

## CITY OF OMAHA CLASS SPECIFICATION

No. 5910

### FIELD INSPECTOR

#### NATURE OF WORK

This is inspection work of industrial and commercial sites to ensure compliance with permit, tax, and City Charter regulations and other sites to ensure compliance with regulations concerning signage. Employees work alone in the field and are responsible to make independent decisions, subject to periodic review by superiors.

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

Inspects commercial and industrial sites to ensure that necessary permits and taxes required by Chapter 19 of the Omaha Municipal Code have been paid.

Inspects salvage dealerships to ensure that they are in compliance with the requirements of Chapter 30 of the Omaha Municipal Code.

Placards structures that are proposed to be moved from one location to another and for which a permit application is needed. If the new location is within the city's jurisdictional limits, the new site and all adjoining properties are also to be placarded.

Inspects properties containing closed property signage to ensure that signs are installed properly and in the proper locations.

Placards establishments for liquor license hearings, gathers information and measurements and prepares liquor license report for the City Council.

Inspects lease properties to ensure that the proper lease information is printed on signs and that the signs are properly displayed.

Issues notices to property owners to resolve the violations for which they are cited.

Re-inspects properties after the compliance due dates to ensure that violations have been removed.

Prepares reports and maintains records of work performed.

Testifies at hearings regarding the nature of violations, actions taken by the City to remove them, and the costs involved.

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 locations of city streets.

Ability to learn the inspection procedures used in the enforcement of permit, tax, signage, and other aspects of City ordinances.

Ability to identify those entities in violation of permit, tax, signage, and salvage operation regulations.

Ability to learn City ordinances, and regulations relating to salvage dealership operation as noted in Chapter 30 of the Omaha Municipal Code, signage contents and location, and permits and taxes required by Chapter 19 of the Code.

Ability to inspect for compliance with permit, tax, signage, and ordinances regulating salvage dealerships.

Ability to compile reports from information obtained through inspection work.

Ability to understand written or oral instructions.

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

Ability to use up to ten pounds of force to move objects from 0 to 33% of the time, and lesser amounts of force to move objects from 34 to 100% of the time.

EXPERIENCE AND TRAINING (The knowledge, skills, abilities, and/or personal characteristics in this section may be acquired through, but are not limited to, the following combination of education and experience.)

High school diploma or its equivalent

AND

Three years of experience in inspection work.

## SPECIAL QUALIFICATIONS

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

## WORKING CONDITIONS

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, amid conditions such as 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  
Copier  
Calculator  
Computer

Approved: 1/28/93  
12/21/98  
6/29/00