



FIRE PLANS EXAMINER

Department: Emergency Management

Job Class: 470400

Pay Range: Professional 06

FLSA Status: Non-exempt

Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional work in the Department of Emergency Management, Fire Prevention Bureau Division. An employee in this classification is responsible for processing fire and building permits, conducting plan reviews and field inspections, and problem solving in technical areas directly related to International Fire Code administration.

ESSENTIAL FUNCTIONS:

- Review fire and building permit applications for compliance with the International Fire and Building Codes and associated codes and regulations in cross-over areas of responsibility.
- Perform problem solving relative to applicable fire codes, related building codes and County regulations within permit/application environment.
- Review and facilitate the processing of International Fire Code permits.
- Process permit applications and assist the public at the Permit Counter.
- Facilitate fire/building permit processing as required by the commercial inspection program.
- Review water availability as required in the building permit process.
- Review water system plans and specifications for compliance with adopted regulations.
- Review plans for fire protection systems and features.
- Conduct field inspections of new construction and fire protection systems as assigned.
- Provide technical assistance to plan review sections for compliance with the International Fire Code and associated regulations in cross-over areas of responsibility.
- Interact with other Technical Support Staff members in a team approach to predevelopment requests, problem solving and project review.
- Work with architects, engineers, contractors, and the general public in applying fire code regulations to projects relative to the permit process.
- Conduct fire protection reviews of environmental impact statements, short plats, subdivisions, etc.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Fire Plans Examiner reports to the Fire Marshal. Work is reviewed and evaluated through observation, conferences, reports and evaluation of results.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Fire Plans Examiner works in an office environment on a daily basis. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work at a work station are required. Work is subject to frequent interruptions, normal office noise. Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This classification has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Work is subject to frequent interruptions and normal office noise. Incumbents travel to construction sites while performing field visits as assigned and may encounter construction related noise and inclement weather. Required physical activity may include twisting, balancing, kneeling, bending, stooping and crouching, and minimal lifting up to 20lbs may be associated with the classification. Vision sufficient to read fine print and diagrams, charts, graphs, permit applications and design plans for prolonged periods is required.

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of:

- Demonstrated professional knowledge of The International Fire Code, International Building Code and other fire, building, mechanical, and plumbing codes applicable to the duties of the position.
- ICC and IAPMO interpretations of related regulations and standards, and the ability to apply these interpretations to fire/building permit activities.
- Basic engineering principles used in performing hydraulic and structural systems design and analysis to insure minimal fire and life safety requirements.
- Computer operations, data entry, and information retrieval processes.

Skill in:

- Providing excellent customer service.
- Interpersonal communication.
- Planning, organizing and prioritizing resources.

Ability to:

- Read and understand blueprints and construction plans and to identify areas of non-compliance with fire and life safety codes.
- Identify deficiencies in plans and to specify corrections for inadequate design.
- Maintain accurate records and prepare written reports.
- Establish and maintain effective working relationships with property owners, architects, engineers, contractors, general public, and co-workers.

FIRE PLANS EXAMINER
Classification Description - Pierce County
Page 3

KNOWLEDGE, SKILL AND ABILITIES: (continued)

Ability to:

- Understand other related permit functions; analyze complex permit related problems and develop decisions and/or recommendations.
- Work in a stressful environment.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Four or more years experience in fire/building permit code enforcement, fire protection plan reviews, fire administration, fire/building inspection work or related work interpreting and administering the Washington State International Fire Code, International Building Code, or equivalent recognized Codes is required. Additional experience, education and/or training may be substituted for the recruitment requirements. International Code Council certification is highly desirable. Please submit copies of any applicable certifications with your application.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Possession of or the ability to obtain a valid Washington State Drivers license is required. Prior to completing one year of employment the incumbent will be required to pass the examination for Certified Fire Code Inspector II as tested by the International Code Council.