

FIRE PLANS EXAMINER (Non-Safety)

Definition

Under general direction, reviews, inspects and investigates for fire prevention-related activities; inspects fire protection systems, construction sites, occupancies, structures, buildings, and storage and usages to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances, and with nationally recognized fire protection standards; investigates and reviews a variety of fire-related issues; enforces the fire- and building-related codes and other aspects of the municipal code relating to construction, code enforcement, and building inspection; conducts field inspections for compliance with fire and life safety standards; conducts the full range of simple to complex plan reviews; presents education to the public on fire prevention, code enforcement; and does related work as assigned. This position receives direct supervision from the Building Official, and receives technical direction from the Fire Chief's office as related to enforcement of Fire Department equipment access, and related Fire Department policies.

Distinguishing Characteristics

This is a journey-level, non-safety class within the Community Development Department that is a senior level fire prevention position with advanced experience in building and fire code applications and specializes in fire prevention and municipal code enforcement. It is distinguished from the Fire Prevention Inspector classifications by the greater independence and technical expertise which the incumbent is expected to effectively demonstrate. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the inspector class after demonstrating the higher-level knowledge and skills; or when filled from outside the City, incumbents must have prior, significant fire prevention training and experience.

Examples of Important and Essential Duties

Review plans and specifications for fire suppression systems, and fire alarm systems.

Support fire suppression specifications and Fire and Building Code requirements to ensure compliance with Federal, State, and local fire safety regulations, laws, standards, and codes.

Perform or oversee field inspections of construction sites for compliance with all fire code requirements.

Review sites and building development plans for local fire protection and system requirements and Fire Department suppression operational standards.

Provide technical advice to City staff, contractors, architects, developers and the general public.

Perform basic and complex calculations necessary to review plans and to calculate fees. Issue permits and process reports and other data on the computerized permit tracking system.

Design and prepare informational handouts for the distribution to the public.

May participate in fire investigation in cooperation with the Fire Department

Advise building and fire inspectors on fire and life safety issues arising in the field during construction inspection.

Provides work review/information and instruction to less experienced Fire and Building division personnel as directed.

May assign work, including field inspections and review performance for the Fire Inspectors, as determined by the Building Official

Along with the Senior Building Inspector, maintain and participate in the Over-the-Counter plan check process to ensure a high level of customer service.

Assist the Building Official in the budget preparation and code adoption process.

As required, make written or oral reports to the City Council, Planning Commission, and civic groups.

Perform related duties and responsibilities as required.

Knowledge and Abilities:

Knowledge of:

- English grammar, spelling, vocabulary and report writing
- Principals, practices, and techniques of fire suppression
- Building construction methods and practices
- Mathematical and basic engineering skills needed to review submitted calculations
- Fire Department policies and procedures

Ability to:

- Evaluate, approve and inspect various types of Fire Protection systems.
- Analyze Fire Protection problems and develop objective solutions by applying innovative approaches to problem solving.
- Analyze and evaluate statistical data.
- Make hydraulic calculations to determine adherence of fire extinguishing system plans to code requirements and specific applications
- Express ideas and communicate clearly and concisely, both orally and in writing and work comfortably with computers.
- Deal tactfully and in a cooperative manner with architects, engineers, developers, the public and City staff to provide a high level of customer service.
- Work independently as well as with a team
- Organize and prioritize workload effectively
- Maintain clear, detailed, accurate City records

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge skills and abilities would be qualifying. A typical way to obtain the knowledge skills and abilities would be:

Experience:

Three years of Fire Prevention experience which involved fire plan check, field inspection, and public education/relations.

Training:

Any combination of education, related certificates, trade school, or fire service experience.

Licenses, Certificates and Education:

Possession of a California Class "C" driver's license, and satisfactory driving record.

Maintenance of a California driver's license is a condition of employment.

Possession of an AA or AS degree from an accredited college or university

Possession of a certificate as a plans examiner issued by the International Code Council or State Fire Marshal's office or equivalent state, national or international association. Certification as Fire Prevention Officer II.

Successful completion of the California State Fire Marshals service training program classes; 1A, 1B, 1C, 2A, 2B, 2C, 3A 3B and PC832, or ability to obtain within one year of appointment.

Plans examiner certification from ICBO/ICC is desirable

A B.S. in engineering technology, fire protection and safety are highly desirable.