

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

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ASSISTANT INSPECTOR, 4208

Summary of Duties: Assists inspectors and receives training in the inspection of streets, sewers, storm drains, bridges, buildings and structures, plumbing, heating and refrigeration, electrical installations, grading projects, and in the administration of public works contracts and permits; independently makes inspections of limited scope; and may, subject to frequent review and supervision, perform regular inspector's duties as indicated by training progress.

Distinguishing Features: The class of Assistant Inspector involves on-the-job training to develop qualified Inspectors for the City of Los Angeles, Department of Building and Safety and Department of Public Works, Bureau of Contract Administration.

An employee of this class may work in any of the phases of public works or building inspection with which the City is concerned, including the inspection of streets, sewers, storm drains, street lighting and traffic systems, existing buildings, new building construction, building mechanical and electrical installations, and grading and foundation projects.

An Assistant Inspector usually receives training from and works under the supervision of an Inspector; however, as training progresses, is assigned to perform independent inspections and reinspections of limited scope or to an inspection district where they may perform some of the duties of a journey-level Inspector but receives careful review and supervision to insure the accuracy of work. An Assistant Inspector receives assignments in the form of oral or written instructions. Work is reviewed where required for accuracy, judgment, and the proper application of Code provisions. During training the Assistant Inspector is rotated through all types and phases of inspection performed by the Department of Building and Safety or the Department of Public Works, Bureau of Contract Administration and is ultimately assigned to a particular specialization for intensive training prior to promotion. This is a trainee class. Appointees must achieve a promotion to an Inspector class within five years after appointment.

Examples of Duties: An Assistant Inspector:

- ! Assists and receives training from journey-level Inspectors in making field inspections of public works improvement projects including placement of concrete, installation of underground pipelines, earthwork and roadway paving, buildings and structures, building mechanical and electrical installations, and foundation and

Examples of Duties (Cont'd):

- grading projects;
- ! Conducts public works improvements inspections, building and grading inspections of limited scope on projects which are not considered critical in nature;

- ! Conducts reinspections of projects previously inspected by an Inspector when such reinspections are not expected to become problems;
- ! May be assigned to make inspections independently for intensive training;
- ! Checks measurements, levels, clearances, and grades for conformance to pertinent Codes and plans;
- ! Makes notations relating to observed field conditions;
- ! Keeps inspection records;
- ! Performs routine inspections;
- ! Prepares reports;
- ! Explains Code requirements and provides information concerning requirements and corrections to property owners, contractors, and workers.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! Arithmetic and geometry in order to check calculations on plans and specifications and calculate adjusted specifications.

A general knowledge of:

- ! Standards of good public works improvement and building construction, materials, procedures, and practices;
- ! Los Angeles City Building Code and zoning ordinances;
- ! Some of the principles of soil mechanics and geology as applied to foundations, embankments, fills, and excavations.

The ability to:

- ! Learn and practice inspection techniques and procedures;
- ! Read and interpret building, electrical, plumbing and ventilation plans and specifications;
- ! Read and interpret technical written material such as the Los Angeles Municipal Code, the Construction Inspectors Manual, and City building, plumbing, electrical, and zoning codes;
- ! Use tools such as measuring tapes, levels, and wire thickness and pressure gauges to perform inspections;
- ! Work in difficult conditions such as excessive noise and dust, confined spaces, bad weather, or on scaffolding;
- ! Understand and follow oral and written instructions;

The ability to (Cont'd):

- ! Write clear and concise reports;
- ! Deal tactfully and effectively with the public.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends 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 limitations.

Minimum Requirements:

1. Completion of two years of education in a recognized college or university with completion of 12 semester or 16 quarter units from any of the following areas: engineering; construction; design; inspection technology; architectural drafting; geology; civil, mechanical, electrical or fire protection engineering technology; math; or physics; or
2. Two years of full-time paid experience in one of the following:
 - a. Building, civil or architectural design drafting, surveying or engineering construction; or
 - b. Building or public works inspection; or
 - c. Performing at least helper duties in carpentry, electrical, heating and refrigeration, plumbing, masonry or operating engineering work, inspected public works construction or any combination of these crafts; or
 - d. Enforcing City of Los Angeles Ordinances as a Vehicle Nuisance Inspector; or
3. Three years of full-time paid experience at a City of Los Angeles public counter interpreting municipal codes or uniform building codes affecting public or private construction.

License: 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 and responsibilities of any position shall be.