

## Menlo Park Fire Protection District

### **FIRE PLAN EXAMINER**

(Non-Safety, full time, Non-Exempt, benefited position)  
Class Description

#### **Definition**

The Fire Plan Examiner reviews plans and specifications for architectural fire/life safety, fire suppression, fire alarm and fire protection systems; evaluates fire suppression specifications and building modifications to ensure compliance with Federal, State and local fire safety regulations, laws, standards and codes.

#### **Distinguishing Characteristics**

The Plan Examiner is distinguished from other classifications in Fire Prevention with the primary responsibility assigned to requests for fire plan review; and by interpreting codes, regulations and laws to assure plans are designed to comply with national standards, state regulations, local ordinances and fire prevention practices.

#### **Typical and Important Duties:**

1. Conduct technical plan reviews for fire/life safety compliance with CA Code of Regulations, NFPA Standards and Local Ordinances.
2. Analyze fire protection specifications and building modifications to ensure compliance with Federal, State and local fire safety regulations, laws, standards and codes.
3. Assist in conducting field inspections of construction sites for compliance with all fire code requirements.
4. Reviews site and building development plans for fire protection and system requirements and Fire District standards and local ordinances.
5. Provides technical advice and assistance to District staff, contractors, architects, developers and the general public.
6. Provide technical advice to fire inspectors on fire and life safety issues arising in the field during construction.
7. Assists fire inspectors in the review of complex plans and with training office staff in various plan checking activities and methods.
8. Communicate clearly with customers regarding permit process and code compliance.
9. Establish and maintain effective working relationships with local government agencies.

#### **Job-Related Qualifications**

*Knowledge of:*

- National Standards, CA Code of Regulations and Local Ordinances.
- Structural fire protection.
- Fire hazards and controls.
- Fire Extinguishing and detection systems.
- Principles and practices of fire protection.
- Storage and use of hazardous materials.

- High pile storage requirements

*Ability to:*

- Evaluate various types of fire protection systems.
- Analyze fire protection problems and develop objective solutions by applying problem solving approaches.
- Analyze and evaluate statistical data.
- Evaluate calculations to determine compliance with fire protection system code requirements.
- Express ideas and communicate clearly and concisely, both verbally and in writing.
- Operate computers and application software efficiently.
- Deal tactfully and cooperatively with architects, engineers, developers, contractors, the public and District staff to provide a high level of customer service.
- Work with minimal supervision in an efficient, well-organized manner to meet deadlines.
- Exercise sound independent judgment within general policy guidelines.

### **Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Three years of Fire Prevention experience involving fire plan check and inspection.

*Training:* Education and/or training including certification, trade school or fire prevention coursework. Equivalent to a four-year degree in engineering technology, or fire protection and safety are highly desirable.

### **Licenses and Certificates:**

- Possession of a valid California driver's license Class C and a satisfactory driving record.
- Possession of a certificate as a fire plans examiner issued by the International Code Council or equivalent state, national or international association.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Mobility, frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. lifting frequently up to 10 pounds; occasionally up to 50 pounds; constant use of overall vision; frequent reading and close-up work; occasional color and depth vision; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching; frequent hearing and talking, in person and on the phone. Walk/crawl on uneven surfaces/trenches, climb stairs and ladders.

*Emotional/Psychological Skills:* Frequent decision-making and concentration; frequent public and/or coworker contact; frequently works alone.

*Work Environment:* Frequent exposure to noise. Some duties require travel from site to site and frequent exposure to extreme noise from sirens and emergency equipment.

Approved: 1/9/2015  
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Former Titles:  
Abolished:  
Bargaining Unit: AFSCME  
ADA Review  
DOT:  
Physical:  
Status: Non-Exempt  
EEOC Category:  
Job Code:  
Resolution #:  
Resolution Date: