



The South Metro Fire Department
is Accepting Applications for the Position of:
Fire Inspector/Firefighter

OPENING DATE: 12/22/2020
CLOSING DATE/TIME: 01/08/2021 at 4:00 p.m.
STARTING SALARY: \$5,902.38/month or \$70,828.56/annually
SCHEDULE: Monday – Friday / 40 Hours a week

To be considered for the position, an applicant must submit all the following items in their application packet:

- South Metro Fire Department Application
- Cover letter
- Resume
- Supplemental questionnaire (included on application) and required documentation

**Incomplete application packets will be disqualified from further consideration for this process.*

All items to be submitted can be mailed to or dropped off at the South Metro Fire Department, 1650 Humboldt Ave., West St. Paul, MN 55118 or emailed to hireing@smfdmn.org . All submissions must be received by 4:00 p.m. on January 8, 2021. Applications are available to download online at: www.smfdmn.org .

IMPORTANT NOTICE:

A valid email address must be provided by all applicants. The email address supplied by the applicant will be used for all correspondences related to this hiring process.

Questions on this hiring process should be emailed to hireing@smfdmn.org.

PRIMARY OBJECTIVE OF POSITION:

Firefighter/Inspector performs Fire Prevention activities including plan reviews, inspections, re-inspections, public fire education and training, and fire investigations. Conducts pre-fire planning, emergency planning, and evaluates water supply for fire protection. May perform some of the duties of the Fire Marshal in their absence. This position is also responsible to serve as a Firefighter with all duties and qualifications listed under the firefighter job description. The Inspector may be temporarily assigned to cover shifts and fill in for a personnel shortage as needed by the department.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Performs initial inspections of new buildings, periodic inspections of existing buildings, and re-inspections. Enforces the SMFD Fire Prevention Code and assists in maintaining inspection forms, correction orders and related reports.
2. Follows up on violations and hazards found during inspections to assure proper compliance.
3. As contracted with the State Fire Marshal's Office, performs inspections of public schools. Assist State Fire Marshal's office with inspection of daycare centers, hotel/motels, and care facilities.
4. Reviews plans received from the Community Development Dept. and developers, for compliance with fire code and makes recommendations regarding fire and life safety.
5. Assist with the final testing of fire protection systems.

6. Develops, directs, and assists with public education programs to prevent fires and injury, and to instill proper reaction in an emergency. Partners with community businesses and groups to develop safety advocates. Prepares news releases relating to fire safety awareness.
7. Directs and assists in fire/arson investigation. Coordinates the fire investigation with the Police Investigation Division and other organizations, including State Fire Marshal's Office and the Bureau of Alcohol Tobacco and Firearms (ATF). Assists the Police Investigation Division with the follow-up of arson cases.
8. Develops and implements arson prevention programs.
9. In absence of the Fire Marshal may be given control over certain fire ground operations to ensure proper control of the scene and/or to insure preservation of physical evidence.
10. Reviews and completes when necessary, fire incident reports, so that they may be properly submitted to the State Fire Marshal. Assists with completion of statistical data that reflects the cities of WSP and SSP for fire trends and inspection issues.
11. Develops and conducts training for department personnel in code enforcement, public education, fire protection, fire investigation as assigned.
12. Maintains necessary records and reports
13. Performs duties and assumes other responsibilities as delegated.
14. Serves as Firefighter will all duties/qualifications listed under Firefighter.
 - a. Respond to emergency medical and rescue calls to assess the nature and extent of illness and injury and to provide appropriate patient care, including BLS ambulance transports.
 - b. Respond to fire and emergency calls as directed. Wearing of appropriate protective gear and equipment, including self-contained breathing apparatus (SCBA). The firefighter must possess the ability to enter buildings with hose and operate nozzles, hand fire extinguishers, and related equipment. Raise, lower, and climb ladders, as necessary. Operate pumpers, ladder trucks, and other equipment. Evacuate/remove occupants from fire conditions or other hazardous environments and render first aid, as necessary.
 - c. Respond to emergency callbacks and requests to maintain minimum staffing levels when off duty.
 - d. Perform general maintenance on department vehicles and equipment and maintain appropriate maintenance records.
 - e. Maintain facilities and perform housekeeping duties as directed.
 - f. Participate in inspection and prevention work and pre-fire planning of buildings. Participate in public education programs, demonstrations, and presentations.
 - g. Work under the direction and supervision of a superior officer. In emergency situations the work may involve considerable personal danger. Must act without continuous supervision and exercise independent discretion. Perform duties in a skillful manner, using sound judgment, based on accepted firefighting practices.
 - h. Work and live for extended periods of time with people of diverse backgrounds in a manner that fosters teamwork, acceptance, and dignity of fellow employees. Maintain work habits, personal manners, and personal appearance.
 - i. Effectively carry out the policies and goals of the South Metro Fire Department.

JOB REQUIREMENTS AND PHYSICAL DEMANDS:

- Thorough knowledge of modern fire prevention/investigation methods
- Knowledge of state and local laws and regulations relating to fire hazards and arson.
- Ability to read blueprints to determine compliance with fire codes.
- Ability to speak to groups of people.
- Ability to make and keep accurate records.
- Need to have excellent driving skills
- Be able to reach and extend hands and arms in any direction
- Be able to ascend and descend stairs and ladders while carrying heavy loads

- Be able to balance and possess the ability to steady oneself and keep from falling when walking, standing, crouching, crawling on narrow, slippery, or erratically moving surfaces
- Be able to climb up and on the top of the fire truck and balance self
- Be able to lift or carry equipment from floor to overhead
- Be able to walk and crawl while carrying or lifting
- Be able to push/pull objects using total body movements
- Be able to walk long distances
- Need good grip strength with gloves to handle tools requiring torqueing, pounding, and jerky motions with hands
- Be able to move around with weighted gear and a variety of weighted equipment or an injured person
- Have general mechanical ability/knowledge of engines
- Need good visual acuity to read gauges
- Need good auditory and comprehension skills to follow directions
- Need good verbal skills to relay information
- Need quick reflexes
- Not be claustrophobic or have a fear of heights
- Be able to work under stress/pressure
- Be able to assist in carrying and lifting a stretcher with a patient
- Be cardio vascularly fit for rapid stair climbing and other situational needs

WORKING CONDITIONS

- Infectious diseases, needles, body fluids, blood borne pathogens
- Lung/skin irritants
- Confined spaces
- In and around burning and smoke-filled structures
- Varied outside/inside temperatures
- Unprotected heights
- Around mechanical, chemical, and electrical hazards
- High noise environment
- Around moving objects and people
- Vibration
- Wet, damp, and slippery surfaces
- Uneven surfaces

MINIMUM QUALIFICATIONS:

- At least 18 years of age
- A high school diploma or equivalent
- A valid and current driver's license
- Fire Inspector I class with ability to become certified within 2 years of hire
- Current NREMT certification or MN EMT certification, with the ability to obtain NREMT certification within one year of hire date
- Current MFSCB, IFSAC or ProBoard Accredited Firefighter II certification. If having the DOD equivalent will obtain MFSCB Firefighter II certification within one year of hire date
- Current licensed Firefighter in the State of Minnesota or the ability to become a licensed Firefighter in the State of Minnesota within one year of hire date.

DESIRED QUALIFICATIONS:

- Fire inspector I and II certification
- Certified Fire Investigator
- Experience developing and delivering public education programs

- Associate Degree in Fire Science or related field
- NFPA 1072 certification
- Bi-lingual, Spanish speaking preferred

TENTATIVE TIMELINE

Application, Resume, and Questionnaire Review

Applicants will be notified by email on or before January 11, 2021 if they meet the minimum qualifications and are eligible to continue with the hiring process.

First Interview

January 14 – 15, 2021

**Individual Dates and Times will be determined at a later date.*

Physical Ability Test

Practice Session January 20, 2021 (weather dependent)

Test February 2, 2021 (weather dependent)

Second Interview of Top Ranked Applicants

January 25 – 26, 2021

** Individual Dates and Times will be determined at a later date.*

Ladder climb, background investigation, psychological and physical exams will be scheduled after conditional job offer.

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