

City of Grand Rapids Job Description

Job Title: Rental Inspector/Firefighter

Department: Fire

FLSA Status: Non-Exempt

Approved By: City Council

Approved Date: April 26, 2021

Summary: There are two main functions for this position, rental housing inspections and responding to emergency calls. This position will enforce local codes on all rental housing properties in Grand Rapids and have thorough knowledge of state and local codes.

All employees are expected to contribute to the success of our City by demonstrating the shared expectations: Customer Focus, Flexibility, Initiative, Results Orientation, Public Stewardship, Teamwork, and Integrity.

Work is performed under the general direction of the Fire Chief and/or City Building Official

Essential Duties and Responsibilities:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Conducts fire and life safety inspections on all rental housing properties and commercial buildings within the City of Grand Rapids; identify violations to determine code compliance.
- Maintains records of rental housing inspection activity. Prepares reports, forms and all other documentation as required.
- Must schedule and maintain rental housing inspection activity.
- Conducts follow-up on rental inspections, or other ordinance violations to ensure appropriate corrective action has been taken.
- Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to property owners, tenants, and other interested parties.
- Assist the Building Safety Division in reviewing plans, construction documents, and inspections to ensure these meet fire codes, city ordinances, and state and federal codes.

- Works in cooperation with other city departments regarding permitting of applications and resolving associated issues.
- Issues citations as justified and testifies in court when required. Works with City Attorney's Office in preparing evidence for court proceedings relating to rental housing code enforcement.
- Assists in administering the registration permitting functions, including application processing, fee assessment and rental registration permit issuance.
- Develops and updates forms and informational handouts.
- Performs fire suppression duties, interior and/or exterior, rescue extrication according to the tactics and strategies of the Line Officer on the fire ground.
- Actively participates with the Chemical Assessment Team in training drills and incident response.
- Performs duties as assigned by officers in relation to apparatus, equipment, building and grounds maintenance of the Grand Rapids Fire Department.
- Attend and actively participate in all required fire department and outside trainings, to maintain and improve knowledge, skills and abilities.
- Performs other duties and assumes other responsibilities as are apparent or delegated.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Administrative Abilities

- **Communication:** Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.
- **Attention to Detail:** Able to find errors in work and solve problems; anticipates issues and performs at a high level of accuracy; sets up systems to ensure errors are not repeated.
- **Accountability:** Follows through on commitments; focuses on appropriate tasks throughout the work day; takes responsibilities for actions both as an individual and on behalf of the City; has good ethics; follows all policies and procedures; maintains confidentiality; is prepared and punctual.

- **Organization:** Ability to coordinate several activities, responsibilities, and tasks simultaneously in a polite and professional manner; prioritizes what needs to get done; keeps things neat and orderly; utilizes tools for efficiency; factors several considerations when planning; establishes methods to ensure routine tasks are completed.
- **Composure:** Exhibits self-confidence and asserts self appropriately to advocate a point of view; is cool under pressure; can be counted on to hold things together during tough times; can handle stress; maintains balance even when unexpected circumstances arise; able to identify and manage crisis situations; faces adversity head on; energized by tough challenges.

Working Conditions

- Work involves frequent inspections and working with tenants and landlords
- Work involves calls to emergency situations as a firefighter/operator/officer/or command

Required Education and/or Experience:

- High school diploma or equivalent
- Must be at least 18 years of age.
- Possession of a valid, unrestricted Minnesota driver's license.
- Three or more years of fire department or work related experience.
- Certification of Firefighter I, and Hazmat Ops by the MFSCB
- Minnesota Firefighter License or the ability to obtain within one year from date of hire
- Certification at Fire Inspector I level by MFSCB or ability to obtain within 18 months from date of hire
- Haz-Mat Technician Level Certification within one (1) years of hire.
- Must obtain building official limited certification within two (2) years of hire.
- Must obtain Fire Fighter II within one (1) years of hire.

***All requirements subject to Fire Chief's discretion.**

TOOLS AND EQUIPMENT USED

- Fire apparatus, fire pumps, hoses, ladders and other standard firefighter equipment.
- Office equipment such as personal computer, copier, telephone, fax machine, calculator, etc.
- Miscellaneous equipment such as hand held radio, pager, and First Aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.