JOB DESCRIPTION
Fire Plans Examiner
Full-Time Position, Non-Exempt

DEFINITION AND SCOPE OF RESPONSIBILITIES:

This position performs plan review to ensure compliance with adopted Building and Fire codes through review of architectural plans, fire protection system shop drawings, and written documents. Inspects existing businesses and assists with construction projects of varying complexity including commercial, multi-family, institutional, and industrial occupancies. Advises design professionals, contractors, business owners, general public and city staff regarding fire code requirements. Communicates findings to the customer in detailed and accurate documentation.

The Fire Plans Examiner assists Deputy Fire Marshals, Fire Safety Inspectors and Firefighters with building inspections as needed and assists the Assistant Fire Marshal and Fire Marshal in developing and implementing policies and procedures for code enforcement and prevention. The position may involve wearing Personal Protective Equipment including a respirator to view cold fire scenes as part of their professional development. Duties may also include assisting command staff in areas of their expertise at emergency scenes.

WORK WEEK, WAGES AND HOURS:

The Fire Plans Examiner typically works a 40-hour work week, Monday through Friday, on either a 4 day – 10 hours per day schedule, or a 5 day - 8 hours per day schedule. Hours worked in excess of 40 hours per week are paid at the overtime rate of 1.5 times the regular hourly wage.

SUPERVISION RECEIVED:

The Fire Plans Examiner is assigned to the Fire Prevention Division under the direct supervision of the Assistant Fire Marshal and Fire Marshal. The Fire Plans Examiner is supervised and evaluated by the Assistant Fire Marshal.

ESSENTIAL FUNCTIONS:

Under the direction of the Assistant Fire Marshal, the Fire Plans Examiner shall ensure the equal and uniform application of laws, rules and regulations that are within his/her jurisdiction to enforce.
Performs a variety of fire prevention activities including, but not limited to:

 Fire and life safety plan reviews on building construction plans and fire protection shop drawings in digital and paper format to verify compliance with adopted fire codes, local ordinances and District policies

 Research building types and applicable codes

 Research alternate products, materials and methods of construction for compliance, and makes recommendations to the Assistant Fire Marshal and Fire Marshal

 Identifies inadequacies found on construction plans, reports and calculations, and requests corrections

 Negotiates and develops mutually acceptable solutions to code conformance problems and life safety issues with architects, engineers, contractors, and the public

 Creates plan review comment letters outlining design or installation deficiencies to design professionals and/or contractors

 Prepares plans and documentation for issuance of permits

Assists with field inspections on new construction projects

 Documents compliance or non-compliance with citations from applicable codes

 Enforces fire codes of the authority having jurisdiction pertaining to life safety and the protection of property

 Performs fire inspection and follow-up inspection activities and enforcement of fire code regulations on commercial business properties

 Issue fire code permits

 Maintains all necessary records and reports of the Fire Prevention Division as directed by the Assistant Fire Marshal

 Provides quality customer service while functioning in a regulatory capacity

 Works in cooperation with other public agencies

 Maintains a collaborative working relationship with City and County Building Officials as it relates to the application of codes and code enforcement

 Participates in Public Education Programs

 Attend civic and other functions, and gives fire prevention presentations as required

 May be required to appear and represent the department at hearings relative to the consideration of license or permits, and shall testify in court if necessary

KNOWLEDGE, SKILLS AND ABILITIES:
The Fire Plans Examiner shall have a comprehensive understanding and knowledge of current laws, rules, codes, and regulations affecting fire and life safety within the Fire District. This is a technical position responsible for plan review and inspection of structures, facilities, site development and special events to ensure compliance with applicable codes and policy.

 Working knowledge of the International Fire Code (IFC), International Building Code (IBC), and NFPA standards

 Read and interpret complex building plans and specifications

 Knowledge of maintaining records and other related paperwork

Operate word processing, e-mail, voicemail, electronic permit processing and electronic review software

 Working knowledge of South King Fire & Rescue policies, rules, and regulations

 Explain technical information and code requirements by oral, written, and graphic means

 Effectively prioritize workload to minimize complaints and maximize efficiency

 Ability to prepare clear and concise reports

 Foresee and resolve conflict at a high level

 Explain code requirements and plan review procedures to persons with various backgrounds

 Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public, and other organizations

 Ability to maintain effective positive relationships with officers, co-workers, and community members

 Ability to understand and follow oral and written instructions

 Ability to communicate in English effectively both orally and in writing

 Maintain prompt and regular attendance

EDUCATION AND EXPERIENCE:

 Five years of experience in building design, construction document preparation, plan review, code analysis, building inspections, systems review, or a related field

 Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

DESIRED QUALIFICATIONS:

 Bachelor's degree in Fire Protection Engineering, Architecture or Structural Engineering, Fire Science/Technology or related field

 Experience in the application of the IFC and IBC related to emergency access, water supply, fire protection, occupancy classification/separation, and means of egress

 Education and/or work experience in design and/or plan review of fire protection systems

OTHER REQUIREMENTS:

 Have or obtain within twelve months of employment: Certification as (ICC) Fire Code Plans Examiner, Fire Inspector I & II

 Washington State Driver's license and driving record free of serious or frequent violations

 Be insurable by Department insurance carrier

 Must pass a criminal background check and drug/alcohol screening

TOOLS AND EQUIPMENT USED:

Personal Protective Equipment including ear plugs, hardhat, and safety vest. Passenger vehicle, personal computer and camera. May wear breathing apparatus to view and observe fire investigations at cold scenes.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the essential job functions, the employee is frequently required to sit, talk and hear; stand, walk, use hands to finger, handle, or operate objects, tools, and reach with hands and arms.
The employee is occasionally required to climb stairs and ladders, walk on uneven surfaces, climb or balance, stoop, kneel or crouch.

Amount of weight lifted varies per situation. While performing the duties of this job the employee is occasionally lifting/carrying up to 20 lbs., rarely lifting/carrying up to 50 lbs. Also the employee is rarely pushing/pulling up to 20 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in the office and at field inspections. Work during field inspections may require job duties to be performed at heights above ground.

The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field. The work environment will include inside conditions, outdoor weather conditions, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter. Employees work in/at places where they are exposed to mechanical hazards. Work may also include protected exposure to chemicals. Employees will also drive a vehicle as part of this position, and are expected to be available for limited travel for training purposes.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

South King Fire and Rescue is proud to be an Equal Opportunity Employer and prohibits discrimination and harassment of any type toward current and prospective employees in accordance with federal, state, and local law.

Job Description Developed December 2018 for Effective Date December, 2022.