

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**10/25/85****BUILDING INSPECTOR, 4211**

Summary of Duties: Inspects new and existing buildings and structures, their additions, appendages, and sites for conformance to building, grading and zoning laws and approved plans, specifications, and standards; and assists in training other inspection employees or supervises inspectors who perform such inspections, inspects large and complex structures, or investigates quality of building materials; or administers or assists in administering a specialized inspection or control activity in the above work, or supervises and coordinates a number of such activities in a district or branch office, or may perform responsible staff functions in training, investigations, material control, Deputy Inspector program, or as Hearing Examiner; or directs the operation of a general building enforcement program and maintains technical adequacy and uniformity of inspection and enforcement activities pertaining to building, zoning, and grading laws; and does related work.

Distinguishing Features: Employees of this class are responsible for seeing that all buildings and their appendant features, including excavations and fills, new construction and alteration projects, conform to all of the legal requirements pertaining to such structures. Assignments originate from applications, permits, complaints, referrals, and surveys. In the Department of Public Works, assignments originate from construction contracts. These classes are distinguished from the Building Mechanical Inspector series in that the latter are only concerned with residential structures while the Building Inspector classes are primarily concerned with larger multi-unit residential, commercial, and major structures.

Building Inspectors may perform general building inspection within a district, or perform specialized inspection or enforcement work as assigned. Some positions require inspectors to survey the condition of existing buildings in which case the Building Inspector determines the need for further investigation by mechanical or electrical inspectors. In most cases, an employee of this class is required to follow each job through to completion, employing established procedures to secure conformance. Along with the field duties, an employee of this class is required to keep a complete and accurate file of records pertaining to the district assignments. An employee of this class may be required to testify in court regarding cases wherein conformance has not been secured. Although a Building Inspector's work is subject to review, it requires the exercise of judgment, tact, and initiative.

Example of Duties:

- Inspects multi-unit residential, commercial, industrial, and other buildings and their appendant features, within an assigned area, for conformance to the provisions of the building and zoning laws and approved plans, specifications, and standards;
- Issues notices for corrections required to persons responsible for conformance;
- Makes interpretations of requirements and recommends procedures to contractors,

- craftsperson's, and owners;
- Makes investigations of damaged, deteriorated, or hazardous buildings and structures, premises where fires have occurred and where violations have been observed or reported;
- Consults with supervisors relative to procedures to be followed in the application of pertinent laws in unusual cases;
- Keeps inspection records and prepares reports;
- May specialize in making inspections of occupancies, temporary structures, or building appendages such as chimney's, signs, marquees, retaining walls, and excavations or fills;
- May conduct surveys of existing buildings or property to determine lack of proper maintenance, housing violations, zoning code violations, and hazardous conditions;
- May examine and approve applications, and dispense building and zoning information at a public counter;
- May obtain evidence and prepare reports concerning violations upon which correction has not been secured;
- May attend hearings and appear as a witness in court cases;
- May determine percentage and acceptability of contract work completed for progress payments;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Los Angeles City Building Code and City Zoning ordinances;
- Standards of good building construction, materials, procedures, and practices.

A general knowledge of:

- Principals of soil mechanics as applied to foundations, embankments, fills, and excavations;
- Legal procedures involved in prosecuting violators of the zoning and building laws;

Ability to:

- Inspect buildings and interpret and apply pertinent provisions of laws, regulations and accepted standards;
- Read and interpret building plans and specifications;
- Obtain pertinent facts and prepare clear and concise reports;
- Use good judgment in the application of building laws to specific situations;
- Deal tactfully and effectively with the public in securing compliance and representing the Department in dealings with other City departments, agencies, boards, committees, and elected officials.

Requirements: Four years of experience as a building inspector, journey-level carpenter or mason, building construction superintendent, or general or masonry contractor engaged in a variety of building construction work; or one year of experience as an Assistant Inspector III for the City of Los Angeles is required for Building Inspector.

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

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; and good eyesight.

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 depend, 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.

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, responsibilities, and required qualifications of any position shall be.