

CITY OF SPRING LAKE PARK
JOB DESCRIPTION

JOB TITLE: Firefighter/Fire/Housing/Code Inspector
DEPARTMENT: Code Enforcement
REPORTS TO: Building Official
FLSA STATUS: Full Time, Non-Exempt

POSITION SUMMARY

Under general supervision and direction of the Building Official, this person responds to fire and emergency calls, performs rescue operations and conducts fire inspections under the Fire Marshal, in addition to other duties which include performing rental housing inspections, property maintenance and nuisance inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Firefighter

1. Responds to fire and emergency calls for SBM Fire Department, performing protective services work by responding to emergency situations
2. Under the direction of an SBM Fire Department supervisor, administers life and property saving actions.
3. Maintains fire department equipment, apparatus, facilities and property.
4. Work involves frequent strenuous physical involvement
5. Performs other related duties and responsibilities as assigned.
6. This position is uncheduled and will occur at various times throughout the work week.

Fire/Housing/Code Inspector

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

MINIMUM QUALIFICATIONS

1. High school degree or GED equivalent
2. Service as a volunteer firefighter with SBM Fire Department
3. Fire Inspector I certificate
4. Firefighter I and Firefighter II certification
5. Valid Minnesota Class D driver's license
6. Knowledge of property maintenance and fire codes and code enforcement

DESIRED QUALIFICATIONS

1. Completion of a Building Inspection Technology program at an accredited institution.
2. General knowledge of housing codes and the International Property Maintenance Code

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of practices, principles and techniques of effective code enforcement principles.
2. Ability to establish and maintain effective working relationships with City staff, contractors, architects, engineers, landowners, developers and the general public.
3. Ability to enforce applicable laws and ordinances, firmly, tactfully and impartially.
4. Skill in public presentations and negotiation skills.
5. Proficiency in computer software applications, including Microsoft Office applications, Adobe Acrobat, and databases.
6. Knowledge of practices, principles and techniques of effective code enforcement
7. Ability to express ideas effectively, orally and in writing.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment listed below are representative of those that must be met by an employee to perform the essential functions of this job successfully.

1. Work is performed both outdoors and in office settings. Outdoor work is required in the inspection of various properties within the city and in firefighting operations. Hand-eye coordination is necessary to operate computers, various pieces of office equipment and firefighting equipment/apparatus.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop; kneel, crouch or crawl; and talk or hear.
3. The employee must frequently lift and/or move up to 25 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. The employee must have a sense of smell.
4. The employee must be able to perform all physical duties normally expected of a firefighter, including meeting medical requirements as established by NFPA Standard 1582 for medical and physical fitness standards. The employee must comply with OSHA respirator requirements on an annual basis.

5. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.
6. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.