



# City of Los Angeles

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City of Los Angeles Personnel Department

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## BUILDING MECHANICAL INSPECTOR

**Class Code: 4251**

**Open Date: 08-28-15**

**REVISED: 09-11-15**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$76,420 to \$85,169

### **NOTE:**

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Building Mechanical Inspector inspects residential construction of two dwelling units or less, accessory buildings, signs and swimming pools to secure conformance to zoning ordinances, building, plumbing, mechanical and electrical codes and approved plans, specifications and standards; investigates all complaints and alleged code violations on all buildings; conducts surveys to identify blight, deterioration, and substandard conditions; issues appropriate orders to comply and citations; and assists in training other inspection employees as required.

### **REQUIREMENTS**

1. Four years of full-time paid experience as a building, construction, plumbing, mechanical, electrical, housing, or combined inspector for or on behalf of a governmental agency engaged in general residential construction; or
2. Four years of full-time paid experience as a licensed general, masonry, plumbing, mechanical, electrical contractor engaged in general residential construction; or
3. Two years of full-time paid experience in carpentry, masonry, electrical, plumbing, or mechanical work, in general residential construction following the completion of a recognized apprenticeship program; or
4. Eight years of full-time paid experience in carpentry, masonry, plumbing, mechanical, electrical, or other construction related craft work in general residential construction; or
5. One year full-time paid experience, as an Assistant Inspector III with the City of Los Angeles.

### **NOTES:**

1. Applicants who lack six months or less of the above required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. A valid certification from the International Code Council (ICC) per Article 5.13 of MOU #5 and Assembly Bill AB717 is required within two years from the date of appointment to the class.
3. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
4. Upon appointment, a 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 on-line. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and 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**

Filing may close without prior notice at any time after a sufficient number of applications are received. For administrative purposes, filing may close periodically and reopen the following workday.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from August 28, 2015 in the event that additional applicants need to be tested to meet hiring need.

## **SELECTION PROCESS**

**Examination Weight: Written Test ..... 100%**

The examination will consist entirely of a multiple-choice written test. In the multiple-choice written test, candidates may be examined on the following competencies: reading comprehension; judgment and decision making; safety focus; job knowledge; and customer service.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Building Mechanical Inspector.

Candidates will be notified later by e-mail of the date, time and location of the written test, which will be held in a single half-day session in Los Angeles.

## **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 inspection.
2. Candidates may take the examination only once during the administration of this examination. Names may be removed from the open competitive eligible list after six (6) months.
3. 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 accommodation 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).
4. Applications are accepted subject to review to ensure minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not possess the minimum qualification stated on this bulletin.
5. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidate ahead of the promotional candidates.
6. A final average score of 70% is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
8. Your rank on the eligible list may change as scores of candidates from other administrations of this examination are merged onto one list.
9. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

## **Notice:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

## **THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE 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.