

## City of Greenwood – Code Enforcement Inspector (Part Time)

<b>Job Title:</b>	<b>Code Enforcement Inspector – Part Time</b>	<b>Job Category:</b>	Non Exempt - Civilian
<b>Department/Group:</b>	Fire Dept. - Administration	<b>Job Code:</b>	
<b>Location:</b>	155 East Main Street Greenwood, IN 46143	<b>Job Classification:</b>	Public Safety
<b>Level/Salary Range:</b>	Defined by Salary Ordinance	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Fire Marshal
<b>Fax:</b> (317) 887-5868 <b>Email:</b> HR@greenwood.in.gov	<b>Mail: City of Greenwood. Attention: Human Resources Department</b> 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Performs technical work enforcing fire codes, performing fire inspections and fire investigations; conducts fire education programs and promotes overall fire prevention efforts within the City of Greenwood.</b>		

### Duties and Responsibilities:

- Compliance with the City of Greenwood Employee Handbook and General Orders of the Greenwood Fire Department.
- Participates in conducting fire inspections of businesses, commercial buildings and places of public assembly for existing or potential fire hazards.
- Performs building and site plan review for all new construction for compliance with fire codes including automatic fire suppression and detection systems; prepare written fire code requirements; conduct final occupancy inspections.
- Enforces fire section of state building code and NFPA codes.
- Conducts follow-up inspections to ensure that deficient conditions are corrected.
- Consult with contractors, engineers, architects, developers, builders, property owners and other agencies regarding construction projects and activities.
- Explain enforcement guidelines to department personnel, citizens and professional agencies; organize and maintain records.
- Conduct fire investigations and investigate explosions to determine cause and origin; respond to and perform inspections originated from citizen complaints.
- Present fire and safety education programs for the community, instruct groups on fire safety and prevention methods and participate in other educational programs for various groups and general public.
- Prepare written reports on all inspections, investigations, plan reviews and system tests.
- Performs other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED and certification by State of Indiana as First Class Firefighter (NFPA FF I/II), Fire Inspector I, Fire Investigator are required as well as ability to complete other required training programs.
- **Experience:** Two (2) years as an active Firefighter or comparable experience.
- **Skills and Abilities:** Possession of a valid driver's license and demonstrated safe driving record. Must be able to use radios including knowledge of procedures and limitations, and must be able to speak clearly. Must be able to work 8

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hour days and/or extended hours and respond swiftly, rationally and decisively to emergency situations. Ability to recognize signs and symptoms of some communicable diseases and dangers of blood borne pathogens and protect oneself from contamination by utilizing universal health precautions and avoiding high risk environments.

- **Physical:** Primary functions require sufficient physical ability necessary for sufficient mobility to walk and stand for prolonged periods of time; stoop, bend, kneel, crouch, climb, reach and twist; regularly push, pull, lift, and/or carry light to moderately heavy objects and occasionally objects over 45 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

Human Resources: [HR@greenwood.in.gov](mailto:HR@greenwood.in.gov)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR approved By:

Date: