

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**ASSOCIATE FIRE PLANS EXAMINER**

DEFINITION

The classification of Associate Fire Plans Examiner performs basic to moderately complex review of plans and specifications for buildings, fire protection equipment, and industrial processes; and serves in an advisory capacity to Department staff on a variety of fire protection requirements and procedures.

Work is performed under close to general supervision depending upon the complexity of the task and the skill of the incumbent.

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

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next higher classification of Fire Plans Examiner in that the latter is a journey-level classification.

The classifications of Associate Fire Plans Examiner and Fire Plan Examiner are alternately staffed positions.

EXAMPLES OF DUTIES

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

- Review residential, commercial, and industrial construction plans and specifications for compliance with state and local fire prevention codes, standards, and ordinances.
- Review site development plans to ensure compliance with fire apparatus access, fire protection water supply, and fire hydrant placement requirements.
- Understand water distribution systems, review fire hydrant spacing and placement and evaluate water supply adequacy.
- Interpret state and local codes/standards with respect to plans submitted for construction and/or operational permit.
- Prepare written review comments for approval/disapproval of permit submittal documents, citing applicable codes, standards, and ordinances.
- Provide guidance and assistance regarding applicable code requirements to architects, engineers, contractors, developers, owners and other interested parties.
- Address and resolve complex and sensitive customer service and code compliance concerns.
- May conduct field inspection of new building construction, tenant improvements, and fire protection system installations and modifications.
- May conduct fire safety inspections of weekend fairs or festivals, public fireworks displays, and/or special events.

EXAMPLE OF DUTIES (continued)

- Maintain records and prepare clear and concise reports and correspondence.
- Perform basic engineering computations such as fire flow, hydraulic design, building area, occupant loads and egress widths.
- Prepare written correspondence outlining code interpretations and deficiencies identified by plan review.
- Review requests for alternate materials and methods of construction and make recommendations for approval or disapproval to Senior Fire Plans Examiner or Senior Deputy Fire Marshal.
- Attend meetings, trainings and conferences, as required to maintain professional proficiency.
- May perform specialized types of field inspections as directed by the Deputy Chief/Director of Fire Prevention.
- May be assigned duties in other Department programs at the discretion of the Fire Chief.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: An associate's degree or equivalent in engineering, architecture, fire science, environmental studies, business administration or related field at an accredited college and two years of work experience in fire protection engineering, fire plans examining, fire protection system design or related work. A bachelor's degree from an accredited college in one of the above listed fields may be substituted for one year of the required work experience.

As a condition of employment, an incumbent who has not already successfully completed the California State Fire Marshal coursework indicated below will be required to do so within one year of employment or when courses become available:

- Plan Examiner 1A            Building Plan Review
- Plan Examiner 1B            Fire Protection and Life Safety Systems Plan Review
- Plan Examiner 1C            Hazards and Special Operations Plan Review
- Statutes and Regulations

Knowledge Of:

- Basic principles and practices of fire plans examination and fire prevention.
- Conceptual application of fire and life safety codes and standards.
- Essential elements of building design, construction, and building material properties.

Knowledge Of: (continued)

- Basic building construction design drawing techniques, conventions, and practices.
- Fundamental principles of fire alarm, fire sprinkler, and fire suppression systems.
- Basic principles of fire department organization and operations.
- Standard office equipment including computer, word processing, electronic document review, records management systems, email and internet, and communication devices.

Ability To:

- Prioritize assigned workload, organize, plan and coordinate projects and anticipate and implement changes as needed.
- Comprehend and evaluate building plans and specifications including architectural, fire suppression, and fire alarm system design.
- Maintain project data (electronic records, paper files, construction drawings, etc.) for consistent records management.
- Evaluate and prepare basic to moderately complex engineering computations.
- Adapt to situations, evaluate problems, consider options and seek guidance when appropriate.
- Communicate effectively and maintain harmonious working relationships with individuals and groups contacted in the course of work.
- Address difficult customer service issues, both verbally and in writing, while maintaining a calm and professional demeanor.
- Understand, follow and carry out verbal and written directions.

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 sitting and standing for extended periods of time, stooping, lifting, reaching, crawling, climbing and lifting up to 25 pounds. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

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

Employment Condition: An incumbent will remain in this classification until they fulfill the qualifications of a Fire Plans Examiner. The Deputy Chief/Director of Fire Prevention may make the promotional recommendation to the Fire Chief, and upon approval of the Fire Chief, the incumbent will be promoted to the Fire Plans Examiner classification.

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