

POSITION DESCRIPTION

City of Monett

Monjob34

JOB TITLE: Fire Code Official

DEPARTMENT: BOCA

SALARY RANGE: Payroll – Level 8

IMMEDIATE SUPERVISOR: BOCA Inspector

ESSENTIAL FUNCTIONS

- I. Coordination Activities 25% of Time
 - A. Maintains membership with professional organizations assuring accessibility to the resources of the professional community.
 - B. Cooperates with requests for services made by local, state, or federal agencies as requested.

- II. Building/Fire Code Inspector Related Activities 75% of Time
 - A. Oversees the permit process for commercial permit requests.
 - B. Handles commercial permit and violation related complaints and advises Chief, Mayor and City Council as needed for resolution.
 - C. Maintains an understanding of all the applicable codes, regulations, and ordinances.
 - D. Implements and enforces fire codes for the City assuring for professionalism. Conducts re-inspection as needed.
 - E. Completes the required paperwork and documentation assuring for accuracy and timeliness.
 - F. Receives plans for new construction. Reviews plan and conduct an analysis. Makes a determination regarding the plans compliance with code and safety expectations and requirements.

- G. Renders decision and answers questions and provides clarification, as needed, assuring for professionalism, courtesy, and thoroughness.
- H. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 60 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid Missouri Driver's License.
- ◆ Must be 21 years of age, U.S. citizen.
- ◆ Completed "incident command" training.
- ◆ At least 10-years experience in fire industry.
- ◆ At least 5-years supervisory experience.

MENTAL EFFORT

- ◆ Normal concentration.
- ◆ Above Average memory.
- ◆ Normal complexity of decision-making.
- ◆ Normal time pressure of decision-making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch