



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CHIEF FIELD INSPECTOR

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 1810

PAY RANGE CODE: [16.3 MC](#) **REVISION DATE:** 8/25/16

NATURE OF WORK:

This is supervisory work in the inspection and enforcement of ordinances relating to weed, tree, shrub, and litter control. An employee in this classification exercises considerable independence in the performance of duties; however, work is subject to review by a superior.

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.)*

Establishes mowing, litter removal, and tree and shrub inspection schedules, and issues written orders for the work to be performed.

Inspects completed work and reviews inspection reports and other work records to ensure that complaints are resolved.

Oversees the billing of owners for services rendered and prepares ordinances to create special assessments to be levied on properties when there is a lack of payment for work performed.

Makes presentations to neighborhood and community groups to explain and promote property maintenance and to encourage cleanup and beautification efforts.

Inspects properties involving citizens' complaints, property line disputes, and other unusual situations.

Researches abstracts, title records, and plats to determine property ownership, property description, or right of way status.

Appears before the Board of Equalization and the Administrative Board of Appeals concerning the lack of payment for work performed on private property.

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 the principles, practices, codes, and ordinances pertinent to the weed and litter removal program and the tree and shrub maintenance and removal program.

Knowledge of Chapter 18 (pertaining to nuisances) and Chapter 37 (pertaining to trees and vegetation) of the Omaha Municipal Code.

Knowledge of the hazards and safety precautions necessary to the successful performance of the duties and responsibilities of the park maintenance employees.

Knowledge of the capabilities, uses, repair, and maintenance of farm tractors and mowing attachments, flail mowers, slope tractors, rotary mowers, weed trimmers, and loaders.

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 identify trees and shrubs, hazardous tree conditions, and acceptable tree maintenance practices.

Ability to research and determine property descriptions and title ownership.

Ability to plan, schedule, and supervise the work of subordinates.

Ability to compile accurate reports and maintain records of work completed.

Ability to communicate with others, including members of boards, community and neighborhood groups, and the public.

Ability to inspect work sites to resolve weed and litter or tree and shrub complaints.

Ability to understand written or oral instructions.

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

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

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

Ability to sit from 76 to 100% of the time; to walk from 26 to 50% of the time; and to climb, reach, bend, stoop, push, pull, lift, and type 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, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use 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.)*

Five (5) years of progressively responsible experience in the assigned area, two years of which must have been in a supervisory capacity equivalent to that of the City Maintenance Foreman I classification.

SPECIAL QUALIFICATIONS

Must be certified by the Nebraska Arborists Association or the International Society of Arboriculture as a First Class Arborist at the time of application.

Five (5) years of continuous work in the forestry field.

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

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 both in an office and outdoors in all weather conditions, amid fumes, odors, and dust.

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

Copier
Plat Books and Maps

Printer

Previous Revision Date(s):

4/29/1993
3/31/2005
11/13/2009