

## **FIRE SYSTEMS PLANS EXAMINER**

### SUMMARY/PURPOSE

Ensure public safety by implementing fire protection systems such as fire alarms and automatic sprinkler systems that are designed and installed to comply with required codes and standards.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Obtain and review commercial and residential sprinkler/fire alarm plans and specification for compliance with fire codes, ordinances, statutes, and regulations.
2. Evaluate performance based designs and provide analysis of fire science/modeling for code officials.
3. Interpret complex regulations and recommend approval of equivalents for approval by the authority having jurisdiction.
4. Interpret and enforce provisions of the fire code and other laws and regulations related to fire protection systems.
5. Collaborate with City staff, builders, architects, engineers, and others to discuss projects and plans related to fire suppression and alarm systems.
6. Review plans for building systems and components regulated by the fire code such as high-piled storage, spray booths, commercial kitchen hoods suppression systems, dust collection systems, hazardous materials storage and containment, medical gas systems, and others in cooperation with the Building Official and Building Safety Division staff.
7. Perform mathematical calculations to validate fire protection system designs for compliance with requirements.
8. Prepare comments identifying code deficiencies and explaining code requirements.
9. Process and document reviews and inspections using designated software system.
10. Maintain proficiency with code changes and ordinances.
11. Perform site inspections to confirm compliance with approved plans.
12. Coordinate with building safety personnel in establishing schedules and methods for providing fire protection plan review services.
13. Attend and participate in workshops, meetings, seminars, and/or training opportunities regarding certification, to acquire current industry knowledge, and to maintain current knowledge.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Five (5) years of verifiable experience performing inspections, plan review, design, or installations specific to fire protection systems.
2. License Requirements
  - A. Must obtain fire sprinkler and fire alarm system plans examiner certification through a national model code agency such as the International Code Council (ICC) or National Fire Protection Association (NFPA) or state of Minnesota certification within six (6) months of hire.
  - B. Possess and maintain a valid Minnesota Class D Driver's License or privilege by date of hire.

3. Knowledge Requirements
  - A. Extensive knowledge of applicable fire codes, ordinances, and statutes, where applicable.
  - B. Extensive knowledge of sprinkler and fire alarm system installation methods.
  - C. Extensive knowledge of legal aspects of fire code enforcement.
  - D. Knowledge of algebra and geometry in order to evaluate designs for compliance with the required code.
  - E. Knowledge of vocabulary used in sprinkler and fire alarm system plan review.
  - F. Knowledge of office methods and procedures.
  
4. Skill Requirements
  - A. Skill in communicating effectively verbally and in writing.
  - B. Skill in operating computers, calculators, and other office machines.
  - C. Skill in reading and interpreting specifications, codes, and ordinances.
  - D. Skill in performing mathematical calculations related to fire protection system designs.
  - E. Skill in properly applying fire codes and ordinances, where applicable.
  - F. Skill in maintaining records and files, both paper and electronic.
  - G. Skill in interpersonal and customer relations and conflict management.
  - H. Skill in analyzing difficult situations and handling controversy.
  
5. Ability Requirements
  - A. Ability to use technology and software for communication and documentation.
  - B. Ability to exercise independent judgment.
  - C. Ability to read and interpret plans and specifications.
  - D. Ability to develop alternative solutions to problems.
  - E. Ability to persuade people to work towards alternative solutions to problems.
  - F. Ability to interpret instructions furnished in written, verbal, or diagrammatic form.
  - G. Ability to read and interpret complex legal regulations.
  - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  
6. Physical Ability Requirements
  - A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
  - B. Ability to frequently walk, climb stairs and occasionally climb ladders, stoop, kneel, and reach overhead.
  - C. Ability to occasionally lift and carry articles such as plans and specifications weighing up to 30 pounds.
  - D. Ability to attend work on a regular basis.

HR: RT	Union: Basic	EEOC: Technicians	CSB: 09/03/2019	Class No:
WC: 9410	Pay: 30	EEOF: Housing	CC:	Resolution: