

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Fire Inspector/Firefighter

DEPARTMENT: Fire Department

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** Fire Chief

FLSA STATUS: Non-exempt

PRIMARY OBJECTIVE OF POSITION:

Under the immediate direction of the Fire Chief, the Fire Inspector's primary objectives include responding to emergency calls as a firefighter and conducting code compliance/inspections, providing public education and performing preplanning activities, fire investigations and post incident interviews. All finding subject to the Fire Chief's review and authorization.

RESPONSIBILITIES:

- A. Responds as a firefighter to personal injury accidents, other medical emergencies, non-medical emergencies and fires.
- B. Inspects for all applicable/adopted fire codes including national, state, city and other related codes.
- C. Reviews plans and specifications of proposed buildings, systems and/or changes to ensure conformance to all applicable fire codes.
- D. Conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
- E. Meets with public, business owners and others regarding compliance issues.
- F. Attends development review meetings as required.
- G. Generates preplans on local businesses.
- H. Oversees permits issued through Fire Department.
- I. Assists Fire Chief by developing/maintaining policy relating to local and state fire code issues.
- J. Conducts fire investigations and interviews to determine cause and origin of all fires as directed by state statute.
- K. Conducts and reports on fire education awareness in the community.
- L. Works within a fire prevention budget annually.
- M. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Fire Inspector) of the Fire Chief and/or City Administrator.

TASKS RELATED TO RESPONSIBILITIES:

- A. Responds as a firefighter to personal injury accidents, other medical emergencies, non-medical emergencies and fires.
 - 1. Meets all the requirements of a Ramsey firefighter.
 - 2. Responds to emergencies as a firefighter
 - 3. Responds and deals with administrative fire issues.

- B. Inspects for all applicable/adopted fire codes including national, state, city and other related codes.
 - 1. Through inspections and education, identify, report, notify and correct issues in violation of applicable fire codes.
 - 2. Together with the Fire Chief, make interpretation of issues not specifically covered in the above mentioned codes.
 - 3. Writes orders of non-compliance of fire and life safety codes.
 - 4. Assists with maintain procedures for non-compliance with Fire Chief and City Attorney.

- C. Reviews plans and specifications of proposed buildings, systems and/or changes to insure conformance to all applicable fire codes.
 - 1. Works with Building Official to review plans, specifications and changes. Notes compliance issues and resolves with Fire Chief as required.
 - 2. Utilize a network of other Fire Officials to resolve issues not clearly covered in codes.

- D. Conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
 - 1. Establishes and maintains a hazard rating of buildings and businesses to create a priority list of inspections to be made.
 - 2. Assists as necessary with supervision of all staff conducting inspections including paid-on-call members.

- E. Meets with public, business owners and others regarding compliance issues.
 - 1. Makes recommendation to resolve interpretation of codes to Fire Chief.

- F. Attends development review meetings as required.
 - 1. Along with or independent of the Fire Chief, attend meetings to assure fire safety is addressed in new construction and plans.

- G. Generates preplans on local businesses.
 - 1. Conducts preplan visits to local businesses.
 - 2. Accumulate and record pertinent information for use by responding emergency staff to assure safety of personnel.

- H. Oversees permits issued through Fire Department.
1. Manages the scheduling of inspections to promote timely and accurate completion of inspections.
 2. Reviews rates and fees on an annual basis and forwards recommendations to Fire Chief.
 3. Manages and maintains data base for permits issued, inspections and investigations.
- I. Assists Fire Chief by developing/maintaining policy relating to local and state fire code issues.
1. Administers a system to deal with challenges to inspection results.
 2. Assists Fire Chief with Interpreting code language and developing policy to clarify procedures and performance.
- J. Conducts fire investigations to determine cause and origin of all fires as directed by state statute.
1. As directed by the Fire Chief, conducts and participates in fire investigations and interviews to determine cause and origin of fire required by state statute. Will assist with criminal prosecutions as necessary.
 2. Assists staff involved in investigation whether internal to the Fire Department, outside agencies and others.
 3. Will participate as an active member of the Anoka County Fire Investigation Team (FIT)
 4. Maintains files, photographs and other evidence as necessary.
- K. Conducts and reports on fire education awareness in the community.
1. Actively participates and maintains public fire education program.
 2. Develops and maintains programs for the community and businesses.
 3. Maintains fire extinguisher program.
- L. Works within a fire prevention budget annually.
1. Plans and presents to the Fire Chief proposed budget requirements, including capital and expense items.
 2. Tracks budget to assure compliance throughout the year.
- M. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Fire Inspector) of the Fire Chief and/or City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of applicable fire codes, both national, state and city (if appropriate)
- Ability to maintain a positive professional rapport with city staff, local businesses, schools and daycares and members of the fire department
- Ability to communicate (in English) effectively both verbally and in writing.

- Ability to develop new programs in solving existing or new problems as they arise
- In-depth knowledge of, and ability to use, software programs including Microsoft Word, Excel, and PowerPoint.
- With minimal supervision, ability to work independently as a leader and as a member of a team
- Ability to prepare and present technical reports
- Ability to make public presentations at City Council, Planning Commission and other meetings as directed
- Good interpersonal and customer service skills

MINIMUM QUALIFICATIONS

- Two years of related education and training beyond high school
- One year of experience administering fire codes
- Proven ability to meet all requirements for the Ramsey Firefighter position
- Firefighter II State certification or ability to acquire in 12 months.
- Possession of a valid, unrestricted class D driver's license.

DESIRED QUALIFICATIONS

- Associate or Bachelors degree in Fire Science or Fire Administration.
- Current State Certification as a Fire Inspector
- Certificate of Competency from a recognized national or state authority (example: State Fire Marshal's Office)
- Completion of the BCA Fire Investigation 3-part class
- Hazardous Materials Operations Certificate or ability to acquire within 12 months.

JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting		X		
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing	X			
8. Kneeling (bending leg at knee and resting on knee)	X			
9. Crawling (moving about on hands and knees)	X			
10. Crouching (bending at knees)	X			

11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion		X		
15. Use of arm muscles over extended periods	X			
16. Use of leg muscles over extended periods	X			
17. Overhead work (over shoulder height)	X			
18. Stationary desk or bench work with neck bent forward		X		

Are the following weights lifted?

0 - 10 pounds _____

11 - 24 pounds _____

If yes, describe.

What object(s) are lifted:

Firefighting equipment, ladder, hoses, tools, etc.

25 - 34 pounds _____

35 - 50 pounds _____

51 - 74 pounds X

75 - 100 lbs. _____

From what height to what height?

Ground to shoulder height.

Are the following weights carried?

If yes, describe.

How far are these weights carried?

0 - 10 pounds _____

1 foot to 20 feet.

11 - 24 pounds _____

25 - 34 pounds _____

35 - 50 pounds _____

51 - 74 pounds X

75 - 100 lbs. _____

Job requires:

Working outdoors? Yes

Working indoors? Yes

Operating forklifts, dangerous machinery or vehicles? Yes

Supervising other employees? No

Working with chemicals? Yes

Working near fumes/vapors? Yes

Driving City vehicle or personal vehicle? Yes

Driving is an essential requirement.

PDI Points:

Created/Revised: January 27, 2005

Revised: July 16, 2008