



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HVAC INSPECTOR

BARGAINING UNIT: [CIV BARGAINING](#) CODE NUMBER: 5990

PAY RANGE CODE: [05145](#) REVISION DATE: 10/29/15

NATURE OF WORK:

This is inspection work in enforcing city heating, ventilation, and air conditioning codes covering new construction, alteration, or repair. Work also includes checking plans and specifications for compliance. Employees ordinarily work alone and are responsible to make independent decisions, subject to periodic review by superiors.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Inspects commercial warm air heating, ventilation, and air conditioning installations and replacements, and approves work or halts it until needed corrections are made.

Inspects residential refrigeration and electric, gas, oil, and propane furnace systems for code compliance, advises owners when installations are in violation of codes, and begins condemnation proceedings if the violations are irreparable.

Inspects buildings prior to occupancy to ensure compliance with applicable codes.

Patrols the City in search of potential code violations.

Compiles reports of work performed and maintains records of structures inspected.

Resolves complaints of owners, contractors, fire inspectors, and members of the public.

Reviews plans and specifications of projects and makes corrections as needed.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of warm air heating, ventilation, and air conditioning installation materials and practices.

Knowledge of city codes governing heating, ventilation, and air conditioning installation and repair.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to detect code violations and to appraise the quality of construction.

Ability to read and interpret plans, specifications, and blueprints quickly and accurately and to compare them with work in progress.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to climb and walk from 76 to 100% of the time; to bend and stand from 51 to 75% of the time; to reach, balance, bend, squat, kneel, and sit from 26 to 50% of the time; and to stoop, crouch, crawl, lift, push, and pull from 0 to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, up to ten (10) pounds of force to move objects from 34 to 66% of the time, and lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Three years of experience in warm air heating, ventilation, and air conditioning work, including layout and installation.

SPECIAL REQUIREMENTS:

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily at work sites involving exposure to all weather conditions. Employees in this class are exposed to noise, working near mechanical parts and electrical currents, in high places or confined spaces, in conditions such as fumes, odors, dusts, or gases.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Calculator

Copier

Previous Revision Date(s):
1/28/93