



## JOB DESCRIPTION

### Fire Plan Checker

Date Prepared: June, 2022

**SUMMARY:** Under general supervision of the Battalion Chief/Deputy Fire Marshal, perform professional plans review of residential and commercial plans submitted for building/fire permits for compliance with applicable codes, standards and ordinances; maintain building plans and records; processes permit applications; performs related work, as assigned.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Review residential and commercial plans for conformity to California Code of Regulations Title 24 (Building Standards Code), applicable NFPA standards, California Code of Regulations Title 19 (Public Safety Code), including checking for planning and fire components.
- Receive and check applications and plans submitted for building/fire permits.
- Review, analyze, and evaluate preliminary fire protection planning for the community, including complex commercial and industrial structures, commercial, and residential developments.
- May assist in calculating fire and plan examining fees.
- May assist in Community Risk Reduction projects, including performance of a Community Risk Assessment.
- List corrections to be made on plans examined.
- Coordinate the processing of planning cases.
- Work with engineers, architects, developers, contractors, public and other City departments, to assist in answering questions related to fire plan review and providing methods of correcting plans mistakes and required corrections.
- May check field work against plans submitted.
- Keep logs and records of plans examined.
- May assist in training staff related to fire plans review.
- Operate a variety of office equipment, including computer related software, scanners, photocopiers, fax machines, and printers.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High School Diploma OR GED equivalent AND three years of experience in fire prevention or protection plan review and field inspection or building code plan review with related fire protection systems. An associate degree from an accredited college or university in Fire Prevention or related field, is highly desirable.

Additional training required:

- California State Fire Marshal Fire Inspector 1A
- California State Fire Marshal Fire Inspector 1B
- California State Fire Marshal Fire Inspector 1C
- California State Fire Marshal Fire Inspector 1D

- California State Fire Marshal Fire Inspector 2A
- California State Fire Marshal Fire Inspector 2B
- California State Fire Marshal Fire Inspector 2C
- California State Fire Marshal Fire Inspector 2D
- California State Fire Marshal Fire Plans Examiner 1A
- California State Fire Marshal Fire Plans Examiner 1B
- California State Fire Marshal Fire Plans Examiner 1C

Possession of an ICC certification and/ or NFPA and/ or NFA fire plan review courses are acceptable in lieu of the listed CSFM Fire Plans Examiner courses. If using this as a qualification, CSFM Fire Plans Examiner courses must be completed within twelve (12) months of hire.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must possess ICC certificate as Fire Plans Examiner or the ability to obtain within twelve (12) months of hire.

**Knowledge of:**

- Proper building construction methods, materials, and inspection methods.
- Modern fire protection/suppression and detection systems.
- California Fire Code, California Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, California Health and Safety Code, NFPA Standards, and California Code of Regulations Title 19 (Public Safety Code).

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal codes, national standards, laws and regulations.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Practicing appropriate safety precautions and procedures.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, architects, engineers, developers, contractors, external public and private agencies and the general public.
- Applying safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment, in close proximity to other workers. Work is performed in person; telecommuting is not permitted. Incumbent may be exposed to constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date