

DEFINITION:

Under general supervision, responsible for performing plan reviews on complex and specialized fire protection systems. Additionally reviews fire and life safety code requirements for various occupancies, completes field inspection of plan checked items and related administrative duties.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level classification responsible for the more complex and specialized activities requiring the use of considerable code knowledge and judgment in independently making technical decisions. Employees at this level may be assigned to act as a lead worker to coordinate and monitor the work on projects requiring multiple staff. Employees in this class are not responsible for performing supervisory duties such as hiring, disciplining, employee performance evaluations, or duties of a similar nature.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Provide service to developers, contractors, and the general public at the Permit Center and in the field.

Measures: Provide relevant, complete and accurate information. Applications accepted are complete. Permits are issued with appropriate fees and proper documentation. Customers are treated with courtesy and respect. Act as an informed, courteous and tactful Fire Department representative.

2. Perform complex inspections on fire protection systems and enforce fire code and other pertinent regulations.

Measures: Inspections are carried out promptly and with accurate interpretations of applicable codes.

3. Perform plan reviews on specialized fire protection systems, and fire and life safety code review of commercial and multifamily occupancies, to determine compliance with applicable codes, ordinances and regulations.

Measures: Plans are interpreted quickly and accurately for code compliance; facilitate and expedite the turnaround time on large and small projects.

4. Write correction notices and follow-up as necessary.

Measures: Correction notices are completed with the relevant Code sections referenced; promotes a better understanding of the Code, and results in fewer complaints.

6. As assigned, coordinate and monitor projects requiring multiple staff.

Measures: Work is effectively coordinated and monitored; completed in an organized, thorough and timely manner; consistent with policies and procedures established by the City as well as any law, rule or regulation.

7. Key data directly into department computer system.

Measures: Data and files are kept up-to-date.

8. Maintain job reports and files.

Measures: Data and files are kept up-to-date.

9. Write reports, letters and procedures.

Measures: Written material exhibits good grammar and sentence structure. Ideas are clearly conveyed. Presentation is professional and adheres to City standards.

10. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Techniques and methods of inspection, Uniform Building Code, Uniform Mechanical Code, Uniform Fire Code, National Fire Protection Standards and applicable portions of Redding Municipal Code.

Ability to:

Interact effectively with the public, contractors and employees. Perform advanced journey level assignments in all aspects of municipal fire inspection activities; interpret and enforce provisions of applicable regulations; apply technical knowledge of fire and life safety systems using sound inspection methods to test and examine workmanship and materials; communicate effectively both verbally and in writing; and drive a City vehicle.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent, and advanced education and technical training, such as fire protection engineering degree, or International Conference of Building Official Certified Plans Examiner and International Fire Code Institute (IFCI) Fire Inspector certified.

-OR-

Equivalent to graduation from an accredited college with major work in fire protection engineering, fire protection administration and technology, or mechanical engineering.

Experience:

Typical experience would include five years of journey level fire protection plan review experience or education that would be equivalent to five years of experience.

Special Requirements: Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.