



## FIRE PROTECTION ANALYST

AGENCY/DEPARTMENT:  
Fire/Fire Prevention

Approved By HR Director: *Andrea Matthews*  
Date Approved: 7-20-06  
Date of Last Revision: N/A

Reports to: Deputy Fire Chief  
Supervises: Plan Checker, Permit Technician

**JOB SUMMARY:** Under administrative direction, performs highly advanced complex review of plans and specifications for fire suppression, fire detection, hazardous materials, and high pile storage to ensure that all new construction and tenant improvements meet fire and life safety code provisions; assists in the preparation and adoption of fire codes and fire prevention ordinances and standards; supervises plan check and permit staff; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This class is responsible for performing sophisticated analysis of highly complex fire plan review and calculations, and developing professional recommendations to resolve problems when variations to standard coding requirements may be made. It is distinguished from the Plan Checker class by its supervisory role and the use of advanced professional level analytical skills applied to calculations, code adoption and code interpretation.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including employee selection, work assignments, performance evaluations, employee development, disciplinary action, and complaint resolution.
2. Develops and maintains the City's fire protection analysis and chemical hazards program.
3. Performs fire safety analysis and makes recommendations regarding hazardous materials storage, high piled storage, spray booths, dust collection systems, conveyors, engineered systems (hood protection systems in restaurants, spray booths, computer rooms, etc.), and other highly complex systems.
4. Reviews, evaluates and approves building plans and specifications, fire alarm systems and calculations, standpipe materials and other possible hazards.
5. Interprets and provides technical advice and assistance relating to fire and building codes.
6. Provides technical advice and coordinates the City's Hazardous Material Enforcement Program with the Certified Unified Program Agency (CUPA).
7. Inspects construction sites and existing buildings and facilities for conformance to codes and standards.
8. Assists with the technical training of code enforcement and fire suppression, fire protection and inspection staff.
9. Reviews fire investigations and incident data.
10. Conducts research and tests on materials and systems to evaluate their safety and application.
11. Performs special research, provides technical support in fire investigations.
12. Testifies as an expert witness in civil or criminal proceedings.
13. Investigates and makes recommendations to staff on requests for alternate materials or methods or variations in applicable regulations.
14. Performs legislative analysis on proposed municipal code revisions.
15. Confers with developers regarding prospective business development projects.

## **QUALIFICATION GUIDELINES:**

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:**

**EDUCATION:** Equivalent to Bachelor's degree from an accredited college or university with major coursework in fire protection engineering, civil, chemical, or mechanical engineering, or construction engineering technology.

**EXPERIENCE:** Three years of increasingly responsible experience in fire protection systems analysis work.

### **KNOWLEDGE OF:**

- Principles and practices of supervision, training, and administration.
- Principles, methods and techniques for building and high-rise construction, electrical, plumbing, and related codes.
- Fire protection, alarm, private and municipal water supply systems
- Fire sprinkler designs, plans and hydraulic calculations.
- Principles and practices of plan review.
- Applicable federal, state, and local laws, codes, standards and regulations.
- Acceptable safety standards and methods of building construction.
- Modern fire protection and detection systems and equipment.
- Chemical properties and their hazards.
- Fire inspection methods.
- Mathematical concepts.
- Customer services principles.

### **ABILITY TO:**

- Understand, interpret and apply fire, health and safety codes and other related laws, regulations and ordinances.
- Detect, evaluate, and determine mitigation measures for fire and chemical hazards or code violations.
- Supervise, train and evaluate staff; plan and coordinate work assignments.
- Identify and recommend improvements in work methods and procedures to improve operational effectiveness.
- Recognize potential problems, make decisions, and use resourcefulness and diplomacy in resolving conflict situations.
- Research and compile technical data; analyze data and make recommendations.
- Read blueprints, technical specifications and plans.
- Perform complex mathematical calculations.
- Negotiate problem resolutions.
- Keep records; prepare reports.
- Represent the City effectively in public meetings and with outside agencies.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Establish, foster and maintain positive, harmonious working relationships with other employees, officials, developers, architects, engineers 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.

**DESIRABLE:**

- Fire Plans Examiner certification by International Code Council (ICC) or equivalent organization.
- Fire Inspector II certification by the International Code Council (ICC) or equivalent organization.

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**FLSA Exemption Status:** Exempt

**Employee Unit:** # 3, Management

**Job Family:** Fire Non-Sworn

**Class Progression:** Permit Technician  
Fire Safety Specialist  
Plan Checker  
Fire Protection Analyst

**Date Class Established:** June 27, 2006