CITY OF OCEANSIDE

REVISED: FEBRUARY 2014
JOB CODE: FIRE23
UNIT: UNREP/SUPV

FIRE PLANS EXAMINER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general supervision of the Fire Marshal; perform difficult professional, structural and civil plan reviews in the application of fire protection and prevention principles for the protection of life and property and the environment, including preparations of conditions and specifications, for land, industrial, residential, or commercial developments; perform field inspections, attend meetings; and conduct research.

EXAMPLE OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Perform professional plans review in the application of fire protection and prevention principles for the protection of life and property and the environment; review calculations and plans submitted with applications for building, and other, permits to determine conformance with the California Fire Code, California Building Code, NFPA codes, and related municipal codes; maintain building or engineering plans and records; coordinate the processing of development cases, which includes researching of existing conditions, establishment of requirements, checking plans and other submittals as required; answer questions from engineers, architects, developers, contractors, and the public regarding Fire Department building regulations and policies, dispensing general and technical information; conduct field inspections; investigate field conditions, problems affecting property owners, contractors, developers, and maintenance operations; prepare reports and conduct oral presentations on fire, life safety, and property related matters; assist in the development and revision of fire, building, and/or engineering related specifications, codes, and policies; coordinate plan review activities with other City departments and divisions and with outside agencies, developers, and engineers; assist in the preparation and review of various requirements as they may apply to conditions of approval for a development; review, analyze, and evaluate preliminary fire protection planning for the community, including complex structures such as high-rise buildings, commercial developments, residential tracts, and industrial facilities; conduct fire safety education, fire prevention, and inspection activities; train and assist staff; perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of structural and non-structural fire protection and life safety practices and engineering
- Knowledge of Hazardous Materials Storage and occupancies
- Knowledge of Urban/Wildland interface issues and fire resistive vegetation
- Applicable laws, regulations, and codes

- Construction methods and materials
- Knowledge of California Code of Regulations Titles 19 & 24

Ability to:

- Communicate accurate information clearly and effectively, both orally and in writing
- Remember names, faces, numbers, incidents and places
- Make accurate observations
- Make sound judgments and take quick actions in emergencies
- Follow verbal and written instructions
- Read and comprehend various written documents
- Demonstrate physical agility
- Perform complex plan review work
- Accurately interpret and make decisions in accordance with laws, regulations, and policies
- Conduct inspections in the field
- Operate a personal computer and the use of applicable software programs

Experience and Training Guidelines

Experience: Three years of increasingly responsible experience in fire prevention or protection plan review and field inspection.

Training: An Associates degree from an accredited college or university in fire prevention or related field.

Required Courses/Certificates:

California State Fire Marshal Training and Education System (CFSTES)

1. Fire Prevention 1A
2. Fire Prevention 1B
3. Fire Prevention 1C
4. Fire Prevention 2A
5. Fire Prevention 2B
6. Fire Prevention 2C
7. Fire Prevention 3A
8. Fire Prevention 3B

License or Certificates: Possession of valid Class C California driver's license. Possession of a California State Fire Marshal's Plan Examiner certification is required within eighteen (18) months from the date of hire.

As a condition of continued employment, prior to the end of the eighteen (18) month of employment, the incumbent must obtain the California State Fire Marshal's Plan Examiner certification.

Internal candidates: Failing to obtain the California State Fire Marshal's Plan Examiner certification within eighteen (18) months from the date of hire will be reverted to their previous classification.

External candidates: Failing to obtain the California State Fire Marshal's Plan Examiner certification within eighteen (18) months from the date of hire will be terminated without right of appeal.

WORKING CONDITIONS

Environmental Conditions: The demands encountered in the course of performing his/her duties and responsibilities are varied and range from office environment to exposure of weather conditions, chemical, traffic.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; the ability for heavy lifting, bending, stooping, keeling, or crawling.

Probation Period: Six (6) months.