

## HEATING AND AIR CONDITIONING INSPECTOR

### DEFINITION

Inspects materials and workmanship of heating, ventilating, and air conditioning installations on new construction, alterations and improvements, and rehabilitation projects for safety and for compliance with contract documents, and applicable State and local ordinances, codes, and regulations.

### TYPICAL DUTIES

Inspects the installation of heating, ventilating, and air conditioning systems and all of the related components such as controls, ductwork, and piping on new construction, alteration and improvement, and rehabilitation projects.

Advises supervisors and assigned Building/Construction Inspectors concerning heating materials and workmanship.

Assists assigned Building/Construction Inspectors and the architectural staff in resolving discrepancies between the architectural, structural, mechanical, and electrical drawings affecting the installation of heating, ventilating, and air conditioning facilities.

Investigates proposed installations of various heating, ventilating, air conditioning and related electrical control systems, and offers suggestions to architects or engineers for improvements.

Prepares daily and other periodic reports as required.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Heating and Air Conditioning Inspector inspects heating and air conditioning systems and installations on new construction, alteration and improvement, rehabilitation, and/or equipment installation sites for compliance with plans, specifications, and applicable codes, ordinances, and regulations.

The HVAC Test and Inspection Supervisor is responsible for a unit that performs testing, balancing, and inspections on new installations of heating, ventilating, and air conditioning systems.

A Building/Construction Inspector represents the District at construction sites, performs continuous inspection of construction materials, methods, and work quality, and monitors construction work for compliance with plans, specifications, and regulations.

### SUPERVISION

General supervision is received from the Chief Building/Construction Inspector, Supervising Building/Construction Inspector, or HVAC Test and Inspection Supervisor. The inspection activities of a Heating and Air Conditioning Inspector are coordinated at each building site, by the Building/Construction Inspector assigned. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Electric, electronic, direct digital controls, energy management systems, and pneumatic controls and system balancing procedures  
Relevant building laws and ordinances of the City and County of Los Angeles  
Regulations of the Division of State Architect and pertinent construction safety orders issued by the State Division of Industrial Safety  
Requirements of the Office of the State Fire Marshal as they apply to heating, ventilating, and air conditioning work  
Fundamentals of combustion, steam generation, hydronics, heating, and cooling, electricity, ventilation, and air conditioning  
Modern practices, processes, and materials in heating and ventilating and air conditioning construction work  
Current costs of heating, ventilating, and air conditioning materials and equipment  
Seismic requirements for the installation of ductwork, equipment, and chilled and hot water lines.  
Word processing and spreadsheet software

### Ability to:

Read and interpret building plans and specifications  
Detect deviations in heating and air conditioning installations by inspection  
Detect inferior materials and poor workmanship  
Work effectively with commissioned architects, engineers, school personnel, contractors, project management personnel and representatives of other public jurisdictions  
Communicate effectively orally and in writing

### Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, pull, and lift up to 50 pounds.  
Ability to work safely in confined spaces and on uneven surfaces  
Ability to do physical work under conditions involving temperature extremes

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Four years of journey-level experience in the heating, ventilation, and air conditioning trade.

### Special:

Possession of a certificate of competence of chlorofluorocarbon License type Universal in accordance with EPA Rule 608, Clean Air Act.  
Possession of an ICC (International Code Council) CA Commercial Mechanical Inspector Certificate is preferable  
A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

Prior to employment all successful candidates must pass a medical examination to determine the ability to wear a respirator in compliance with California Code of Regulations, Title 8, Section 5144(b).

Requires wearing a negative pressure respirator

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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LKD