

WEST METRO FIRE PROTECTION DISTRICT LIFE SAFETY DIVISION

FIRE PLANS EXAMINER

NATURE OF WORK

The fire plans examiner is a non-exempt, civilian position and reports to the deputy fire marshal – plan review captain. This position is responsible for technical and administrative work within the Life Safety Division. This position is responsible for performing plan reviews of a technical variety and ensuring compliance with fire protection requirements using currently adopted Fire Codes and standard practices. This position is also responsible for inspection duties as needed to verify actual construction and installation meet the requirements of the approved plans. This position may require participation in other Life Safety Division activities such as permitting and technical assistance to architects, engineers, contractors, and city and county personnel. This position also completes other assignments as directed by the deputy fire marshal – plan review captain.

ESSENTIAL DUTIES

Review building construction plans and fire protection system submittals for conformance with applicable and adopted codes and standards including the International Fire Code (IFC) and various National Fire Protection Association (NFPA) codes and standards. After review, recommend plans and submittals for approval, modification, or denial and issue construction permits accordingly.

Review site plans, subdivision plans, and other related site planning documentation and submittals, in conjunction with local cities and counties, for conformance with the International Fire Code, various NFPA codes and standards, and fire District standards and policies. After review, recommend plans and submittals for approval, modification, or denial.

Ability to communicate and interact effectively and professionally, and provide guidance to, city and county staff and officials, property owners, project developers, and design team members during the development of a design from concept through city or county site plan approval, to construction permitting.

Research codes and standards and make decisions based on the interpretation of those codes and standards. Understanding of the variations in fire code adoptions for the respective jurisdictions within the District service areas.

Assist in the development of amendments to the Fire Code and the development of policies and guidelines for plan review and acceptance requirements, including design guidelines for various fire protection systems.

Provide technical assistance and guidance to District personnel.

Establish and sustain working relationships with staff and field personnel, governmental officials, architects, builders, contractors, developers, and the public.

Develop and maintain accurate records for the Life Safety Division.

Performs related duties as required.

Regular and predictable attendance is required.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the relationship between the various fire and life safety codes and standards to emergency response and fireground operations.

Thorough knowledge of fire detection and alarm systems, fire extinguishing systems, and other fire protection systems, devices, and procedures. Knowledge shall include design, installation, operations, testing, and maintenance.

Must possess excellent customer service skills, demonstrate a professional attitude, and be a self-starter.

Must possess good written and verbal communication skills and provide clear and concise written and verbal communication to developers, contractors, planners, architects, engineers, and others.

Ability to evaluate and communicate design solutions and alternate methods for meeting code compliance with designers, engineers, and fire protection system contractors.

Ability to establish and maintain effective working relationships with employees, other agencies, and citizens.

Ability to integrate well with all personnel on both professional and interpersonal levels.

Ability to utilize Windows-based software programs including electronic plan review and permitting software.

MATERIALS AND EQUIPMENT DIRECTLY USED

Must be able to operate a passenger vehicle.

Must be able to read construction drawings utilizing common industry standard review software such as Bluebeam and Adobe Acrobat.

Must be able to operate a computer and use basic software such as Microsoft Word, Excel, and Outlook programs as well as permitting software.

Must be able to use a calculator, turning templates, compass, and other related engineering tools as required.

Operate general office equipment including telephones, fax, calculators, copy machines, personal computer, and printers. Also operates metering or monitoring equipment, cameras, and portable radios.

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JOB REQUIREMENTS, EDUCATION, AND EXPERIENCE

ENTRY LEVEL

- Associate degree or equivalent
- International Code Council Fire Inspector I, II or equivalent experience
- International Code Council Fire Plans Examiner certification
- Colorado Division of Fire Prevention and Control - Fire Inspector III – Plans Examiner
- Strong technical capacity
- Excellent time management skills
- Must have ability to work under time constraints and multitask
- Must be proficient in Microsoft Word and Outlook
- Strong customer service
- Excellent communication skills
- Must be proficient in math and English
- Experience in fire protection and life safety systems evaluation, design, engineering, and code enforcement

MASTERY LEVEL

- Bachelor's degree in fire service-related field, fire administration, architecture, engineering, or other related degree
- Required certification and/or proficiency outlined in job description
 - Fire Plans Examiner ICC
 - Commercial Fire Sprinkler Plans Examiner
- Demonstrate ability to effectively communicate with-in all facets of the job
- Ability to multitask, prioritize and meet deadlines
- Provides excellent customer service to all clients, district personnel and the public
- 10 years' experience in relevant professional role

OTHER NECESSARY SPECIAL REQUIREMENTS

Must be at least 18 years of age. Must possess and maintain a valid Colorado driver's license (or be eligible to obtain one by time of employment) and exhibit a continuous safe driving record. Background investigation, polygraph, physical examination, and an illegal substance screening are required before employment.

This is primarily sedentary office work. Must demonstrate the ability to meet the physical demands of the job including the ability to retrieve information from various locations in the office when needed and the performance of field inspections in all kinds of weather and over varying terrain including construction sites. This may include exposure to periods of high activity and high stress under demanding conditions. The position requires continuous communication with district employees, the public, and outside agencies. While performing the duties of this job, the candidate is regularly required to sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, stoop, kneel, crouch, and crawl.

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PHYSICAL DEMAND CHARACTERISTICS OF JOB

KEY:	
Never =	Not required
Occasionally (OCC) =	1% to 32% of workday (1 min. to 2.5 hrs. of 8-hr. day)
Frequently (FREQ) =	33% to 66% of workday (2.6 to 5.25 hrs. of 8-hr. day)
Constantly (CONSTANT) =	67% to 100% of workday (5.3 to 8 hrs. out of 8-hr. day)
Essential =	E
Marginal =	M

FUNCTION	NEVER	OCC	FREQ	CONSTANT	E/M	COMMENTS
SITTING			X		E	Sits for prolonged periods of time doing office work
STANDING			X		E	Depends on the amount of copier / filing work assigned
WALKING		X			E	To and from meetings, copy room, inspections
PUSHING		X			E	File boxes, delivery packages, cleaning supplies, office supplies, fire equipment
PULLING		X			E	File boxes, delivery packages, cleaning supplies, office supplies, fire equipment
REACHING FORWARD AND AWAY FROM BODY			X		E	Filing, answering phones, driving, supply room, mailroom, job tasks
REACHING BELOW WAIST		X			E	Supply room, office work, and to access low areas, mailroom, job tasks
DRIVING			X		E	
CLIMBING LADDERS		X			N/A	Inspections/training

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LIFE SAFETY DIVISION

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WORKING AT HEIGHTS		X			N/A	Inspections/training
TWISTING AT NECK			X		E	Filing, computer work, answering telephone, job tasks, training
TWISTING AT WAIST		X			E	Filing, using copier, job task, training
BENDING AT WAIST		X			E	Reach low areas, pick-up boxes, TRG
SQUATTING AT KNEES		X			E	File, reach low areas, mailroom, supply room, training, inspections
CRAWLING	X				N/A	Never
CLIMBING / WALKING STAIRS		X			E	To access Administration building when elevator is broken, inspections, training
KNEELING		X			E	To perform office work, stocking at supply room, mailroom, filing, training, inspections
REACHING ABOVE SHOULDER HEIGHT		X			E	Stocking supply room, file, access high shelves, training, inspections

STRENGTH DEMANDS

LIFTING, CARRYING, PUSHING, PULLING	NEVER	OCC	FREQ	CONSTANT	E/M	COMMENTS
UNDER 10 LBS.			X		E	Office supplies, file boxes, mail bag, packages, books, tools
10 TO 20 LBS.		X			E	Files boxes, package deliveries, tools
21 TO 50 LBS.		X			E	File boxes up to 30 LB, fire equipment
51 TO 100 LBS.	X				N/A	
OVER 100 LBS.	X				N/A	

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HAND USAGE

FUNCTION	NEVER	OCC	FREQ	CONSTANT	E/M	COMMENTS
FINE FINGER MANIPULATION				X	E	Typing, manipulate small objects and tools, leaf through paperwork and plans, stapling
GRASPING			X		E	Handling of all types of office supplies, equipment, tools, appliances, and equipment
KEYBOARDING			X-----	-----X	E	Data entry, reports, forms, policy, procedures
WRITING		X----	----X		E	Forms, messages, plan reviews, checklists, notes, updates
REPETITIVE MOTION OF MORE THAN 1X EVERY 30 SECONDS			X		E	Operating keypads, typing, training, inspections
REPETITIVE MOTION OF LESS THAN 1X EVERY 30 SECONDS		X			E	Filing, stacking boxes, stacking supplies, training, inspections

ENVIRONMENTAL CHARACTERISTICS

CHARACTERISTIC	YES	NO	E/M	COMMENTS
EXTREME COLD		X	N/A	Inspections
EXTREME HEAT		X	N/A	Inspections
EXTREME MOISTURE		X	N/A	Inspections
HAZARDS	X		M	Supply room objects, electrical, trip/fall, slant/slope, ice on parking lot, low headroom, uneven ground
EXTREME NOISE	X		M	Alarms, fire equipment, special events
VIBRATIONS		X	NA	
FUMES	X		M	Exhaust from vehicle parking areas