



**Position Title:** Firefighter/Fire Inspector  
**Department:** Fire/EMS  
**Reports to:** Fire Marshal  
**Classification:** Non-Exempt

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### **Summary:**

This position is responsible for assisting in responding to fire emergencies, as well as the compliance, enforcement, and interpretation of the fire codes and related ordinances as adopted by the City of Hastings. This position will also be responsible for reviewing fire plans for compliance with state building/fire codes, and performing building inspections and code-related enforcement duties as assigned.

### **Essential Duties & Responsibilities**

*These examples of area responsibilities are intended only as an illustration of the various types of work performed and are not meant to be inclusive. The position description is subject to change as the needs of the employer and requirements of the job change.*

- Performs firefighting activities, including driving fire apparatus, operating pumps, and performing fire suppression, containment, ventilation, and extinguishment tasks.
- Review fire plans for compliance with City and state codes and regulations.
- Administer rental licensing program.
- Inspect buildings for compliance with the application of state fire codes and city ordinances in relation to structure/property maintenance.
- Respond to complaints in a timely manner and follow up with the necessary code enforcement measures.
- Provide data tracking of inspections and code violations into the City's code enforcement tracking and database system.
- Assist contractors, property owners, and the general public with city and state fire code interpretations.
- Issue orders of correction for non-compliance with city code.
- Prepare and maintain necessary records and reports.
- Assist with scheduling, changing, or updating inspections and other general departmental duties as apparent.
- Provide Fire Prevention and Life-Safety education to the community.
- Assist in Fire Investigations as assigned.
- Other duties as assigned or are apparent.
- Regular attendance is required, along with enthusiasm for your work and workplace.

### **Knowledge, Skills & Abilities**

- Thorough knowledge of modern fire suppression and prevention procedures, techniques, and equipment.

- Thorough working knowledge of all applicable federal, state, and municipal regulations affecting all life-safety codes and code enforcement standards and regulations.
- An understanding of, commitment to, and ability to effectively communicate the philosophical aspects of the field of life-safety inspection and code enforcement.
- The consistent, confident, and competent performance of all of the essential position functions outlined in this position description.
- Ability to communicate with the public and city staff in a clear, courteous, and tactful manner.

### **CORE Values**

*The City of Hastings is Committed to the Following:*

#### **Communication**

- We Value and Promote Participation and Interactions with Citizens and Staff.
- We Will Seek to Assure Timely and Open Communications, while providing background and context for the decisions that are made.

#### **Optimal Service**

- We recognize the importance of providing timely, courteous and respectful service to the public and to one another.
- We will seek to serve the public and other employees in a constructive, creative and practical manner.

#### **Respect for Resources**

- We Recognize the Value of Using All City Resources in an Efficient and Effective Manner.
- We Will Seek to Utilize City Resources to Serve the Common Good of All.

#### **Enthusiasm**

- We are committed to Protect and Promote the Unique Characteristics of Our Community, Including Its History and Scenic Beauty.
- We Will Seek to Infuse Enthusiasm and Enjoyment in our Daily Interactions with Citizens, Visitors and Other Employees.

### **Minimum Qualifications**

- High School Diploma or equivalent.
- Possess current Emergency Medical Technician certification and be certified by the National Registry of Emergency Medical Technicians (NREMT)
- Two years of fire service experience.
- Possess Fire Inspector I Certification
  - Applicants currently in the certification testing process will be considered.
- Customer Service or direct experience working with the public.
- Good verbal and written English communication skills.
- Valid driver's license.

### **Preferred Qualifications:**

- Fire Inspector II Certification.
- An Associate's Degree or higher in Fire Science or related field.
- Possess a current Paramedic certification by the National Registry of Emergency Medical Technicians (NREMT).
- Experience in a skilled construction trade, construction design, or construction supervision.
- Working knowledge of codes and the Minnesota State Fire/Building Code.

- Experience working in a local government setting.

**Physical Demands:**

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

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While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell; lift or move up to twenty (20) pounds; occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The position may be required to spend excessive time outside, exposed to the elements; tolerate extreme temperature fluctuations while performing firefighting duties; perform physically demanding work in hot, humid atmospheres while wearing equipment that significantly impairs body cooling mechanisms; and experience frequent transitions from hot to cold and from humid to dry atmospheres. Work in wet, icy, muddy areas and uneven terrain; perform a variety of tasks on slippery, hazardous surfaces; work in areas where sustaining traumatic or thermal injuries is possible; face exposure to smoke, noise and/or vibration exceeding 80 decibels; wear personal protective equipment that weighs approximately 50 pounds while performing firefighting tasks; work for long periods of time, requiring sustained physical activity and intense concentration.

**Work Environment:**

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

Work is performed primarily in both city vehicles and outdoor settings, in all weather conditions, including temperature extremes, during mostly day shifts. An individual is exposed to loud noises, such as loud alarms. An individual is exposed to elements associated with fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. Work is also performed in an office setting. The employee may occasionally work near moving mechanical parts and in high, precarious places. The noise level in the work environment is usually quiet in office settings, and may occasionally be loud at work sites.

**Supervision of Others:**

This position is not responsible for any oversight of other staff.

Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head Initials: \_\_\_\_\_ Date: \_\_\_\_\_

ACA/HR Initials: \_\_\_\_\_ Date: \_\_\_\_\_

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*