

## **Life Safety Supervisor**

### **SUMMARY/PURPOSE**

To plan, direct, supervise, and evaluate the operations and staff of the Life Safety Division, and supervise complex issues related to code enforcement and compliance.

### **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 have supervisory responsibility, typically for employees who exercise broad discretion. The supervisor provides broad guidance including mission and vision but does not provide task or duty level. Makes decisions and/or recommendations about hire, termination, pay, and performance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manage employee performance, and provide training, coaching, and mentoring for employees.
2. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
3. Establish and maintain positive working relationship with the 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.
4. Assist owners and tenants through inspection, consultation, and enforcement, in maintaining their dwellings, premises, non-dwelling structures, and vacant lands for compliance with current codes and sanitary and safety standards.
5. Plan and provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures and provide evaluation of work for compliance.
6. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
7. Interpret and enforce provisions of the codes governing the property maintenance of residential and commercial structures, the disposal of solid waste, abandoned property, abandoned or inoperable vehicles, sidewalk snow removal, and dangerous buildings. This work includes responding to complaints and investigations.
8. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
9. Determine conformance problems, interpret complex regulations, issue notices regarding correction of defective work, collect and organize evidence, advise on methods of correction and perform reinspection, including citations when required, as well as final inspection, and review the same for team members and provide feedback as needed.
10. Support, coordinate, and analyze the development of ordinances and resolutions for City Council consideration and present information as directed.
11. Serve as technical expert, conduct presentations, and provide information to other City divisions, landlords, property owners, related groups and the public regarding codes, and proper methods governing the maintenance of existing properties and structures.
12. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
13. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.

14. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Establish and maintain positive working relationship with the 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. Associate's Degree in construction management, building inspection, fire inspection, construction technology, education, social work, or a related professional field, and three (3) years of related professional experience; OR a minimum of five (5) years of related education and/or full-time, verifiable professional experience.
  - B. Three (3) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
  - C. Minnesota Fire Service Certification Board (or equivalent) certification in Fire Inspector I preferred.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Obtain and maintain International property Maintenance Certification within one (1) year of employment.
3. Knowledge Requirements
  - A. Knowledge of building construction methods.
  - B. Knowledge of applicable Minnesota state and City of Duluth codes and ordinances.
  - C. Knowledge of proper application of codes and ordinances.
  - D. Knowledge of proper inspection methods and procedures.
  - E. Knowledge of business computer application software, office methods, and procedures.
  - F. Knowledge of problem-solving and conflict-resolution techniques.
  - G. Knowledge of applicable safety requirements.
  - H. Knowledge of, or the ability to learn, City policies and procedures.
  - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - J. Knowledge of effective leadership and personnel practices.
  - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
  - L. Knowledge of budgetary, and management principles, practices, and procedures.
  - M. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
  - A. Skill in coordinating the efforts of governmental agencies, private industry and the general public.
  - B. Skill in effective oral and written communication.
  - C. Skill in providing excellent customer service.
  - D. Skill in dealing with difficult customers and stressful situations.

- E. Skill in analyzing and interpreting data.
  - F. 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.
  - G. Skill in managing one's own time and the time of others.
  - H. Skill in completing assignments accurately and with attention to detail.
  - I. Skill in mediation and dispute resolution.
  - J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  - K. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to read and interpret codes and ordinances.
  - B. Ability to explain and enforce regulatory provisions with firmness, tact, and courtesy.
  - C. Ability to conduct effective inspections in a responsible and impartial manner.
  - D. Ability to interpret safety rules and apply them to hazardous situations.
  - E. Ability to establish and maintain effective working relationships with co-workers, related agencies, and the general public.
  - F. 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.
  - G. Ability to communicate and interact effectively with members of the public.
  - H. Ability to communicate effectively both orally and in writing.
  - I. Ability to recognize, analyze, and problem-solve a variety of situations.
  - J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
  - K. Ability to handle difficult and stressful situations with professional composure.
  - L. Ability to establish goals and objectives.
  - M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
  - N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - O. Ability to manage a budget and work within the constraints of that budget.
  - P. Ability to enforce safety rules and regulations.
  - Q. Ability to maintain confidential information.
  - R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - S. Ability to exercise sound judgment in making critical decisions.
  - T. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
  - U. Exhibits leadership qualities of dependability and accountability.
  - V. 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: LD	Union: Supervisory	EEOC:	CSB: 08/06/2024	Class No:
WC:	Pay: 1075-1090	EEOF:	CC:	Resolution:
FLSA Exemption Type: Executive				