

PLAN CHECK SPECIALIST - FIRE

Definition:

Under general supervision checks fire and building plans and inspects a variety of new construction for compliance with applicable codes and regulations; enforces the California Fire Code; assists the public, developers and contractors in processing plans and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Reviews building construction blue prints and plans for various complex occupancies and industrial processes to determine compliance with a variety of building and fire/life safety standards, regulations, laws and codes.

Evaluates and determines existing and proposed fire protection and fire alarm system(s) conformity to construction plans and compliance with a variety of buildings and fire/life safety codes.

Conducts field inspections of a variety of residential, commercial and industrial buildings/structures.

Enforces the California Fire Code (CFC) and issues permits and notices.

Checks code requirements and the design, construction and installation of equipment based on an analysis of fire related hazards.

Provides technical assistance to City staff, contractors, architects, engineers, developers and the public.

Researches and analyzes a variety of data related to fire and life safety design, writes reports to include recommendations and findings and maintains related records.

Acts as a liaison between the Community Development Department and the Fire Department for routing inspections, handling concerns/complaints and checking plans.

Operates a personal computer and uses applicable software to enter and retrieve data and prepare a variety of reports, correspondence and other material.

Stays current on applicable codes, regulations and new or alternate fire/life safety technologies.

Uses a camera and basic hand tools to include a screwdriver and wrench.

Makes oral and written presentations.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of files and other items weighing 30 pounds or less.

Class Characteristics:

Plan Check Specialist - Fire is a single incumbent position in the Fire Department with duties related to checking fire and building plans and the inspection of construction and other sites for code compliance. Assigned duties require judgment and substantial initiative.

Contacts and Relationships:

The Plan Check Specialist – Fire establishes and maintains contact with staff in the Fire Department and the Community Development Department. Additional contact will occur with staff in other City Departments and with the public, developers and contractors requiring diplomacy and tact when dealing with applicable code enforcement matters.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

English usage, spelling and grammar.

Applicable laws, codes and regulations regarding fire and life safety, fire protection and detection systems and equipment.

Applicable building, electrical, plumbing and related codes.

Principles, practices and procedures of technical fire inspection activities.

Fire protection system and fire alarm system design and implementation.

Water supply system design and implementation.

Safety standards and methods of building construction.

Effective customer service/public contact skills.

Intermediate math related to area assigned.

Computer applications related to area assigned.

AND

Ability to:

Understand, interpret and apply applicable codes and National Fire Protection Association (NFPA) design standards.

Make mathematical computations associated with verifying fire protection systems design.

Use independent judgment and initiative and make sound decisions in accordance with established procedures and policies.

Read and review blueprints and plans to include those related to fire sprinkler systems.

Perform a variety of difficult and complex inspections of a variety of construction and other sites.

Communicate effectively orally and in writing in English.

Gather, research and analyze data and write correspondence and reports.

Understand and carry out oral and written instructions independently.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associate of Arts Degree from an accredited college in Fire Science or a related field or two years of study towards a Bachelors Degree in Fire Protection Engineering, Mechanical Engineering, Civil Engineering or a related field from an accredited college or university.

AND

Experience:

Three years of progressively responsible experience related to the review of plans for fire protection systems and building construction to include some field inspection work.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Possession of or ability to obtain a valid Penal Code 832 certification within 12 months of employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Plan Check Specialist - Fire file financial disclosure statements in accordance with state and local laws.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

Certification as a Fire Prevention Officer I by the California Fire Service Training and Education System.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors an office environment and on-site in the field when performing inspections. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, a camera, basic hand tools, drives a vehicle on City business, sits, stands, walks, kneels, crouches, twists, climbs ladders and inclines, bends, crawls and reaches and pulls, pushes, grasps, lifts, moves and carries boxes of files and other items weighing 30 pounds or less. The incumbent may walk on slippery/uneven surfaces and slopes, be exposed to extreme noise, grease and oil, fumes and construction site dirt and dust. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt

Revised August 2007 and title changed from Plan Check Specialist
Established July 2005