provides field supervision to a group of Building Mechanical Inspectors. In addition, an employee of this class may personally conduct field inspections involving difficult or unique problems.

A Principal Building Mechanical Inspector normally supervises, through subordinate supervisors, a large group of Building Mechanical Inspectors, as when in charge of a branch office; but may be given special assignments of considerable complexity. An employee in this class exercises considerable independent judgment and makes decisions regarding code interpretations, Department policy, and recommendations made by subordinate inspectors; and may administer training and control programs for subordinates.

The Chief Building Mechanical Inspector directs the above enforcement program. An employee of this class is responsible for the uniform administration of inspection and enforcement policies, procedures, and standards as they apply to residential structures. An employee of this class makes recommendations pertaining to policies, procedures, and code changes.

Examples of Duties: Building Mechanical Inspector: Inspects single-family residences, residential buildings up to 10 units, accessory buildings and swimming pools for conformance to applicable building, grading, zoning, plumbing, electrical, ventilating, air-conditioning, and heating and refrigeration code requirements, and approved plans, specifications, and standards; reviews electrical plans and inspects installations, alterations, added appliances, and service changes; verifies electrical loads, demand factors, and number of circuits and fees required; reviews plans for and inspects water supply systems, drainage and sewer systems, and air and gas piping systems for approved fittings and materials, proper pipe sizes, approved backflow prevention devices and proper assembly; inspects, water heater installations for approved heaters and venting; inspects swimming pools for proper water supply and drainage systems and equipment; inspects heating, air-conditioning and ventilating installations and equipment; or inspects buildings and building sites for the proper use and location of buildings, proper site preparation, and compliance with professional soils analysis reports and grading ordinances; inspects excavations, footings, fills, embankments, forms, framing, floor, wall and roof covering, and masonry construction; issues notices for corrections required; interprets and explains code requirements; prepares and maintains inspection records and reports; may investigate premises where fires have occurred or where violations have been observed or reported; obtains evidence and prepares reports concerning violations when corrections have not been secured; assists in training other inspectional employees as required; may attend or appear as a witness at hearings; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

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Senior Building Mechanical Inspector: Supervises, assigns, and reviews the work of Building Mechanical Inspectors engaged in the above work; instructs inspectors in the proper procedures and techniques of inspection and the application and interpretation of building and mechanical code provisions and Department policies; makes field inspections when difficult enforcement or public relations problems arise; may investigate cases of noncompliance following the issuance of correction notices; prepares reports, keeps a variety of records, and evaluates the performance of subordinate inspectors; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Principal Building Mechanical Inspector: Organizes, coordinates and supervises, through subordinate supervisors, employees engaged in the above work; lays out and balances district and inspectors' work assignments; reviews inspectors' reports and makes decisions concerning their recommendations; makes field inspections when major problems are involved; interprets building and mechanical codes for inspectors and contractors; appears before public and professional groups to explain Department policies, procedures, and codes; recommends changes in procedures, work methods, and building and mechanical codes affecting residential structures; may direct quality control and training programs for residential inspection; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Chief Building Mechanical Inspector: Plans, organizes and directs an enforcement program for the regulation of residential construction, alteration and repair, including the inspection of one and two-family residences, apartments up to 10 units, accessory structures and swimming pools; directs through subordinate supervisors, the training and field inspection activities of employees engaged in such work; reviews supervisors' field and performance reports, and interprets various data and statistics to establish and maintain suitable work standards; establishes and evaluates training and quality control programs; prepares or supervises the preparation of regular and special reports on all phases of residential inspection; recommends code, policy or procedural changes affecting residential inspection activities; assists in the preparation of the Building Bureau's annual budget requests; assists in the employment of new inspection and clerical personnel; speaks before professional, public and building industry groups and associations on subjects related to the building industry, including Department policies, procedures and building and mechanical codes; represents the Department on various technical and code advisory committees; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for unexpected training purposes or to meet technological changes or emergencies.



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Qualifications:

	<u>Building Mechanical Inspector</u>	<u>Senior Building Mechanical Inspector</u>	<u>Principal Building Mechanical Inspector</u>	<u>Chief Building Mechanical Inspector</u>
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Knowledges:

Principles of soil mechanics as applied to foundations, footings, embankments, fills, and excavations pertinent to residential construction;

Some

General

Working

Working

Legal procedures involved in prosecuting violators of building, zoning, and mechanical codes;

Some

General

Working

City personnel rules, policies and procedures;

General

General

General

Memoranda of Understanding as they apply to subordinate personnel;

General

General

General

Abilities:

	<u>Building Mechanical Inspector</u>	<u>Senior Building Mechanical Inspector</u>	<u>Principal Building Mechanical Inspector</u>	<u>Chief Building Mechanical Inspector</u>
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Inspect single-family residences, accessory buildings and swimming pools, and interpret and apply pertinent provisions of codes, regulations, and accepted standards;

X

X

X

X

Read and interpret residential building and mechanical plans and specifications;

X

X

X

X

Obtain pertinent facts and prepare clear and concise reports;

X

X

X

X

Use good judgment in the application of building, zoning and mechanical codes to specific situations;

X

X

X

X

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<u>Abilities:</u>	<u>Building Mechanical Inspector</u>	<u>Senior Building Mechanical Inspector</u>	<u>Principal Building Mechanical Inspector</u>	<u>Chief Building Mechanical Inspector</u>
Deal tactfully and effectively with the public, contractors, builders, and property owners	X	X	X	X
Make difficult interpretations of the code, fair and equitable decisions where legal requirements are involved;		X	X	X
Supervise employees engaged in inspecting one and two-family residences, apartments up to 10 units, accessory buildings and swimming pools for conformance to building, zoning, electrical, plumbing and mechanical codes;		X	X	X
Mediate differences between the Department and individuals affected by the code without arousing antagonism;		X	X	X
Direct the activities of an enforcement program.				X

Four years of journey-level carpentry, masonry, electrical., plumbing, or heating craft experience in general residential construction; or four years of experience as a licensed contractor in the carpentry, masonry, electrical, plumbing, or heating construction trades; or four years of experience as a building, electrical, plumbing, mechanical or combined inspector for a governmental agency; or one year of experience as an Assistant Inspector III for the City of Los Angeles is required for Building Mechanical Inspector.

Two years of experience as a Building Mechanical Inspector for the City of Los Angeles is required for Senior Building Mechanical Inspector. One year as a Building Inspector, Electrical Inspector, Heating and Refrigeration Inspector, or Plumbing Inspector may be substituted for one year of Building Mechanical Inspector experience lacking; 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,

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Construction Technology, or Inspection Technology may be substituted for up to one year of Building Mechanical Inspector experience lacking.

Two years of experience as a Senior Building Mechanical Inspector for the City of Los Angeles is required for Principal Building Mechanical Inspector. One year of experience as a Senior Building Inspector, Senior Electrical Inspector, Senior Heating and Refrigeration Inspector, or Senior Plumbing Inspector may be substituted for one year of Senior Building Mechanical Inspector experience lacking.

Two years of experience as a Principal Building Mechanical Inspector, or four years of experience as a Senior Building Mechanical Inspector for the City of Los Angeles is required for Chief Building Mechanical Inspector. Experience as a Senior Building Inspector, Senior Electrical Inspector, Senior Heating and Refrigeration Inspector, or Senior Plumbing Inspector may be substituted on a year-for-year basis for Senior Building Mechanical Inspector experience lacking up to a maximum of two years.

License: A valid California driver's license is required for all classes.

Physical Requirements: Building Mechanical Inspector, Senior Building Mechanical Inspector, Principal Building Mechanical Inspector: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; body agility and equilibrium as required for climbing ladders and stairs and negotiating rough ground; back and leg coordination as required in such activities as stooping, kneeling, crouching, and crawling; and good eyesight and color discrimination.

Chief Building Mechanical Inspector: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds, and walking, standing, and climbing as required to make necessary field inspections; and good eyesight and good speaking ability.

Persons with medical limitations may, 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.