



Code: 8105

Family: Construction, Maintenance and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer and Disposal

Series: Sanitation

CLASS TITLE: FIELD SANITATION INVESTIGATOR

CHARACTERISTICS OF THE CLASS

Under supervision, positions perform a combination of field inspection work investigating complaints related to abandoned or hazardous vehicles and sanitation complaints to ensure compliance of the City of Chicago's sanitation code and health and safety ordinances; enforces the City's regulations restricting parking; and performs related duties as required.

ESSENTIAL DUTIES

- Conducts field inspections of alleys building exteriors and vacant lots while looking for overflowing refuse bins or dumpsters, overgrown weeds, and/or fly dumping to determine rodent infestation and related city code violations
- Interprets applicable city codes and ordinances to contractors, business owners, residents and complainants and explains sanitation inspection enforcement objectives
- Investigates and responds to 311 complaints and service requests to identify possible violations (e.g., sanitation violations, rodent infestations, abandoned or hazardous dilapidated vehicles)
- Inspects condition of reported vehicles, chalks tires and places notification stickers on vehicles deemed abandoned or hazardous notifying owners that vehicle will be towed within a specified period of time
- Contacts office personnel to check information on vehicles suspected as stolen and receives verification
- Identifies and enforces parking restrictions on streets during the course of field investigations, special events and/or for the overnight parking ban program (e.g., preparing vehicle tow reports, working with tow truck drivers to coordinate vehicle tows and coordinating the relocation of vehicles on streets during emergency snow removal or other emergencies) to enforce parking/tow zone restrictions
- Drives a city vehicle to inspect identified areas in response to sanitation complaints, service requests, to assess extent of sanitation problems, and to locate abandoned or hazardous vehicles
- Makes determination if vehicles can be classified as abandoned or hazardous
- Writes notices and citations for applicable violation (e.g., rodent abatement, sanitation and parking violations)
- Maintains and updates hand held mobile device and investigation findings
- Re-inspects unresolved or repeat violators to ensure violations are rectified
- Assists the sanitation division with snow and ice removal operations in coordination with the department of transportation
- 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**

- Two years of work experience in municipal refuse collection or street cleaning operations **OR** two years of work experience in enforcing or inspecting for compliance license requirements, parking regulations, federal and state laws or local ordinances, **OR** an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

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

WORKING CONDITIONS

- Primarily a field position
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
- Computers and peripheral equipment (e.g., hand held mobile device, personal computer, computer terminals, printer)
- Communication equipment (e.g., two-way radio, cell phones)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)

PHYSICAL REQUIREMENTS

- Ability to work outside in inclement weather conditions
- Ability to stand and walk for extended or continuous periods of time
- Moderate lifting (up to 35 pounds) is required
- Ability to move to grasp or manipulate objects
- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Knowledge of

- state laws and municipal ordinances governing abandoned or hazardous vehicles and providing the Department of Streets and Sanitation with authority to impound or relocate vehicles
- operating work procedures and practices in the inspection of vehicles for abandoned or hazardous status and their impoundment or relocation
- primary identifiers on a vehicle including location of VIN numbers, vehicle make, vehicle model and state sticker number
- *applicable City and departmental policies, procedures and rules
- *use of sanitation program equipment and materials
- City's geographical locations and street grid system

Some knowledge of

- computer operations and use of applicable software
- *surveying and inspecting field operations
- *material disposal methods, practices, and procedures
- *use of safety equipment and protective gear

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 programs
- CUSTOMER SERVICE SKILLS – Interact and communicate with customers in a courteous and helpful manner, speaking distinctly, answering questions and resolving issues
- MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities and materials needed to do certain work
- COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- JUDGMENT AND DECISION MAKING – Consider the costs and benefits of potential actions to choose the most appropriate one

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
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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
November, 2019