



PLAN CHECKER - FIRE

AGENCY/DEPARTMENT:

Fire/Fire Prevention

Reports to: Deputy Fire Chief for Fire Prevention

Supervises: N/A

Approved By HR Director: *Anda Mattheis*
Date Approved: 4/28/08
Date of Last Revision: 06/16/2005

JOB SUMMARY: Under general supervision, performs the technical review of plans for construction, tenant improvements, fire suppression, fire detection, and hazardous materials management for commercial, industrial, and residential buildings; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Performs code compliance review of fire sprinkler and alarm systems and other engineered fire suppression systems, private fire protection water systems, commodity storage, underground storage tanks (including tanks storing hazardous material), hazardous materials usage and management plans, and construction details (including engineering and architectural documentation).
2. Performs field inspections for residential, commercial, and industrial structures.
3. Reviews and processes permit applications.
4. Prepares detailed technical reports; explains plan review findings to developers, architects, engineers, fire protection contractors, and consultants.
5. Coordinates plan check projects with other departments.
6. Attends meetings with developers and fire protection design professionals.
7. Communicates with the public in person and over the telephone on matters pertaining to project status, code related matters, and other similar matters.
8. May supervise and direct the activities of staff including work assignment, performance evaluation, and employee development; participates in employee selection, disciplinary action, and complaint resolution.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent. College-level coursework in fire protection technology, construction inspection, architecture or a closely related field.

EXPERIENCE: Three years of fire protection plan review preferably with an organized fire department, building department, or loss prevention organization.

KNOWLEDGE OF:

- Applicable fire codes and standards.
- Fire protection and construction plans and practices.
- Interrelationship between occupancy type, building, and construction requirements.
- Code compatibility between original building construction and new use requirements.
- Modern office equipment, procedures, and methods.
- Word processing, electronic spreadsheet and relational database computer applications.

ABILITY TO:

- Read and comprehend complex fire protection and construction plans.
 - Interpret and apply federal, state, and local laws and regulatory codes.
 - Operate a computer to utilize word processing, spreadsheet and other applicable software applications.
 - Perform complex mathematical computations.
 - Supervise, train, coordinate and evaluate the work of staff.
 - Communicate effectively with co-workers, supervisors, management, the public, and other department representatives, both orally and in writing.
 - Establish and maintain cooperative working relationships with other employees, officials, and the public.
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LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- Certification as Fire Plans Examiner issued by the International Code Council (ICC) within one year of date of appointment.

SPECIAL REQUIREMENTS:

DESIRABLE:

FLSA Exemption Status: Non-Exempt

Employee Unit: # 5 Technical/Professional Services

Job Family: Fire – Non-Sworn