



## STAFF REPORT

DATE: March 2, 2021  
#

**TO:** Honorable Mayor and City Council

**AGENDA ITEM:** Approve Job Description and Authorize Advertising Fire  
Inspector/Lieutenant Position

**SUBMITTED BY:** Jake Dickson, Assistant City Administrator

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### **BACKGROUND:**

The 2021 Budget includes funding for the creation of a full time Fire Inspector/Lieutenant position.

### **ISSUE BEFORE COUNCIL:**

Should the City Council accept the job description and authorize advertising the Fire Inspector/Lieutenant position?

### **PROPOSAL DETAILS/ANALYSIS:**

Staff recommends accepting the proposed job description and authorize advertising the Fire Inspector/Lieutenant position.

The Fire Inspector/Lieutenant would serve in administrative roles to interpret, apply, and enforce fire, life safety, property maintenance and other state and municipal codes. The position would review plans and conduct inspections of new and existing buildings and properties to ensure code compliance, assist with Fire Administration duties such as preparing department reports, strategic planning and grant writing. The position would also assist with planning and executing fire prevention programs and provide public education.

The Fire Inspector/Lieutenant also responds to fire and medical emergencies, serving as attack crew officer and/or initial incident command.

A full position description is attached to this report as well as a proposed job posting.

### **FISCAL IMPACT:**

The annual cost to the City of the Fire Inspector/Lieutenant ranges from \$98,850.99 to \$123,977.62

The approximate cost to hire and equip the position of \$8,150 is included in the 2021 budget.

Fiscal impact will be further defined upon recommendation of a candidate.

### **OPTIONS:**

- 1) Approve new job description and advertise the position.
- 2) Approve a modified job description and advertise the position.
- 3) Do not approve the new job description.

**RECOMMENDATION:**

***“Motion to approve Fire Inspector/Lieutenant Job Description and Advertise the Position.”***

**ATTACHMENTS:**

- Fire Inspector/Lieutenant Job Description
- Job Posting

# City of Lake Elmo

**Job Title:** Fire Inspector / Lieutenant

**Department:** Fire Department

**Status:** Full-time regular position, Non-Exempt

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to Fire Chief

**Supervisory Duties:** This position does not formally supervise, but provides work direction to personnel at the scene of emergencies and other settings.

**Position Details:**

Responds to fire and medical emergencies serving as attack crew officer and/or initial Incident Command. Interprets, applies and enforces fire, life safety, property maintenance and other state and municipal codes. Reviews plans and conducts inspections of new and existing buildings and properties to ensure code compliance. Assists with Fire Administration duties such as preparing department reports, strategic planning, grant writing, and other tasks as assigned. Assists with the planning and execution of fire prevention programs and initiatives; interacts with the public and provides public education.

Works under the general supervision of the Fire Chief, receives task supervision from all Chief Officers.

**Emergency Response:**

- Respond to fire and medical emergencies as assigned.
- Serve as attack crew officer and/or initial Incident Command per department operating procedures.

**Fire Inspections:**

- Establish and oversee commercial inspection program
- Enforce Minnesota State Fire Codes, Property Maintenance Codes, other state codes and City ordinances and policies.
- Assist in the enforcement of building, zoning, and health and safety codes through the review of plans and specifications.
- Assist and supply information to the general public and building construction personnel on matters relating to the City ordinances and policies.
- Review building permits and plans to ensure fire code compliance.
- Conducts pre-fire planning, emergency planning, and evaluates water supply for fire protection.
- Issue citations for fire code violations as needed.
- Conduct on-site property inspections.
- Assist with fire investigations of all fires in coordination with other staff members and/or other agencies.
- Respond to citizen complaints.
- Appear as an expert witness, if needed

**Administrative Responsibilities:**

- Collect and maintain data related to department activities.
- Assist in the analysis of data to be used for department reports and strategic planning.
- Assist in the preparation and writing of grant applications.  
Assist in the preparation of the annual Fire Department budget.
- Perform administrative duties such as prepare letters, correspondence, and maintain files and records.
- Assist in call tracking and record keeping using incident reporting programs.
- Assist in staff scheduling and reports using scheduling programs.

**Fire Prevention and Education:**

- Collect and maintain data related to building pre-plan and emergency response information.
- Coordinate the community based home safety inspection and smoke alarm installation program.
- Assist with the development and administration of public education programs on fire and life safety for the Lake Elmo Community.
- Assist with the development and administration of Youth Fire Prevention education programs.

**Other Duties:**

- Attend related meetings during regular and after hours as directed or needed.
- Keep the Fire Chief informed of job related activities at all times.
- Attend ongoing training to maintain required certifications and proficiencies.
- Support and enforce City policies, procedures, operations and safety rules.
- Performs other duties as apparent or assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Position Requirements*****Knowledge, Skills and Abilities:***

- Thorough knowledge of the modern principles and techniques of fire suppression.
- Directs the placement of the company's apparatus and determines best strategy for resolving the emergency
- Directs Firefighters and takes the lead in extinguishing fires, saving life and property, and assessing hazardous material situations.
- Ability to enforce fire department policies, procedures, rules and regulations.
- Knowledge of applicable municipal laws, city policies and ordinances.
- Knowledge of current principles and practices of fire inspection and code enforcement administration, including general knowledge of departmental services, functions, and operations.
- General knowledge of the principles and practices of building construction and electrical and mechanical systems.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Ability to use various office equipment and software programs including but not limited to: Microsoft Office suite, ImageTrend, Aladtec, IamResponding, Central

Square Field Ops, and Tablet Command.

- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare clear reports and prepare work results with completeness and accuracy, and solve complex problems in a timely manner.
- Ability to collect, maintain, and analyze departmental related data
- Ability to establish and maintain effective working relationships with co-workers, citizen commissions, council members, staff from other public agencies, and citizens.
- Ability to maintain physical fitness and perform the duties of a firefighter.
- Ability to read and interpret detailed instructions, correspondence and procedural manuals, City policies, ordinances and contracts, state statutes. Ability to use grammar and spelling to communicate effectively orally and in writing.
- Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to create tables and graphs and effectively communicate analytical conclusions.
- Ability to solve and deal with practical problems. Ability to interpret a variety of instructions in written, oral or other forms.

**Education:** High school diploma or GED

**Requirements:** Minimum of three years of progressive fire service experience

**Licenses/Qualifications:** This position will require the following be met and maintained through term in this position:

- Certified as:
  - Firefighter I and II
  - Emergency Medical Technician
  - MN State Fire Inspector I
  - Haz-Mat Operational Level
- Must have or become certified as:
  - MN State Fire Inspector II Certified within 12 months
  - Licensed Firefighter in the State of Minnesota within 12 months
  - Blue Card (Local Hazard Zone Management) within 12 months
  - Must have Fire Officer I Certification within 24 months
  - Fire Apparatus Operator within 18 months
- Considerable experience with computers and variety of office software, including Microsoft Office Suite and Adobe applications, and job-related software programs.
- Current, valid MN Driver's License

**Preferred Qualifications:**

- Five (5) years of progressive fire service experience
- Two (2) years of previous code enforcement and fire inspection experience.
- Two (2) years of previous company officer experience.
- Certified Fire Investigator
- Associates Degree and/or Bachelor's Degree in Fire Science or related field of study.
- Respond within 15 minutes of the Lake Elmo Fire Station #1 (3510 Laverne Avenue North, Lake Elmo, MN 55042)

- Previous grant writing or other related technical writing experience

**Physical and Mental Requirements:** While performing the duties of this job, the employee is frequently required to sit, talk, or hear; stand; walk; use hand to finger; handle; or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally asked to climb or balance, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift to 10 pounds and occasionally lift and/move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust the focus.

*\*\*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions:** Work is performed primarily in the office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

### **Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

*\*\*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

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Accepting Applications for the Position of:

Fire Inspector/Lieutenant

**SALARY:** \$33.26-43.24/Hour - DOQ

**OPENING DATE:** 03/03/2021

**CLOSING DATE:** 03/19/2021

**POSITION TITLE:** Fire Inspector/Lieutenant

**DEPARTMENT:** Fire

**ACCOUNTABLE TO:** Fire Chief

**FLSA STATUS:** Non-exempt

**PRIMARY OBJECTIVE:**

The Fire Inspector/Lieutenant performs a wide variety of fire service related duties including interpreting, applying, and enforcing life safety, property maintenance, and other state and municipal codes, plan review and inspections of new and existing buildings and properties, assisting with fire administration duties, responding to fire and medical emergencies, public education, and other duties as assigned

**ESSENTIAL FUNCTIONS OF THE POSITION**

**Fire Inspections:**

- Establish and oversee commercial inspection program
  - Enforce Minnesota State Fire Codes, Property Maintenance Codes, other state codes and City ordinances and policies.
  - Assist in the enforcement of building, zoning, and health and safety codes through the review of plans and specifications.
  - Assist and supply information to the general public and building construction personnel on matters relating to the City ordinances and policies.
  - Review building permits and plans to ensure fire code compliance.
  - Conducts pre-fire planning, emergency planning, and evaluates water supply for fire protection.
  - Issue citations for fire code violations as needed.
  - Conduct on-site property inspections.
  - Assist with fire investigations of all fires in coordination with other staff members and/or other agencies.
  - Respond to citizen complaints.
  - Appear as an expert witness, if needed
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### **Administrative Responsibilities:**

- Collect and maintain data related to department activities.
- Assist in the analysis of data to be used for department reports and strategic planning.
- Assist in the preparation and writing of grant applications.  
Assist in the preparation of the annual Fire Department budget.
- Perform administrative duties such as prepare letters, correspondence, and maintain files and records.
- Assist in call tracking and record keeping using incident reporting programs.
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### **Fire Prevention and Education:**

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- Assist with the development and administration of public education programs on fire and life safety for the Lake Elmo Community.
- Assist with the development and administration of Youth Fire Prevention education programs.

### **Other Duties:**

- Attend related meetings during regular and after hours as directed or needed.
- Keep the Fire Chief informed of job related activities at all times.
- Attend ongoing training to maintain required certifications and proficiencies.
- Support and enforce City policies, procedures, operations and safety rules.
- Performs other duties as apparent or assigned.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

### **Position Requirements**

#### ***Knowledge, Skills and Abilities:***

- Thorough knowledge of the modern principles and techniques of fire suppression.
  - Directs the placement of the company's apparatus and determines best strategy for resolving the emergency
  - Directs Firefighters and takes the lead in extinguishing fires, saving life and property, and assessing hazardous material situations.
  - Ability to enforce fire department policies, procedures, rules and regulations.
  - Knowledge of applicable municipal laws, city policies and ordinances.
  - Knowledge of current principles and practices of fire inspection and code enforcement administration, including general knowledge of departmental services, functions, and operations.
  - General knowledge of the principles and practices of building construction and electrical and mechanical systems.
  - Skill to communicate with a variety of individuals and handle a variety of customer service situations.
  - Ability to use various office equipment and software programs including but not limited to: Microsoft Office suite, ImageTrend, Aladtec, IamResponding, Central Square Field Ops, and Tablet Command.
  - Ability to work independently and plan, organize and prioritize work tasks.
  - Ability to prepare clear reports and prepare work results with completeness and accuracy, and solve complex problems in a timely manner.
  - Ability to collect, maintain, and analyze departmental related data
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**PLEASE APPLY BY CLOSING DATE: MARCH 19, 2021**

**SEND COMPLETED APPLICATION TO:**

CITY OF LAKE ELMO

ATTN: JAKE DICKSON, ASSISTANT CITY ADMINISTRATOR

3880 LAVERNE AVENUE NORTH SUITE 100, LAKE ELMO, MN 55042

OR [JDICKSON@LAKEELMO.ORG](mailto:JDICKSON@LAKEELMO.ORG)

A CITY EMPLOYMENT APPLICATION CAN BE FOUND AT [WWW.LAKEELMO.ORG](http://WWW.LAKEELMO.ORG)

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER

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