



## Human Resources

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DATE: October 29, 2024  
TO: Civil Service Board  
FROM: Heather DuVal  
Human Resources Supervisor  
SUBJECT: Revised Job Classification of Fire Inspector

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF FIRE INSPECTOR.**

### **Background Information/Summary of Job**

The Fire Inspector job classification was most recently revised in September 2002. The purpose of this position is to enforce regulatory fire codes and educate the public which includes conducting plan reviews and inspections to ensure compliance with federal, state, and local fire codes and recordkeeping requirements. This position has not been filled permanently in at least a decade. The updates reflect the entry level nature of the position and is intended to be more inclusive. The revised job description focuses the job duties on the actual inspection and education duties and removes some of the fire investigation duties that require significantly more training and experience.

The proposed revisions to this job description were discussed with the Fire Union and they are in agreement with the proposed updates.

### **Recommendation**

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Fire Inspector.

## Fire Inspector

### SUMMARY/PURPOSE

The Fire Inspector is a skilled position in the Fire Prevention Bureau focused on fire prevention through the enforcement of regulatory fire codes and education of the public. Duties of this position include, but are not limited to, conducting plan reviews and inspections to ensure compliance with federal, state, and local fire codes and recordkeeping requirements; and conducting public information and education programs.

### SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### SUPERVISION GIVEN

Does not have direct supervisory responsibility

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enforce federal, state, and local fire codes and comply with recordkeeping requirements.
2. Inspect Commercial and residential units to ensure compliance with safety laws and ordinances.
3. Inspect new building sites according to applicable State and Federal regulations.
4. Assist in preparation, planning, and presentation of fire and life safety training programs to the public.
5. Investigate complaints and respond to questions regarding hazards and violations of regulations.
6. Prepare routine documents, forms, and reports related to inspections, investigations, and compliance.
7. Respond to emergency calls and fire scenes as directed for the purpose of inspecting or assisting with investigations.
8. Represent the Fire Department to individuals, groups, and the media upon direction or request.
9. Attend seminars, conferences, and meetings as required for continuing education or to represent the City.
10. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
11. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
12. Provide training on new or modified procedures and policies to all affected parties.
13. Coordinate and perform Fire Inspector functions and programs for the City.
14. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
15. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
16. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
17. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Completion of a recognized certification program in code enforcement, firefighting, fire science, fire protection engineering, building construction, education, fire investigation, or a related field; AND
  - B. One (1) year of field experience in firefighting, design, installation, and/or maintenance of fire protection systems, code enforcement, facilities management, or a related field; OR
  - C. A combination of related education and experience equaling two (2) years; OR
  - D. A minimum of one (1) year of experience as a Firefighter with the City of Duluth Fire Department.
  
2. License Requirements
  - E. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - F. Obtain and maintain Minnesota Fire Service Certification Board certification (or equivalent) as Fire Inspector I within one year of hire.
  
3. Knowledge Requirements
  - A. Knowledge of fire prevention and safety principles, rules, codes, regulations, and ordinances.
  - B. Knowledge of chemicals, explosives, gases, and flammable liquids.
  - C. Knowledge of building construction methods
  - D. Knowledge of applicable Minnesota state codes and local codes and ordinances.
  - E. Knowledge of problem-solving and conflict-resolution techniques.
  - F. Knowledge of applicable safety requirements.
  - G. Knowledge of, or the ability to learn, City policies and procedures.
  - H. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - I. Knowledge of effective leadership and personnel practices.
  
4. Skill Requirements
  - A. Skill in identifying fire hazards.
  - B. Skill in communicating one-on-one and in front of groups for the purpose of obtaining or providing information.
  - C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - D. Skill in managing one's own time and the time of others.
  - E. Skill in completing assignments accurately and with attention to detail.
  - F. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  
5. Ability Requirements
  - A. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
  - B. Ability to assist in preparation, planning, and presentation of public fire education lessons.
  - C. Ability to read and write technical reports.
  - D. Ability to conduct inspections and investigations, analyze findings, and make recommendations.
  - E. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - F. Ability to communicate and interact effectively with members of the public.
  - G. Ability to communicate effectively both orally and in writing.
  - H. Ability to recognize, analyze, and solve a variety of problems.
  - I. Ability to organize and prioritize work while meeting multiple deadlines.
  - J. Ability to handle difficult and stressful situations with professional composure.

- K. Ability to work successfully as a member of a team and independently with minimal supervision.
- L. Ability to train and lead others.
- M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- N. Ability to enforce safety rules and regulations.
- O. Ability to maintain confidential information.
- P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Q. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

## Fire Inspector

SUMMARY/PURPOSE: ~~\_\_\_\_\_ To plan and conduct programs of public education regarding fire prevention and to participate~~

~~The Fire Inspector is a skilled position in the inspection and investigation activities of the Fire Prevention Bureau focused on fire prevention through the enforcement of regulatory fire codes and education of the public. Duties of this position include, but are not limited to, conducting plan reviews and inspections to ensure compliance with federal, state, and local fire codes and recordkeeping requirements; and conducting public information and education programs.~~

### SUPERVISION RECEIVED

~~The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the City of Duluth Fire Department work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.~~

### FUNCTIONAL AREAS:

~~1. \_\_\_\_\_ Participate in Fire Prevention Bureau inspections and investigations.~~

~~\*A. \_\_\_\_\_ SUPERVISION GIVEN~~

~~Does not have direct supervisory responsibility~~

### ESSENTIAL DUTIES AND RESPONSIBILITIES

~~1. \_\_\_\_\_ Enforce federal, state, and local fire codes and comply with recordkeeping requirements.~~

~~4.2. \_\_\_\_\_ Inspect business~~Commercial~~ and residential units to ensure compliance with safety laws and ordinances.~~

~~2.3. \_\_\_\_\_ \*B. \_\_\_\_\_ Inspect new building sites according to applicable State and Federal regulations.~~

~~\*C. \_\_\_\_\_ Review plans of new construction, remodeling and all commercial and public assembly buildings.~~

~~\*D. \_\_\_\_\_ Assist in enforcement of the Uniform Fire Code.~~

~~2. \_\_\_\_\_ Conduct education and information preparation, planning, and presentation of fire and life safety training programs regarding fire prevention.~~

~~3.4. \_\_\_\_\_ \*A. \_\_\_\_\_ Perform the task of educating to the public in the detection and elimination of fire hazards.~~

~~4.5. \_\_\_\_\_ \*B. \_\_\_\_\_ Investigate complaints and respond to questions regarding hazards and violations of regulations.~~

~~\*C. \_\_\_\_\_ Present information to civic organizations and school groups.~~

~~\*D. \_\_\_\_\_ Conduct fire drills in schools, hospitals and convalescent homes.~~

~~3. \_\_\_\_\_ Perform other related duties as assigned.~~

~~\*A. \_\_\_\_\_ Maintain records and prepare required reports.~~

~~6. \_\_\_\_\_ \*B. \_\_\_\_\_ Prepare routine documents, forms, and reports related to inspections, investigations, and compliance.~~

~~5.7. \_\_\_\_\_ Respond to emergency calls and fire scenes as directed for the purpose of inspecting or assisting with investigations.~~

~~6.8. \_\_\_\_\_ \*C. \_\_\_\_\_ Represent the Fire Department to individuals, groups, and the media upon direction or request.~~

7.9. ~~\*D.~~ Attend seminars, conferences, and meetings as required for continuing education or to represent the City.

#### MINIMUM QUALIFICATIONS

1. ~~License:~~

10. A. ~~Possession of a~~ Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
11. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
12. Provide training on new or modified procedures and policies to all affected parties.
13. Coordinate and perform Fire Inspector functions and programs for the City.
14. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
15. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
16. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
17. Other duties may be assigned.

#### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Completion of a recognized certification program in code enforcement, firefighting, fire science, fire protection engineering, building construction, education, fire investigation, or a related field; AND
- B. One (1) year of field experience in firefighting, design, installation, and/or maintenance of fire protection systems, code enforcement, facilities management, or a related field; OR
- C. A combination of related education and experience equaling two (2) years; OR
- D. A minimum of one (1) year of experience as a Firefighter with the City of Duluth Fire Department.

2. License Requirements

- A.E. Possess and maintain a valid Minnesota Class AD ~~driver's~~ driver's license or privilege-at the time of appointment and thereafter.

2. ~~Education~~ Obtain and Experience:

- B.F. ~~\*A. Four (4) years experience as a~~ maintain Minnesota Fire Fighter and/Service Certification Board certification (or equivalent) as Fire Equipment Operator with the City/Inspector I within one year of Duluth Fire Department hire.

4.3. ~~3-~~ Knowledge: Requirements

- A. ~~\*\*A.~~ Knowledge of fire prevention and safety principles, rules, codes, regulations, and ordinances.
- B. ~~\*\*B.~~ Knowledge of chemicals, explosives, gases, and flammable liquids.

4. Skills:

- ~~C.~~ ~~\*\*A.~~ Skill in modern fire fighting
- ~~D.~~ Knowledge of building construction methods
- ~~E.~~ Knowledge of applicable Minnesota state codes and local codes and ordinances.
- ~~C-E.~~ Knowledge of problem-solving and conflict-resolution techniques and equipment operation.
- ~~F.~~ ~~\*\*B.~~ Knowledge of applicable safety requirements.
- ~~G.~~ Knowledge of, or the ability to learn, City policies and procedures.
- ~~H.~~ Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- ~~I.~~ Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. Skill in identifying fire hazards.

5. Abilities:

- ~~B.~~ ~~\*\*A.~~ Skill in communicating one-on-one and in front of groups for the purpose of obtaining or providing information.
- ~~C.~~ Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- ~~D.~~ Skill in managing one's own time and the time of others.
- ~~E.~~ Skill in completing assignments accurately and with attention to detail.
- ~~F.~~ Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability to prepare Requirements

- ~~A.~~ Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
- ~~A-B.~~ Ability to assist in preparation, planning, and presentation of public fire education lessons and conduct presentations.
- ~~\*\*B.~~ Ability to assist in planning of an educational fire prevention program.
- ~~\*\*C.~~ Ability to conduct an educational fire prevention program.
- ~~\*\*D.~~ Ability to speak before groups in public.
- ~~B-C.~~ ~~\*\*E.~~ Ability to read and write technical reports.
- ~~C-D.~~ ~~\*\*F.~~ Ability to conduct ~~inspection~~ inspections and investigations, analyze findings, and make recommendations.
- ~~E.~~ ~~\*\*G.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ~~D-F.~~ Ability to work, communicate and interact effectively with co-workers, administrators, employees, media representatives and members of the general public.
- ~~E-G.~~ ~~\*\*H.~~ Ability to occasionally climb, balance, crouch, and reach communicate effectively both orally and in writing.
- ~~F-H.~~ ~~\*\*I.~~ Ability to lift, recognize, analyze, and carry items weighing up to 50 pounds, such as debris from solve a fire scene variety of problems.
- ~~\*\*J.~~ Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.

~~\*\*K. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.~~

~~6. Other Requirements:~~

~~\*\*A. Must pass periodic medical examinations to verify the ability to physically perform all duties which may be assigned during emergencies, including task requiring the use of a self-contained breathing apparatus.~~

~~\*\*B. Must not use, by smoking, ingestion, or otherwise, any tobacco products.~~

~~\* Essential functions of the job.~~

~~I. \*\* Job requirements necessary on the first day of employment. Ability to organize and prioritize work while meeting multiple deadlines.~~

~~J. Ability to handle difficult and stressful situations with professional composure.~~

~~K. Ability to work successfully as a member of a team and independently with minimal supervision.~~

~~L. Ability to train and lead others.~~

~~M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.~~

~~N. Ability to enforce safety rules and regulations.~~

~~O. Ability to maintain confidential information.~~

~~P. Ability to demonstrate dependability, responsibility, and consistency in job performance.~~

~~Q. Ability to attend work as scheduled and/or required.~~

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

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The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR:	Union: Fire	EEOC: Protective Services	CSB: 20020806	Class No: 4110
WC: 06	77 Pay: 228	EEOF: Fire Protection	CC: 20020909	Resolution: 02-0604R