

CITY OF REDWOOD CITY

FIRE PLAN CHECKER

DEFINITION

To review plans and specifications for buildings, building modifications, fire protection equipment and systems for adherence to Federal, State, and local fire safety laws and codes.

SUPERVISION RECEIVED AND EXERCISED

This position is managed by the Community Development Department within the Building Division. General direction is provided by the Building Official.

Receives technical direction as needed from the Fire Marshal's office relating to enforcement of the Fire Code.

Provides work review/information and technical supervision to less experienced Fire and Building personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Reviews plans and specifications of commercial, industrial, public or other developments to ensure compliance with Federal, State, and local fire safety codes, ordinances and laws.
2. Reviews plans and specifications for fire protection and control devices such as heat and smoke detection systems, fire alarms, standpipe and smoke control systems and sprinkler systems.
3. Reviews site development plans for proposed or existing buildings to ensure adequate water supplies, water distribution systems, fire hydrant availability and Fire Department equipment access.
4. Conducts fire safety inspections of buildings, structures, premises under development and installations to enforce compliance with Federal, State and local fire safety laws, codes and regulations.
5. Coordinates plan reviews with field inspection activities to ensure the provisions of all applicable State and local fire safety laws, codes and regulations are enforced.
6. Reviews plans for compliance with fire and life safety requirements in accordance with Titles 19 and 24 of the California Administrative Code.
7. Reviews plans for compliance and provides technical expertise and training to staff in the Community Development and Fire Departments with respect to fire and life safety requirements in accordance with Federal, State, local fire and life safety codes and City ordinances.

CITY OF REDWOOD CITY
FIRE PLAN CHECKER (Continued)

8. Provides technical information and serve as technical advisor regarding codes and compliance methods to architects, engineers, contractors, developers, building owners, other city staff, and the general public.
9. Establishes schedules and methods for providing “over the counter” fire protection plan review and identifies resource needs and effectively communicates resource status.
10. Disseminates information regarding new technological developments impacting Community Development and Fire Department activities and procedures.
11. Prepares and maintain a variety of statistics, reports, memos, and correspondence on plan review and permit matters.
12. Represents the Community Development and Fire Departments at meetings of the City Council, Board of Building Review, Architectural Advisory Committee, and other Boards and Commissions and at professional and public meetings as required.
13. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

National, State and local fire protection and fire inspection standards, laws, code and ordinances and related design standards and ordinances governing building construction, rehabilitation, alteration, use and occupancy and classifications and exiting systems.

State Building and Fire Codes.

Structural fire protection, urban wild land fire protection and fire hazards control, extinguishing and detection systems.

Adopted Fire Code, related design standards and related building codes and their application in buildings and structures design and construction, particularly fire protection and alarm systems.

Codes, laws and regulations as related to California Codes and Regulations Title 19 and 24.

Hydraulic design in relation to fire sprinkler systems and electrical design in relation for fire detection and alarm system.

Air distribution system in building and design techniques for smoke detection, containment and evacuation.

CITY OF REDWOOD CITY
FIRE PLAN CHECKER (Continued)

Blueprint reading, complex regulations, construction methods and characteristics, qualities and properties of related materials and construction methods.

Appropriate fire resistive construction building methods and modern fire protection and detection systems and equipment.

Ability to:

Analyze and accurately check building construction plans, calculations and specifications.

Confirm hydraulic calculations if necessary to determine the adherence of fire extinguishing system plans to code requirements.

Evaluate, approve and inspect various types of fire protection systems.

Make accurate calculations of required fire flows, determination of the building area, assembly requirement and permit fees.

Analyze fire protection problems and develop objective solutions.

Establish and maintain cooperative relations with architects, engineers, contractors, developers, other city staff, and the general public.

Express ideas and communicate clearly and concisely both orally and in writing.

Maintain records and prepare reports.

Consistently deliver excellent customer service.

Answer inquiries and complaints from the public regarding fire and safety code requirements.

Deal tactfully and effectively with a variety of individuals, including property owners, contractors, architects, engineers and co-workers.

Work with minimal supervision in an efficient, well-organized manner to meet deadlines.

PHYSICAL CHARACTERISTICS

Ability to work in a standard office environment; ability to travel to various locations; sit, stand, stoop, kneel, or reach, and occasionally lift or move up to 25 lbs.

**CITY OF REDWOOD CITY
FIRE PLAN CHECKER *(Continued)***

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience fire plan checking in a public agency performing plan checks and inspections of fire suppression installations, fire safety inspection and enforcement of the Fire Code.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in fire protection engineering, civil or mechanical engineering or a closely related field.

License or Certificate:

Licensed Fire Protection Engineer in the State of California; or

Possession of at least one of the following certifications issued by the International Code Council (ICC) or equivalent:

- Building Plans Examiner
- Fire Inspector II
- Fire Plans Examiner
- Certified Fire Marshal

Possession of a valid California Driver's license.

Effective Date: July 28, 2014

Bargaining Group: Service Employees' International Union (SEIU), Local 521

Status: Classified / FLSA Non-Exempt