

FIRE DEPARTMENT
SANTA CLARA COUNTY

SENIOR FIRE PLANS EXAMINER

DEFINITION

The Senior Fire Plans Examiner is a supervisory position that performs advanced and complex assignments including project management. Under direction of the Assistant Fire Marshal, the Senior Fire Plans Examiner is responsible for organizing, directing, and supervising the activities related to plans examination and inspection while interfacing with architects, engineers, designers and other regulatory authorities.

The incumbent may temporarily assume the duties of the Assistant Fire Marshal, as determined by the Deputy Chief/Director of Fire Prevention, provided that s/he meets the qualifications of the higher classification.

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Fire Plans Examiner series. The Senior Fire Plans Examiner supervises and directs the day-to-day activities of Fire Plans Examiner and Deputy Fire Marshals. The Senior Fire Plans Examiner is distinguished from the Assistant Fire Marshal in that the Assistant Fire Marshal performs administrative duties as determined by the Deputy Chief/Director of Fire Prevention in connection with Department functions and programs.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to the following:

- Supervise, train, direct, evaluate and participate in the work assignments and activities of Fire Plans Examiner, Associate Plans Examiner, Deputy Fire Marshals and other personnel assigned to the Fire Prevention Division.
- Supervise and participate in the review of building construction documents, for complex buildings and land development projects, to ensure conformance with applicable ordinance, building code, fire code, referenced codes and standards.
- Supervise and participate in the technical review of complex fire detection and alarm systems, fire sprinkler systems, smoke control systems, water storage/distribution systems, and pre-engineered fire protection systems for code compliance.
- Conduct orientation and ongoing development and training of Fire Plans Examiner, Associate Fire Plans Examiner, and Deputy Fire Marshals in all phases of fire/life safety plans examination and inspection. Develop and maintain staff capabilities required to effectively perform assigned duties.
- Monitor employee progress, conduct employee evaluations and address personnel matters, including employee recognition and progressive discipline as appropriate.
- Monitor employee's work to ensure all appropriate technical resources have been utilized, and determine whether conclusions agree with findings. Respond to and resolve questions, problems and irregularities encountered by subordinate staff.

EXAMPLES OF DUTIES (continued)

- Assign work and monitor assignments for completeness, accuracy, and timeliness and direct changes as necessary. Adjust workloads of assigned staff members to appropriately prioritize plan reviews and inspections.
- Consult with architects, engineers, designers and other regulatory authorities to ensure proposed plans comply with adopted fire/life safety codes and standards.
- Consult with contractors and builders to ensure compliance with approved plans and specifications.
- Analyze and evaluate complex fire protection issues, prepare comprehensive technical reports and make recommendations as appropriate.
- Review requests for alternate materials and methods of construction and make recommendations for approval or disapproval to the Deputy Chief/Director of Fire Prevention or designee.
- Research, analyze, and synthesize data and information to prepare written documents, reports and recommendations as directed.
- Attend meetings, trainings and conferences, as required to maintain professional proficiency.
- Conduct fire safety inspections of weekend fairs and festivals, public fireworks display, and/or special effects.
- May be assigned duties in other Department programs at the discretion of the Fire Chief.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in fire protection, civil, mechanical, industrial engineering or a closely related field from an accredited college or university plus five (5) years of full-time experience in fire protection engineering or fire plans examining.

Highly Desirable: Registration with the state of California as a Licensed Fire Protection Engineer.

As a condition of employment, an incumbent who has not completed and successfully passed the following California State Fire Marshal coursework indicated below will be required to do so within one year of employment:

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| • Fire Inspector 1A | Duties and Administration |
| • Fire Inspector 1B | Fire and Life Safety |
| • Fire Inspector 1C | Field Inspection |
| • Fire Inspector 1D | Field Inspection – California Specific |

Or

Education and Experience: (continued)

- Fire Prevention 1A Fire Inspection Practices
- Fire Prevention 1B Code Enforcement
- Fire Prevention 1C Flammable Liquids and Gas

Fire Plans Examiner Certification with the International Code Council will also be required within one year of appointment. Once certification is acquired, maintenance will be a requirement.

Knowledge Of:

- Principles, practices and techniques of supervision, leadership, training and mentoring.
- Principles and practices of modern fire protection engineering concepts, including building construction features, smoke control systems, structural fire protection, fire hazard control, fire extinguishing, detection and alarm systems.
- Current knowledge of fire protection and fire inspection standards, codes, ordinances, rules, and regulations.
- Safety standards applicable to structures where hazardous solids, liquids, or gases are to be manufactured, used, or stored.
- Standards of building design, materials of construction, and the principles of combustion as they relate to fire life safety design.
- Written communication principles to prepare clear and concise reports and correspondence.
- Computer software programs including, Microsoft Word, PowerPoint, FileMaker Pro and Excel to prepare statistical data, correspondences, written reports and presentations.
- Department policies, rules, regulations and operational procedures.

Ability To:

- Effectively supervise, communicate, train, lead, plan, evaluate, coordinate, and direct the activities of Fire Plans Examiner, Deputy Fire Marshals, and other assigned personnel.
- Accurately review and interpret complex construction documents for compliance with applicable codes, regulations, standards and ordinances pertaining to fire and life safety concerns within the authority of the fire department.
- Effectively and professionally communicate appropriate fire prevention requirements to architects, engineers, developers, owners, and other authorities having jurisdiction.
- Conduct and evaluate complex engineering computations; analyze and evaluate statistical data.

Ability To: (continued)

- Effectively manage projects, priorities and timelines, providing updates and progress reports as required.
- Properly interpret and apply the California Fire and Building Codes and all other adopted standards including National Fire Protection Association standards.
- Prepare clear and concise reports and communicate effectively verbally and in writing.
- Assist in the training of various department personnel with respect to fire science, fire rated construction, fire protection systems/equipment and fire inspection practices.
- Communicate professionally and maintain harmonious working relationships with individuals and groups contacted in the course of work.
- Demonstrate professional discretion in political environments and maintain a calm and professional demeanor in difficult situations.
- May perform specialized types of field inspections as directed by the Deputy Chief/Director of Fire Prevention.

Working Conditions/Physical Demands: Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable, and combustible materials. Work involves physical exertion, including standing, stooping, lifting, reaching, crawling and climbing. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

Employment Condition: Must be flexible in work assignments. Assignment location, program assignments, assignment to a specialized function may occur and/or be subject to change based on the needs of the division.

Required License: Possession of a valid state of California driver's license.

Pre-Employment Requirements: The candidate must pass a background check, Live Scan fingerprint, and completion of a medical examination.