



Code: 8104
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Street, Water, Sewer, and Disposal
Series: Sanitation

CLASS TITLE: FIELD SANITATION SPECIALIST

CHARACTERISTICS OF THE CLASS

Under direction, conducts field sanitation inspections in an assigned district to ensure compliance with City of Chicago sanitation code and health and safety ordinances, and performs related duties as required

ESSENTIAL DUTIES

- Conducts field inspections of alleys, building exteriors and vacant lots looking for overflowing refuse bins or dumpsters, overgrown weeds, and/or fly dumping to determine rodent infestation and related city code violations
- Writes notices for rodent abatement and issues citations for sanitation code violations
- Investigates and responds to 311 complaints and service requests regarding sanitation violations and rodent infestations for an assigned district
- Interprets applicable city codes and ordinances to contractors, business owners, residents and complainants and explains sanitation inspection enforcement objectives
- Re-inspects unresolved or repeat violators to ensure violations are rectified
- Uses electronic handheld devices to issue citations for sanitation code violations
- Assists the sanitation division with snow and ice removal operations in coordination with central snow command
- Drives a city vehicle to inspect identified areas in response to sanitation complaints and service requests to assess extent of sanitation problems
- Prepares daily work reports and maintains records of work activities
- Prepares and documents findings at inspected sites and files reports
- May work extended hours, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- High school graduate or GED and three years of work experience in municipal refuse collection or street cleaning operations

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather condition

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, cell phone, dispatch equipment)

PHYSICAL REQUIREMENTS

- Moderate lifting (up to 35 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to move to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *applicable City and departmental policies, procedures and rules.
- *use of sanitation program equipment and materials

Moderate knowledge of:

- *surveying and inspecting field operations
- *material disposal methods, practices, and procedures
- *use of safety equipment and protective gear
- *applicable federal, state and local laws, ordinances, regulations and guidelines

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- SOCIAL PERCEPTIVENESS – demonstrate awareness of others' reactions and understand why they react as they do
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- JUDGMENT AND DECISION MAKING – Consider the costs and benefits of potential actions to choose the most appropriate one
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

August, 2013