

## **SENIOR HEATING & REFRIGERATION INSPECTOR (4247) -Task List**

Supervises Heating and Refrigeration Inspectors engaged in the enforcement of the provisions of the Los Angeles Municipal Code pertaining to heating, ventilating, air conditioning and refrigeration equipment and installations by delegating, assigning, and evaluating work

1. Reviews and analyzes Heating and Refrigeration Inspectors' field work by utilizing code knowledge, appropriate documentation and customer feedback.
2. Resolves more complex inspection-related matters that cannot be resolved by subordinates (including matters pertaining to engineered systems requiring mechanical plan check approval such as mechanical smoke control systems and manifolded venting systems).
3. Inspects larger, more complex mechanical systems, including heating, ventilation, air-conditioning and refrigeration installations, and the fabrication and erection of sheet metal ducts, vents, kitchen equipment, smoke control systems and sheet metal installations to meet the minimum requirements of the Los Angeles Municipal Code.
4. Confers with developers, contractors and the public (via face to face meetings, telephone, and/or email) regarding installation and construction-related matters.
5. Assists with investigations of installations where fire or deaths have occurred as a result of faulty heating equipment (such as providing expert testimony and checking proper condition of equipment).
6. Conducts research and review of requests for Code deviations and recommends approval or disapproval to contractors.
7. Provides information (written and orally) to City Attorney's Office related to prosecution of Code violators in order to determine when violators should be prosecuted.
8. Trains Heating and Refrigeration Inspectors in methods and procedures of inspection, Code violation investigations and application of Code changes and deviations.
9. Assists Division Head with special assignments including writing reports and documentation related to heating and refrigeration systems.
10. Interprets and clarifies discrepancies in plans, specifications and code requirements related to heating and refrigeration installations for developers, contractors and the public.
11. Fulfills supervisory Equal Employment Opportunity (EEO) responsibilities such as conducting performance evaluations of subordinate personnel related to their

required duties and provides counseling and/or disciplinary action if necessary, recommends training, and prepares all employees for advancement.