



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

09-26-02

**CHIEF INSPECTOR, 4254**

**Summary of Duties:** A Chief Inspector plans, organizes and directs the operation of a Division in the Departments of Building and Safety and Housing, involved in construction inspection or code enforcement functions for new and existing commercial, industrial and residential buildings, their additions, appendages, accessory structures, and sites, including land use. The purpose of these Divisions is to ensure that construction, alteration and maintenance of the above structures and sites conform to the full range of applicable codes, ordinances, laws, specifications, standards, approved building plans and grading and zoning ordinances. These activities cover all types and stages of construction and maintenance for projects involving the inspection of building, electrical, plumbing, heating, ventilating, air conditioning, elevators, pressure vessels and accessibility or grading. A Chief Inspector uses sound managerial and supervisory principles and techniques to build and maintain an effective workforce, oversees the training of subordinate inspectors, carries out responsible high-level staff functions as assigned, and does related work.

**Distinguishing Features:** A Chief Inspector is typically the head of a Division and is responsible for the adequacy and uniform administration of all inspection and enforcement policies and standards as they relate to new and existing commercial, industrial and residential structures, their additions, accessory structures, swimming pools and sites. An employee in this class: makes recommendations concerning Bureau and Department level administrative problems and questions of policy, procedures, and code changes; makes decisions on the application of inspection policies and approved deviations from them, and the legal procedures to enforce codes and ordinances; receives instructions and assignments in general terms and must work independently to successfully carry them out and coordinates the Division's activities with Department management's needs.

Chief Inspector is distinguished from Chief Construction Inspector in that the former is primarily responsible for managing code enforcement and construction inspection division's and the latter is primarily concerned with managing the inspection of public works construction projects for conformance to plans and specifications.

**Examples of Duties:** A Chief Inspector:

- Directs the operation of inspection and code enforcement programs 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. These activities

cover all types and stages of construction and maintenance for projects involving the inspection of building, electrical, plumbing, heating, ventilating, air conditioning, elevators, pressure vessels and accessibility or grading;

- Uses management tools, such as analyzing statistics and reports, reviewing citizen complaints, and personal contacts with supervisors and employees, to monitor and maintain adequacy and uniformity in the inspection and enforcement activities under his/her control, and to uphold Department standards and achieve Department goals;
- Develops and administers new policies and procedures;
- Develops Division budget and budget requests;
- Evaluates and reviews employee records for the appointment, assignment, rotation and discipline of personnel;
- Investigates issues and prepares reports and correspondence on pertinent issues related to code interpretation and enforcement, inspection activities, and employee performance;
- Reviews subordinate supervisors' field and performance reports and interprets data and statistics to establish and maintain suitable work standards;
- Analyzes and recommends code policy or procedural changes affecting inspection activities;
- Establishes and evaluates training and quality control programs;
- Advises subordinates personally, or through subordinate supervisors, of developments in the building construction field, the effects of changes in laws and recent field inspection techniques;
- Prepares or supervises the preparation of regular and special reports on all phases of inspection;
- Renders decisions on controversial inspection questions concerning code interpretations and appeals for deviations;
- Confers with owners, builders, design engineers, contractors, and others regarding enforcement and construction not specifically covered by laws;
- Meets with civic groups and representatives of other jurisdictions to discuss mutual problems;
- Represents the Department on various technical and code advisory committees;
- Represents the Department before the public, professional building industry groups and associations, City Council, and Council committees on subjects related to Department activities and the building industry;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Communicates equal employment/affirmative action information to employees;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program; and

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

**Qualifications:** A Chief Inspector must have the following knowledges and abilities:

**Knowledges of:**

- Management and supervisory principles, practices and tools, including setting and attaining goals, analyzing statistics and reports, planning, delegating, and controlling the work and productivity of subordinates;

- Techniques for evaluating Division performance, employee work-performance, counseling, disciplining, training, and motivating subordinate personnel;
- Administrative regulations, adjudications, and opinions relating to inspection activities and enforcement problems;
- Effective safety principles and practices;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Principles and practices of public administration including budget preparation and cost control management practices and procedures;
- Procedures for handling grievances;
- Provisions in Memoranda of Understanding covering subordinate personnel;
- Various codes used by the Departments of Building and Safety and Housing;
- Standards of good construction, materials, procedures, and practices required to manage a code compliance Division involved in inspection and enforcement activities for new and existing residential and commercial structures, their sites, and their repair and alteration, using applicable codes, City ordinances and laws;
- Legal procedures involved in prosecuting violators of the Municipal Code as it relates to construction, and existing buildings;
- Principles of soil mechanics as applied to foundations, embankments, fills, and excavations;
- City sanitation, street use, and fire regulations, as applicable;
- City personnel rules, policies and procedures; and
- Personal computer use.

**The ability to:**

- Direct the activities of an inspection and enforcement program through subordinates who supervise employees engaged in inspecting new and existing commercial, industrial and residential structures, their additions, appendages, accessory structures and sites appendages and uses, for conformance to applicable codes and other pertinent laws;
- Establish and maintain a work environment enhancing employee morale and productivity;
- Read and interpret building plans and specifications and interpret and apply pertinent provisions of building codes, laws, regulations and accepted standards;
- Use good judgment in the application of codes and laws to specific situations and deal tactfully and effectively with the public, contractors, builders, and property owners in securing compliance;
- Investigate construction and/or code enforcement problems, which may include visiting various field sites and involve stooping, bending, kneeling, crouching, and crawling.
- Make difficult interpretations of the law, and fair and equitable decisions where legal requirements are involved;
- Communicate and deal tactfully, persuasively, and effectively with Department management, subordinates, City employees, elected officials, other agencies, and the public;
- Effectively mediate differences between the Department and customers affected by the various building codes used by the Department;
- Complete assignments from only general instructions and goals; and
- Prepare and present oral and written reports and recommendations clearly, concisely, and accurately.

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 accommodate the limitation.

**Minimum Requirements:**

Two years of experience with the City of Los Angeles as a Principal Inspector, **or**

Four years of experience with the City of Los Angeles as a Senior Building Inspector, Senior Building Mechanical, Senior Electrical Inspector, Senior Heating and Refrigeration Inspector, Senior Plumbing Inspector, Senior Elevator Inspector, Senior Safety Engineer Pressure Vessels, or Senior Housing Inspector.

Appointment to this class is subject to a one-year probationary period under provisions of Section 1011 of the City Charter.

**License:** A valid California driver's license may be required. A Chief Inspector may be required to furnish an automobile, properly insured, for use in City service.

**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 the duties, responsibilities and required qualifications of any position shall be.**