

FIRE PREVENTION PLANS EXAMINER

Salary Range: 39 (Public Service Salary Schedule)

DEFINITION

Under general direction of the Chief Building Official and code authority from the Fire Chief, reviews and approves plans and specifications for complex fire suppression, fire detection, and high piled storage or hazardous materials installations; reviews building construction and site development plans for compliance with federal, state, and local fire and life-safety codes and City ordinances; conducts complex inspections of construction sites for compliance with fire codes; assists with the preparation and adoption of fire codes and fire prevention standards; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced-journey level classification where incumbents are expected to complete the work using independent judgement while working under minimal supervision. This classification is distinguished from the Building Inspector by the former requiring specialized knowledge of fire and life safety codes and requirements.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general direction from the Chief Building Official, with code authority from the Fire Chief, and exercise technical and functional direction over assigned staff and/or volunteers.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Reviews life safety submittals and fire protection systems which encompass fire suppression, detection and alarm systems, standpipe and smoke control systems, and may include systems for high-piled storage, spray booths, hood and duct, dust collection, conveyors, hazardous materials, and engineered systems for compliance with fire and life safety codes, regulations and standards, including State of California Titles 19 and 24.
- Provides technical advice to architects, engineers, developers, building owners, and contractors on the interpretation and enforcement of fire protection requirements, fire and life safety codes, regulations, and standards; investigates and recommends alternative materials and methods upon request.
- Establishes schedules and methods for providing fire protection plan review services.
- Conducts field inspections of construction sites to ensure compliance with all fire code requirements.
- Performs complex fire life safety inspections on existing buildings and construction sites; determines compliance with applicable codes, standards and ordinances; makes recommendations and corrections relative to code and ordinance requirements.
- Coordinates, develops, and maintains records of inspections for all buildings and ensures inspections are completed.

- Assists and participates in training fire and building personnel on all aspects of fire protection systems and inspection.
- Attends a variety of continuing education classes, seminars, and/or meetings to remain current on applicable codes, regulations, policies, and procedures.
- Disseminates information regarding technological developments impacting the Fire Department activities and procedures; maintains high technical standards.
- Prepares reports and correspondence pertaining to fire protection engineering problems and fire and life safety code compliance.
- Performs acceptance testing for completed sprinkler, alarm, and water supply (fire flow) systems.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Federal, state, and local codes and ordinances pertaining to fire and life safety, building design, rehabilitation, and construction
- Various codes and ordinances pertaining to building design, construction, life safety equipment and fire protection systems
- Principles and practices of fire protection systems as applied to local standards, codes, and ordinances
- Principles, practices, and techniques of fire prevention
- Modern methods, techniques, and building materials used in the design and construction of a wide variety of building and fire protection systems
- Fire extinguishing and detection systems and types and uses of portable fire extinguishers
- Hydraulic design in relation to fire sprinkler system and electrical design in relation to fire detection and alarm system
- Air distribution system in the building and design techniques for smoke detection, containment, and evacuation
- Characteristics and hazards materials and applicable rules and standards related to storage, use, and dispensing
- Alternative methods of fire suppression such as dry system and their application on high tech industries
- Fire resistive construction building methods and modern fire protection and detection systems and equipment
- Principles and practices of basic fire science, fire technology, and fire behavior
- Principles and practices of building inspection for fire safety compliance
- Proper methods and procedures involved with the inspection of residential, commercial and other facilities, or property for fire prevention
- Organization and function of public agencies, including the role of a City Council, the Fire Chief and appointed boards and commissions

- Educational methodology as it relates to fire prevention safety education and training theories and practices including the development of lesson plans
- Computer applications related to the work, including word processing, database and spreadsheet applications
- Records management principles and practices
- Business arithmetic and basic statistical techniques
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone

Ability to:

- Understand, interpret, apply, and enforce federal, state and local fire and life-safety codes and regulations with impartiality and efficiency
- Read, interpret and explain development plans, construction drawings and specifications, fire protection system plans, fire building codes, and technical reports
- Detect deviations from plans, regulations, and standard construction/fire prevention practices
- Apply technical knowledge and follow proper inspection techniques to examine new construction for proper workmanship, installation, and materials
- Provide necessary oversight for fire prevention inspection and education programs for the department
- Conducts functional tests and field inspections of fire detection and suppression systems at construction sites
- Respond to inquiries and complaints from the public regarding fire and safety code requirements
- Understand legal descriptions and boundary maps of real property
- Use mathematical concepts to calculate measurements to determine appropriate standards in reading blueprints
- Interpret and make decisions in accordance with laws, regulations, ordinances, and policies
- Identify and implement an effective course of action to complete assigned work
- Understand the organization and operation of the City, the Fire Department, and of outside agencies as necessary to assume assigned responsibilities
- Perform research and prepare reports and recommendations
- Organize own work, coordinate projects, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of work

- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

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

- An associate's degree from an accredited college or university in fire technology, fire science, or a related field.
- A bachelor's degree from an accredited college or university with major coursework in fire technology, fire science, public or business administration, engineering, or a related field may be substituted for one year of the required experience.
- At least three years of experience performing fire plan reviews and inspections.

GENERAL QUALIFICATIONS**License Requirements:**

- The successful candidate must obtain either through the California State Fire Marshal, or the International Code Council certification as a Fire Inspector and a Fire Plans Examiner within twelve months of appointment.
- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Incumbents must possess mobility to work in a standard office and use standard office equipment, including a computer; inspect City development sites, operate a motor vehicle and visit various City and meeting sites; mobility to traverse uneven terrain, climb ladders, stairs, and other temporary or construction access points; stand, stoop, bend, walk, climb and kneel to perform fieldwork; vision to read handwritten and printed materials and a computer screen; color vision to identify materials, structures, wires and pipes; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, calculator, and to operate standard office equipment; occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information, and occasionally lift and carry reports and records that typically weigh up to forty (40) pounds.

Working Conditions

Employees work in the office and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work weekends, holidays, and evenings.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: December 2015