

REPORT NO: 1618
DATE: 3/18/2016
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Deputy Director Fire Inspection Services

CURRENT TITLE: New

INCUMBENT: Vacant

REASON FOR REQUEST: Request to review and establish a new appointed classification

DATE QUESTIONNAIRE SUBMITTED: 3/18/2016

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PERSONS INTERVIEWED: Noah Schuchman, Director, Regulatory Services
Michael Rumppe, Deputy Director Housing Inspection Services

RECOMMENDATION: Establish the position as Deputy Director Fire Inspection Services (Appointed, Grade 11, 533 points)

The Regulatory Services Department is proposing to create one new appointed position that will perform in the leadership role for the Fire Inspection Services Division and report directly to the Director Regulatory Services. The certified job titled Manager Fire Inspection Services, a grade 11 position which has been supervising Fire Inspection Services for the Regulatory Services Department, is vacant and will be inactivated.

The proposed duties for the position include:

- Direct the daily operations of Fire Inspection Services, overseeing staff responsible for the implementation, administration, and enforcement of the Minnesota State Fire Code, City of Minneapolis Code of Ordinances, and support of NFPA standards and recommended practices.
- Oversee the review of all plans submitted to the division for Fire Extinguishing Systems; Fire Alarm Systems; and Fire Code and Exiting Requirements.

- Manage approval of the issuance of permits and sufficient supporting documentation to ensure issuance in accordance with policies of the jurisdiction.
- Investigate and document incidents as they occur and forward recommendations for resolution to appropriate parties.
- Interpret, explain and enforce all applicable laws, ordinances, rules, policies and procedures that apply to the division.
- Oversee the code adoption and modification processes.
- Develop policies and procedures for the administration of inspection functions.
- Conduct and provide expert knowledge for on-site complex fire, life safety and hazardous materials inspections or investigations to verify compliance with City Ordinances, State Fire Code, State Building Code, and National Fire Protection Association Codes and Standards.
- Oversee the review of all plans submitted to the division for Fire Extinguishing Systems; Fire Alarm Systems; and Fire Code and Exiting Requirements.
- Manage approval of the issuance of permits and sufficient supporting documentation to ensure issuance in accordance with policies of the jurisdiction.
- Inspect public gathering venues, hotels and motels and other sites to identify, mitigate or eliminate possible homeland security issues.
- Attend appropriate meetings for new and existing construction and demolition projects; provide direction in relation to City Ordinances, Minnesota State Fire Codes, Minnesota State Building Codes and National Fire Protection Association Codes and Standards to building owners, architects, engineers, and building code staff.
- Supervise the Certificate of Occupancy process.
- Implement new initiatives and manage special projects
- Represent Regulatory Services at community meetings, activities and initiatives.
- Produce divisional responses for Results Minneapolis and business planning.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The classification will require a Bachelor's Degree in Fire Science or equivalent. It will require five years of experience in Minnesota Fire Code application, which has included related experience in the design, review, or special Inspection of engineered fire protection systems including extensive application of the State Fire Code, State Building Code, and National Fire Protection Association Codes and Standards. The position requires knowledge of managerial, administrative, and supervisory techniques and practices. The position will require Fire Inspector II Certification and a Valid Class D Driver's License.

Equivalent combinations of training and experience may be considered for this position.

A rating of **60 points** will be applied.

DECISIONS AND ACTIONS

The position will oversee the Fire Inspection Services Division and be responsible for operations related to fire and housing maintenance code enforcement in the city of Minneapolis. This includes the management of a staff of seventeen and associated workload. It will oversee assignments and adjustments to workload. It will manage priorities for conflicting work requests. The position will be responsible for managing and addressing complaints and questions from residents and property owners related to enforcement action being taken under the authority of the fire and housing maintenance codes. The position will provide leadership on Fire Inspection Services issues with colleagues, City Elected Officials and their staff to foster understanding and resolve/respond to specific requests. Daily activities include coaching and training direct reports, in addition to supervisory functions including approving timesheets and vacation requests. The position will be responsible for developing program standards for fire inspection field operations.

Daily decisions made independently include staffing assignments and changes, controversial/complex interpretations of housing maintenance code issues. The position independently manages the Division's workload, and makes decisions regarding direct reports activities. There are daily decisions related to interpretation of the Fire and Housing Maintenance Codes and applicability to specific cases. The position is responsible for all communications with department leadership and staff, and with Elected Officials and staff. Implementation of program goals and objectives
Development of program standards for field operations, including processes and procedures

Decisions requiring review by the Director Regulatory Services include development of new methodologies and practices, review of new programmatic goals and budget requests, and proposals in business planning for the Division.

A rating of **60 points** will be assigned. Jobs at this level supervise critical work groups, manage a specialized function, and/or serve in a senior advanced analytical capacity. Decisions tend to have greater effect on the organization due to greater city-wide impact, more notable budgetary impacts, or longer-term impacts. Here some of the positions are managing activity in divisions. Work is done under supervision in accordance with broadly stated policies or principles, sometimes of advanced nature and with latitude for the exercise of independent judgment. Decisions and actions are subject to prior approval in high cost, complex or unusual cases.

SUPERVISORY RESPONSIBILITY

The position will supervise one Manager Hazardous Materials, two Fire Protection Specialist Inspectors, five Fire Inspection Coordinators (Commercial), and a Supervisor Fire Inspection

Services position, which will in turn oversee 8 Fire Inspection Specialist jobs. A rating of 20 points is appropriate and will be assigned.

RELATIONSHIPS RESPONSIBILITY

The position will have daily contact with the Director of Regulatory Services to exchange information, and receive guidance on specific tasks. It will work closely with the Deputy Directors in Regulatory Services regarding information exchange, strategic planning and in collaboration on various projects and inspection efforts.

The position will have weekly contact with Fire Department staff at all levels regarding information exchange related to code interpretations. It will have contact with Elected Officials and staff to respond to inquiries and provide information exchange and updates.

The position will work with business and property owners to provide customer service on inspection outcomes and interpretations of the fire and housing codes. As the Fire inspection Services leader it will deal complaints and appeals. The position will work with community organizations/non-profit stakeholders responding to data/information requests related to inspections and housing/fire code issues. The position will have weekly interaction with the State Fire Marshal and local peers to exchange information and discuss fire code application and enforcement issues.

A rating of **55 points** will be applied. Jobs at this level are supervisory over major areas of responsibility or have special communication responsibility related to the duties of the job, including high level coordination or operational analysis or specialized consultation. At this level the incumbents have to work with a wide variety of contacts, both internal and external of the system to communicate issues, and deal with problems. They must exercise discretion in release of information. These jobs may be involved in technical issues of major importance in the areas where they are assigned and have important liaison duties with other staff, divisions and departments. At this level positions are high level management and administrative jobs where strong communication skills are required. These positions represent the assigned Department and/or City in important matters and communications.

WORKING CONDITIONS

The working condition of this position will be a combination of office work and field work. It will work in the field and may be required to participate in inspections and/or site visits that will include heights, hazardous and confined spaces, and potential exposure to hazardous materials. The position will drive to and from locations. A rating of **30 points** will be assigned. Positions at this level are office and field positions with potential exposure to hazards and unusual conditions.

EFFORT

There will be some physical effort in performing inspections which may involve standing, kneeling, crouching and other physical activity. However, the primary effort in the position will be mental effort in managing the Fire Inspections Division with 17 staff. The position will perform complex and high impact fire and housing code interpretations; manage staff and multiple competing projects of varying complexities. Participate in leadership team discussions and make impactful decisions about the division and department. There will deadlines in responding quickly to urgent situations, policy makers and department staff. The position will manage high intensity response situations, including life safety assessments of properties.

A rating of **55 points** will be assigned. Managerial and supervisory jobs at this level will typically participate in professional and technical activities as well and having the pressure of managing others. They are over major areas of accountability, where actions and activities can have City-wide impact, and involve significant resources. Deadlines are crucial and there can be limited windows of time to complete work. These positions spend a great deal of time reviewing technical or legal documentation and related detail content, which can lead to eye-strain and fatigue. Some of the jobs at this level have major responsibility for projects and communications with customers, which adds to the mental effort. There is often considerable mental effort and pressure associated with dealing with competing priorities.

According to the Director Regulatory Services this position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

1. The person occupying the position will report to head of the designated City department or the designated department head's deputy.
2. The person occupying the position will be a member of the designated department head's management team.
3. The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.
4. The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
5. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.

RECOMMENDATION:

Establish the position as the position as Deputy Director Fire Inspection Services (Appointed, Grade 11, 533 points)

**CLASSIFICATION
FACTOR WORKSHEET**

Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Deputy Director Operations and Business Analysis	60	60	15	55	20	55	523	11
Deputy Director, Administration and Community Engagement	60	60	15	55	20	55	523	11
Deputy Director Parking Management and Traffic Control	60	60	35	55	20	55	543	12
Deputy Director Animal	60	60	20	60	25	55	543	12

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Care and Control								
Deputy Director Housing Inspections Services	70	60	40	65	20	55	593	13
PROPOSED CLASSIFICATION								
Deputy Director Fire Inspections Services	60	60	20	55	30	55	533	11

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

Fair Labor Standards Act: The position is exempt.