



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: ENVIRONMENTAL INSPECTOR**

**BARGAINING UNIT:** [CIV BARGAINING](#)

**CODE NUMBER:** 5920

**PAY RANGE CODE:** [05108](#)

**REVISION DATE:** 8/31/17

## **NATURE OF WORK:**

This is inspection work in the enforcement of the Omaha Municipal Code, including but not limited to Chapters 18, 31, 32, 33, 37, and 41. An incumbent in this classification is responsible for conducting field inspections to determine whether violations of City Codes or City Contract Specifications have occurred; processing notices to property owners, residents, contractors, or other responsible parties to correct the violations; and to arrange for corrective action and have the responsible parties billed for violations not corrected. The incumbent works independently in the field, explains ordinances and contract provisions to property owners, residents and contractors' representatives, and is 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.)*

Receives complaints concerning violations of the Omaha Municipal Code relating to nuisance weeds, litter, vehicles, trees, or shrubs on public or private property in the City; non-compliance with solid waste regulations by individual citizens or contractors, sewer discharge regulations, air quality regulations, and storm water regulations.

Determines ownership of the properties containing violations by consulting the Douglas County Real Estate computer database, and the City Geographic Information System (GIS) database, conducts an investigation, ascertains the responsible parties, notifies responsible parties of the nature of the complaints and of the timetable for their resolution.

Re-inspects properties after the compliance due dates to ensure that violations have been addressed and approves work orders for their corrective action if the violations have not been corrected within the notice periods.

Updates work orders of unresolved violations, ensures the violations are corrected, and computes the charges to the responsible parties.

Prepares reports and maintains records of inspections conducted and work performed.

Assists in the administration of special programs such as the annual Garden Releaf Tree, Spring Cleanup, and Christmas Tree Recycling Programs, approving locations of garden plots to effect

optimum use of empty lots in the City, tree planting locations to replenish tree stock, and trash receptacles to remove unwanted items from homes and yards so that they do not become litter problems.

Responds to questions from the public concerning notices or billings for weed and litter removal; tree or shrub conditions or locations; recycling; yard waste and solid waste programs; wastewater treatment and sewer use issues; air quality rules and regulations; storm water, sediment and erosion control issues; and household hazardous waste issues.

Determines wastewater, storm water, and air sampling locations; installs and positions flow measurement and sampling devices; collects and enters flow meter readings and sampling data into a computer; and analyzes flow information and samples by reviewing information retrieved from measurement devices, performing quality assurance calculations on the data, and comparing results to pre-determined guidelines.

Performs office and field duties related to the collection and assessment of data associated with the sanitary and combined sewer collection systems, including: detailed condition assessments, verification of system mapping, installation of temporary and permanent flow monitoring devices, collection of field samples and other information associated with the combined sewer overflow permit, and the compilation and report preparation of the data for these activities.

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

Knowledge of the locations of city streets.

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

Ability to learn the inspection procedures used in the enforcement of weed and litter, tree and vegetation, vehicle storage, solid waste, storm water, sediment, and erosion control, wastewater, and air quality ordinances.

Ability to identify violations of City Codes, including but not limited to those pertaining to weeds, trees, and other vegetation, vehicular litter, solid waste collection, storm water, sediment and erosion control, wastewater, and air quality.

Ability to learn to read plat books, use the Douglas County Real Estate database, and perform routine abstract work.

Ability to learn to use the GIS database to prepare for inspections and to incorporate the information into reports.

Ability to compile reports and present the data from information obtained through inspection work.

Ability to communicate successfully and build working relationships with contractors, industrial representatives, other governmental officials, and members of the public.

Ability to understand oral or written instructions.

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

**If assigned to the Park Maintenance Division, an incumbent must have:**

Ability to learn and apply the City ordinances, rules, regulations, and policies relating to weed and litter removal, as well as the ordinances pertaining to trees and shrubs.

Ability to learn to identify tree and shrub species and the causes of tree and shrub damage or death and the ability to learn to determine the optimum remedial action to take to resolve tree and shrub damage.

**If assigned to the Environmental Quality Control Division, an incumbent must have:**

Knowledge of engineering, chemistry, or biology related to environmental regulations.

Ability to learn and apply the City ordinances, rules, regulations, and policies to solid waste collection, household hazardous waste, storm water, sediment, and erosion control, wastewater, and air quality programs.

Ability to read and interpret maps, as-build plans, record drawings, and plan and profile sheets and other sources of information associated with the sanitary, storm, and combined sewer collection system.

Ability to learn and apply City ordinances, rules, regulations, and policies to solid waste collection, household hazardous waste, storm water, sediment and erosion control, wastewater, and air quality programs.

Ability to collect stormwater/wastewater samples according to specified standard methods.

Ability to learn the safety precautions as it relates to household hazardous waste.

Ability to learn the safety precautions as it relates to confined space entry as it relates to the sanitary, combined, and storm sewer collection systems.

Ability to learn the principles of sediment and erosion control.

Ability to learn the principles of the design, construction, and operation of commercial, industrial, and large residential equipment related to their capacity to emit air, wastewater, solid waste pollutants, storm water, household hazardous waste, and sediment and erosion control.

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

**If assigned to Sewer Maintenance Division, an incumbent must have:**

Knowledge of or ability to learn flow measurement equipment and related software and calibration of equipment in the field to provide quality data.

Ability to conduct investigations and condition assessments, assist outside parties with investigations and condition assessments, and compile appropriate documentation of investigations and condition assessments of the sanitary and combined sewer collection system in accordance with standard procedures.

Ability to collect stormwater/wastewater samples according to specified standard methods.

Ability to learn the safety precautions as it relates to confined space entry, specifically related to wastewater and the sanitary/combined sewer collection system.

Ability to read and interpret maps, as-built plans, record drawings, plan and profile sheets, and other sources of information associated with the sanitary and combined collection system.

Ability to learn the use of GIS and graphical based work order management systems.

**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

One (1) year of inspection experience pertaining to the assigned division.

**SPECIAL QUALIFICATIONS**

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

If working in the Park Maintenance Division, an incumbent must obtain and retain a City of Omaha Arborist's License and be an Arborist Certified by the Nebraska Association of Arborists or the International Society of Arboriculture by the end of the probationary period.

If working in the Environmental Quality Control Division, an incumbent must demonstrate responsible work experience in at least one of the specialty areas of the Environmental Quality

Control Division by the end of the probationary period. An incumbent must also possess a motor vehicle operator's license valid in the State of Nebraska and must submit to an initial pre-qualifying and annual comprehensive medical examination. Must also be able to work varying schedules, including weekends and overtime.

If working in the Sewer Maintenance Division, an incumbent must possess a motor vehicle operator's license valid in the State of Nebraska at the time of application. Must be able to work varying schedules, including weekends and overtime.

**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 outdoors in all weather conditions, although administrative work is performed in a standard office setting. In the field, employees in this class are exposed to noise, working near machinery, in high places, in sewers, amid conditions such as chemical fumes, odors, dust, gases, and exposure to chemicals.

**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.)*

Telephone/Smartphone	Air and Wastewater Flow Meter	Copier
Hand held Drill	Statistical Calculator	Computer
Air and Wastewater Sampler	Ramset Gun	Camera
Gas Detector	Plat Books	Scott Air Pack
Microfiche Reader	Air Blower	Mobile Radio
Power Saw	Metal Detector	Automobile
Surveying Equipment	Printer	Forklift (HHW)
Digital Hanging Scale	High Reach Basket and Controls	Tablet
Pickup Truck with Tailgate Lift and Dump Body		

Previous Revision Date(s): 1/10/95  
5/29/97  
1/29/98  
3/31/05  
3/29/07  
8/30/12  
1/30/14

**ENVIRONMENTAL INSPECTOR-AIR QUALITY CONTROL  
PHYSICAL REQUIREMENTS**

<b>Physical Requirements</b>	<b>EXAMPLES OF RELATED JOB DUTIES</b>	<b>Rarely 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Standing	Completing compliance inspections and interviews.		X		
Walking	Taking a tour of facility being inspected and when inspecting erosion grading site.			X	
Sitting	Driving from job site to job site, doing paperwork, and typing up reports.		X		
Lifting	Raising and lowering an object weighing up to 100 lbs.		X		
Carrying	Transporting an object through walking weighing up to 40 lbs. over a distance of 10-25 feet.		X		
Climbing	Getting in and out of truck, climbing stairs in job sites buildings, and climbing vertical ladders to access roof.		X		
Balance	Walking over debris at jobsite, walking on uneven terrain, and accessing catwalks.		X		
Stooping	Reading generator and boiler values.	X			
Crouching	Taking pictures of inspection site, reading low values on generator and boiler.	X			
Reaching	Reach overhead to take pictures of jobsite inspection.	X			
Hand Usage	Taking photos, driving vehicle, typing, and writing reports.			X	

**ENVIRONMENTAL INSPECTOR-CODE ENFORCEMENT  
PHYSICAL REQUIREMENTS**

<b>Physical Requirements</b>	<b>EXAMPLES OF RELATED JOB DUTIES</b>	<b>Rarely 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Standing	Inspecting jobsite, inspecting trees, discussing process with resident and filling out IPAD checklist.		X		
Walking	Inspecting site. May need to up and down hills for long distances with heavily overgrown weeds and terrain.			X	
Sitting	Driving to jobsites, filling out paperwork, creating work orders, responding to emails and phone calls.		X		
Lifting	Raising and lowering an object weighing up to 3 lbs.			X	
Carrying	Transporting an object through walking weighing up to 3 lbs. over a distance of 50 feet.			X	
Climbing	While getting in and out of truck, on hilly terrain and steps at jobsites.		X		
Balance	Walking on wet terrain, overgrown terrain and up/down hills.			X	
Stooping	Inspecting litter, overgrown terrain and stump of trees.	X			
Kneeling	Inspecting litter, overgrown terrain and stump of trees.	X			
Crouching	Inspecting litter, overgrown terrain and stump of trees.	X			
Reaching	Reach overhead while inspecting trees and taking pictures.	X			
Hand Usage	Typing, filling out checklist on IPAD, hammering trees to determine if they are hollow, driving and answering phone calls.			X	

**ENVIRONMENTAL INSPECTOR-ENVIRONMENTAL QUALITY CONTROL (EQC)  
PHYSICAL REQUIREMENTS**

<b>Physical Requirements</b>	<b>EXAMPLES OF RELATED JOB DUTIES</b>	<b>Rarely 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Standing	Installing/maintaining equipment, discussing erosion site issues with contractor and taking photos of inspections sites.		X		
Walking	Installing/maintaining equipment, discussing erosion site issues with contractor and taking photos of inspections sites.		X		
Sitting	Writing reports, driving from jobsite to jobsite and attending inspections meetings.		X		
Lifting	Raising and lowering an object weighing up to 55 lbs.		X		
Carrying	Transporting an object through walking weighing up to 55 lbs. over a distance of 50 feet.			X	
Pushing/ Pulling	Pushing/Pulling sewer cameras and manhole hooks up to 55 lbs.		X		
Climbing	While getting in and out of work truck, climbing ladders, and stairs of various buildings.		X		
Balance	While on ladders, walking on uneven terrain.	X			
Stooping	Working in hard to access places in the sewer.	X			
Kneeling	Working in the sewer line or while inspecting the ground at a site	X			
Crouching	Taking lower photos or working in the sewer.	X			
Reaching	Grabbing items off equipment shelves that are up to 92" tall and installing or changing camera on poles.		X		
Hand Usage	Typing reports, driving, taking pictures, handling tools for water readings.			X	
Crawling	Moving in hard to access sewer areas.	X			

**ENVIRONMENTAL INSPECTOR-HOUSEHOLD HAZARDOUS WASTE  
PHYSICAL REQUIREMENTS**

<b>Physical Requirements</b>	<b>EXAMPLES OF RELATED JOB DUTIES</b>	<b>Rarely 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Standing	Sorting of the hazardous waste collected, depressurizing spray paint cans, crushing paint cans for recycle.		X		
Walking	Sorting of the hazardous waste collected, depressurizing spray paint cans, crushing paint cans for recycle.			X	
Sitting	Writing reports on water pollution, responding to emails and down time when there are no cars delivering waste.		X		
Lifting	Raising and lowering an object weighing up to 110 lbs.			X	
Carrying	Transporting an object through walking weighing up to 110 lbs. over a distance of 15 feet.			X	
Pushing/ Pulling	Pushing/Pulling waste cart and paint up to 60 lbs.			X	
Climbing	While getting on and off the back of a pick-up truck, climbing 4 steps at 6" height to go outside.		X		
Stooping	Sorting hazardous materials on a table height of 43", placing used paint on cart at 3", gathering product in trunk of car.		X		
Kneeling	Gathering material from low resting cars.	X			
Crouching	Picking up various hazardous waste off the ground, picking up needed tools, gathering dirt that was swept and placing various waste on lower shelf.		X		
Reaching	Gathering material out of patrons cars, placing used oil/antifreeze at 53" disposal height, stocking used aerosol cans from floor to 68", using paint crusher at 48" in height and requiring a 28" forward reach to insert paint.		X		
Hand Usage	Carry, sort, lift, crush and dispose of hazardous waste. Using box cutter, rubber mallet to close paint cans, paint scraper, and paint stirrer.				X

**ENVIRONMENTAL INSPECTOR-SEWER DIVISION  
PHYSICAL REQUIREMENTS**

<b>Physical Requirements</b>	<b>EXAMPLES OF RELATED JOB DUTIES</b>	<b>Rarely 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Standing	Stands outside of the man hole for visual observation of the entry person, standing up to 2 to 3 hours; monitoring water flow/checking for dye.			X	
Walking	Uneven terrain; various weather conditions; in and out of sewers, performing erosion inspections.		X		
Sitting	Driving to and from the work site in the vehicle; computer use.		X		
Lifting	Raising and lowering an object weighing up to 85 lbs.		X		
Carrying	Transporting an object through walking weighing up to 65 lbs.		X		
Pushing/ Pulling	Pushing/Pulling when removing man hole covers, force will vary.	X			
Climbing	Entering and exiting sewers through a vertical ladder. Step ladders are also utilized; stairs also utilized.			X	
Stooping	Installing the Weir plate, monitoring equipment.			X	
Kneeling	Installing the Weir plate; handing equipment to the entry person.		X		
Crouching	Installing the Weir plate, monitoring equipment.			X	
Reaching	Monitoring equipment, handling equipment, positioning equipment. Climbing in and out of the sewers and when utilizing some equipment to monitor and inspect.	X			
Crawling	Access some of the water meters.	X			
Hand Usage	Utilizing tools and equipment including the power drill, power saw, screwdrivers, box cutters, tube benders, hammers, c-clamps, zip tie, rope caulk, levels, and square.			X	

**ENVIRONMENTAL INSPECTOR-SOLID WASTE  
PHYSICAL REQUIREMENTS**

<b>Physical Requirements</b>	<b>EXAMPLES OF RELATED JOB DUTIES</b>	<b>Rarely 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Standing	Observing erosion inspections and communicating with customers.	X			
Walking	Gathering trash, dispersing litter cans/recycle bins, and performing erosion inspections.			X	
Sitting	Following garbage trucks, driving from job site to job site, typing up reports and responding to emails.			X	
Lifting	Raising and lowering an object weighing up to 100 lbs.			X	
Carrying	Transporting an object through walking weighing up to 50 lbs. over a distance of 15 feet.			X	
Pushing/ Pulling	Pushing/Pulling garbage cans and truck trash bins up to 50 lbs over a distance of 10 feet.			X	
Climbing	Getting in and out of vehicle cab which is at a 21" height, on and off vehicle tailgate which is at a 28" height, climbing stairs of residential homes and rarely climbing a vertical ladder to access sewer from manhole.		X	X	
Balance	Walking on uneven terrain and climbing onto the back of the tailgate.	X			
Stooping	Picking up trash scattered away from the bins.	X			
Crouching	Picking up larger pieces of trash and picking up recycle bins.	X			
Reaching	Throwing garbage into the waste container in the back of the truck which is at a 66" height.		X		
Hand Usage	Driving the pick-up, typing reports, picking up various items of trash.			X	