

ASSISTANT FIRE MARSHAL/FIRE PLAN EXAMINER

Definition:

Under limited supervision, verifies 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. The incumbent will assume the responsibilities and essential duties of the Fire Marshal in their absence.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reviews building construction 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 and issues permits and notices.

Assists in the Triennial Code Adoption process of the California Fire Code.

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

Makes recommendations to the Fire Marshal as to adequacy of alternate fire protection/prevention materials and methods.

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 and Economic Development Department and the Fire Department for routing inspections, handling concerns/complaints, and checking plans.

Operates a personal computer and uses applicable software to collect, analyze, and evaluate data to prepare a variety of reports and correspondence.

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

Uses a camera and basic hand tools.

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:

Assistant Fire Marshal/Fire Plan Examiner is a non-safety position in the Fire Department with duties related to verifying fire and building plans and the inspection of construction and other work sites for code compliance. Assigned duties require judgment and substantial initiative.

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.

Techniques for providing a high level of customer service.

Intermediate math related to area assigned.

Modern office practices, methods, and computer equipment and applications related to the work.

AND

Ability to:

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

Make mathematical computations related to the design of fire protection systems.

Use tact, discretion, and sensitivity in dealing with sensitive situations.

Read and review 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; read and write at the level required for successful job performance.

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

Organize work, adhere to multiple deadlines, and handle multiple projects.

Handle job stress and maintain composure in public settings.

Work independently, understand, and follow verbal and written directions, use independent judgment and initiative, and make sound decisions in accordance with established procedures and policies.

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

Meet the public with courtesy and tact.

Operate modern office equipment including computer equipment and applicable and specialized software.

Education and Experience:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

Associate degree from an accredited college in Fire Science, Fire Technology, or a closely related field or two years of study towards a bachelor's degree in Fire Protection Engineering, Mechanical Engineering, Civil Engineering or a related field from an accredited college or university.

AND

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.

Desirable

Certification as a Fire Inspector 1 and 2 by California State Fire Training.

Certification as a Fire Inspector I and II by the International Code Council.

Certification as a Fire Plans Examiner by the International Code Council.

Special Requirements Include:

Certification as a Plan Examiner by California State Fire Training within 12 months of employment in the position.

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs to include evenings, weekends, holidays, and overtime.

The City of Fullerton's Conflict of Interest Code requires that the Assistant Fire Marshal/Fire Plan Examiner file financial disclosure statements in accordance with state and local laws.

Possession of or ability to obtain a Penal Code 832 certificate within 6 months of employment in the position.

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.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment, at a public counter, and in the field. When work is performed in the office, an incumbent will sit for periods of time and use a computer keyboard and screen. When work is performed on site, an incumbent may be exposed to the elements, stand and walk on slippery/uneven surfaces, kneel, crouch, twist, climb ladders and inclines, reach and bend, crawl, work in confined spaces, grasp, push, pull, lift, and carry educational material and other items weighing 35 pounds or less. An incumbent drives a vehicle on City business and may be exposed to wet or damp conditions, extreme noise, grease and oil, fumes, construction site dirt and dust, and fire scene hazards to include products of combustion and smoke. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt

Revised January 2023 and title changed from Plan Check Specialist - Fire
Revised August 2007 and title changed from Plan Check Specialist
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