



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR BUILDING MECHANICAL INSPECTOR

Class Code: 4253

Open Date: 03-21-14

### ANNUAL SALARY

\$84,731 to \$94,440

### DUTIES

A Senior Building Mechanical Inspector assigns, reviews, and evaluates the work of Building Mechanical Inspectors engaged in: inspecting residential construction of two dwelling units or less, accessory buildings, signs and swimming pools to secure conformance to zoning ordinances, building and mechanical codes and approved plans, specifications and standards; investigating all complaints and alleged code violations; conducting housing surveys to identify blight, deterioration, and substandard conditions; issuing appropriate orders to comply and citations. May supervise employees making initial inspections on complaints or referrals received; may conduct in-service training for inspection personnel or serve as a training coordinator; personally conducts the more difficult field inspections; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### REQUIREMENTS

1. Two years of full-time paid experience with the City of Los Angeles as a Building Mechanical Inspector.
2. One year of full-time paid experience with the City of Los Angeles as Building Inspector, Electrical Inspector, Heating and Refrigeration Inspector, or Plumbing Inspector may be substituted for one year of Building Mechanical Inspector experience; or
3. Graduation from a recognized four-year college or university with a degree in Industrial Technology, Industrial Science, Civil Engineering, or special degree program with an emphasis in Construction Management, Construction Technology, or Inspection Technology may be substituted for one year of Building Mechanical Inspector experience.

### NOTES:

1. Applicants who lack six months or less of the above experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. A valid California driver's license is required prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
3. Upon appointment, a Senior Building Mechanical Inspector will be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid according to established rates.

### WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### APPLICATION DEADLINE

Applications must be received by **THURSDAY, APRIL 3, 2014.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

## **SELECTION PROCESS**

<b>Examination Weights:</b>	<b>Written Test</b> .....	<b>Qualifying</b>
	<b>Interview</b> .....	<b>100%</b>

The examination will consist of a qualifying written test and an interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: The Los Angeles City Plumbing, Zoning, Mechanical (including Heating and Refrigeration), and Building Codes; the National Electrical Code; approved building materials and equipment, and proper installation methods; construction methods and materials that were acceptable in the past that might be found in existing buildings and structures; Cal/OSHA regulations and general safety standards; research reports and information bulletins; supervisory principles, practices, and responsibilities; Equal Employment Opportunity; the ability to: interpret codes and technical written information; read and work from plans and specifications; recognize substandard construction conditions; write reports and maintain accurate records; communicate effectively; and other necessary skills, knowledge, and abilities.

### **Passing Score for Qualifying Written Test**

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

Candidates must achieve a passing score in the qualifying written test in order to be called for the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training and professional development as they have provided the knowledge of: The Los Angeles City Plumbing, Zoning, Mechanical (including Heating and Refrigeration), and Building Codes; the National Electrical Code; computer software utilized in the inspection and code enforcement field; Cal/OSHA regulations and general safety standards; supervisory principles, practices, and responsibilities; Equal Employment Opportunity; the ability to: work from plans and specifications; communicate orally and in writing; explain inspection techniques; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by mail of the time and location of the qualifying written test, which will be held in a single half-day session in Los Angeles on **SATURDAY, MAY 17, 2014.**

### **NOTES:**

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate review.
2. Seniority credit at the rate of 0.25 of a point for each year of continuous service as a Building Mechanical Inspector, Building Inspector, Electrical Inspector, Heating and Refrigeration Inspector, and Plumbing Inspector will be added to the score of each candidate in the Senior Building Mechanical Inspector examination.
3. Applications are accepted subject to review to ensure minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
5. A final average score of 70% on the interview portion of the exam is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

