



Human Resources

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DATE: May 12, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Fire Systems Inspector

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF FIRE SYSTEMS INSPECTOR.

Background Information/Summary of Job

The new job classification of Fire Systems Inspector was created as a result of a recent job audit for Fire Systems Plans Examiner. The position has evolved and changed since it was created and is focused on fire inspection related tasks. The purpose is to protect the community, property, and first responders from hazard, injury, and destruction by ensuring that fire systems are designed and installed in accordance with the Minnesota Building Code, Minnesota Fire Code, and other regulations. Under the authority of the Minnesota Fire Code, oversee the work of fire systems equipment installers, contractors, and homeowners in the City of Duluth through inspection of fire systems installations. Review permit applications and plans. Verify contractors are licensed in accordance with MN licensing and bonding regulations. Provide code related technical expertise.

The proposed job description has been discussed with the Basic union and they are in support.

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 new job classification and description for Fire Systems Inspector.

Fire Systems Inspector

SUMMARY/PURPOSE

To protect the community, property, and first responders from hazard, injury, and destruction by ensuring that fire systems are designed and installed in accordance with the Minnesota Building Code, Minnesota Fire Code, and other regulations. Under the authority of the Minnesota Fire Code, oversee the work of fire systems equipment installers, contractors, and homeowners in the City of Duluth through inspection of fire systems installations. Review permit applications and plans. Verify contractors are licensed in accordance with Minnesota licensing and bonding regulations. Provide code-related technical expertise.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect fire systems, installations, alterations, and repairs for compliance with all applicable codes, regulations, and safety standards.
2. Review plans, specifications, and other construction documents prepared by architects, fire protection engineers, and others to ensure that they meet established codes, regulations, and safety standards.
3. Work on projects independently under the direction of the Fire Marshal from pre-application through final inspection.
4. Perform rough-in, pre-construction, and pre-final inspections as needed.
5. Witness the performance all fire protection system and equipment inspections.
6. Coordinate with the City Fire Marshal, HVAC, and Electrical Inspectors for inspection and testing of commercial kitchen hood fire suppression systems.
7. Maintain computerized records of inspections made and actions taken and write and prepare forms and reports.
8. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
9. Coordinate with inspectors from other disciplines as well as with plans examiners to ensure, timely, efficient, thorough inspections, and documentation through the construction process.
10. Approve final inspections as appropriate.
11. Use plan review software and permitting technology to review plans, document work, and research permit history.
12. Attend and participate in division meetings, and serve as a member of the Life Safety team.
13. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
14. Coordinate work with inspectors from other trades and personnel from other City departments.
15. 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.
16. 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. A minimum of five (5) years of related education and/or full-time, verifiable professional plan review and inspection experience to include conducting fire safety inspections, plan review, writing compliance orders, and conducting follow-up inspections as a primary responsibility.
2. License Requirements
 - A. Certification as a Fire Inspector I from a national model code agency such as International Code Council (ICC), National Fire Protection Association (NFPA), State of Minnesota, or equivalent, within one (1) year from date of hire.
 - B. Certification as a Fire Sprinkler and Fire Alarm Plans Examiner from a national model code agency such as International Code Council (ICC), National Fire Protection Association (NFPA), State of Minnesota, or equivalent, within one (1) year from date of hire.
 - C. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Expert knowledge of the fire-related requirements contained in the Minnesota State Fire Code (MSFC), state statutes, Minnesota State Building Code (MSBC), and the ability to effectively apply these requirements.
 - B. A working knowledge of building construction types, fire-related construction components and design and the ability to apply appropriate fire code requirements to specific construction types and designs.
 - C. Knowledge of construction documents for reviewing fire systems plans.
 - D. Knowledge of proper inspection methods and procedures.
 - E. Knowledge of legal procedures involved in the enforcement of fire systems codes and ordinances.
 - F. Knowledge of code requirements and inspection methods in other trade areas.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting fire systems for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting construction documents and technical codes and ordinances.
 - C. Skill in reviewing plans and communicating deficiencies in fire system design and installation.
 - D. Skill in assisting the architects and fire protection engineers in understanding required design and installation requirements.
 - E. 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.
 - F. Skill in managing one's own time.
 - G. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to establish and maintain effective working relationships with contractors and the general public.
 - B. Ability to read and write reports regarding inspections and permits.
 - C. Ability to maintain accurate and complete records.
 - D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
 - E. Ability to transport oneself to, from, and around various worksites.
 - F. Ability to participate in training to update fire system knowledge and expertise.
 - G. Ability to interpret safety rules and apply them to various hazardous situations.
 - H. Ability to review mechanical plans.
 - I. Ability to read, understand, and discuss fire codes, building codes, and other regulations.

- J. Ability to apply complex technical regulations to details of construction to determine compliance.
- K. Ability to observe construction work and conditions in buildings and exterior sites.
- L. Ability to use technology for reviews, documentation, and research.
- M. 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.
- N. Ability to communicate and interact effectively with members of the public.
- O. Ability to communicate effectively both orally and in writing.
- P. Ability to understand and follow instructions.
- Q. Ability to problem-solve a variety of situations.
- R. Ability to set priorities and complete assignments on time.
- S. 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: HD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: