

# Fire Inspector - Code Enforcement

Dept/Div: Code Enforcement/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs work performing fire and rental inspections, enforcing zoning ordinance and various environmental codes, inspecting properties, maintaining records, preparing reports, and related work as apparent or assigned.

Work is performed under the supervision of the Building Official.

## Qualification Requirements

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

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## Essential Functions

- Conducts commercial fire inspections as directed.
- Responds to fire alarms and follow-up with corrective actions.
- Inspects rental housing to identify and correct violations of property maintenance, housing, nuisance, licensing, and other city ordinances.
- Monitors, inspects, and enforces residential and commercial properties for compliance with state and city codes and ordinances.
- Investigates reports of code and nuisance violations, issues citations, resolves disputes and conducts follow-up to ensure corrections.
- Participates in legal proceedings, including producing documents/evidence for prosecution of code violations.
- Stays abreast of updated inspection practices and code changes; makes recommendations on department procedures and code modifications.
- Educates contractors, homeowners, business owners, and community members on fire and property maintenance codes and related ordinances, policies, and procedures.
- Maintains a variety of inspection and enforcement logs and records.
- Informs the Building Official of any inspection related activities that require immediate attention or action.

## Knowledge, Skills, and Abilities

General knowledge of practices, principles, and techniques of effective code enforcement principals; general knowledge of Minnesota fire codes; general knowledge of the zoning ordinances and various municipal codes including building and maintenance property codes; general knowledge of legal procedures related to the enforcement of ordinances and codes.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in public speaking and delivering presentations to a wide audience of individual and groups.

Ability to read and interpret permits, site plans and designs and to ensure compliance with appropriate ordinances and codes; ability to communicate effectively both orally and in writing; ability to enforce ordinances and regulations with firmness, tact, and impartiality; ability to establish and maintain effective working relationships with associates, contractors, property owners, and the general public.

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## Education and Experience

High School diploma or GED and minimal experience in fire and municipal code inspection work, or equivalent combination of education and experience.

## Special Qualifications

Fire Inspector I certification upon hire.  
Valid driver's license in the State of Minnesota

## Physical Requirements

### *Physical Requirements and Activity*

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.

Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires tasting or smelling.

### *Sensory Requirements*

Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

### *Sensory Utilization*

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

### *Environmental Conditions*

Work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Work is generally in a moderately noisy location (e.g., business office, light traffic).

## Special Requirements

Minnesota Fire Inspector I certification upon hire.  
Valid driver's license in the State of Minnesota.

Last Revised: 5/5/2021