

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Fire & Life Safety Plans Examiner

Department: Fire
Pay Grade: FD4
FLSA Status: Exempt
Job Code: FR56

JOB SUMMARY

The Plans Reviewer is responsible for reviewing civil engineering drawings, architectural plans, fire protection system drawings, and written documents to ensure compliance with relevant fire codes and ordinances. They will also conduct inspections and may be required to conduct investigations and engage in community risk reduction activities.

ESSENTIAL JOB FUNCTIONS

- May be required to administer and enforce the laws of the State of Georgia; the rules and regulations adopted by the department; and City rules, regulations, or codes related to the prevention and suppression of fires, explosions, or injuries from hazardous materials and explosions and the protection of life and property from such hazards.
- Performs fire and life safety plan reviews on civil engineering drawings, architectural plans, fire protection system shop drawings, fire main drawings, and written documents to ensure compliance with the International Fire Code, the NFPA Life Safety Code, and other adopted codes/ordinances as applicable.
- Conducts research on various NFPA Standards and code bodies to determine appropriate applications of standards and codes to construction documents.
- Identifies inadequacies found on construction plans, reports, and calculations and requests corrections; documents compliance or non-compliance with citations from applicable codes and standards.
- Meets with design professionals, contractors, business owners, developers, the general public, and city staff regarding code requirements.
- Mediates and develops mutually acceptable solutions to code conformance problems and life safety issues with architects, engineers, contractors, and building owners.

- Creates plan review comment letters outlining design or installation deficiencies to design professionals and/or contractors.
- Prepares plans and documentation for issuance of permits.
- Conducts field inspections on new construction projects.
- Witnesses and documents testing and acceptance of fire protection systems.
- Conducts inspections of new, existing, and/or under-construction buildings and businesses to ensure compliance with applicable fire codes and regulations; conducts follow-up inspections as required.
- Maintains a collaborative working relationship with City Building Officials and other public agencies as it relates to the application of codes and code enforcement.
- Issues court citations for uncorrected violations, testifies in court for issued citations and recommends closing of business or construction sites for violations.
- Receives and reviews various reports and documents for completeness, accuracy, and content, including lab reports, inspection reports, architectural drawings, insurance forms, fire incident reports, inspection reports, material test certifications, and technical reports.
- May be required to conduct investigations of fires to determine origin and cause; search fire scenes to gather, tag, log, and maintain chain of evidence; take photographs and prepare drawings as required; interview witnesses and suspects; take written statements; prepare written report detailing all information related to the fire for use in future litigation and public record; and/or testifies in court as an expert witness in fire investigations.
- Attends training programs and seminars to update and maintain knowledge and skills and meet all certification requirements.
- Responsible for the facilitation and design of community-based fire and life safety classes to the community using risk reduction programs.
- May be assigned to conduct fire and life safety education and training on a variety of topics, utilize specialized education tools, equipment, and props to enhance program delivery, and serve as a risk reduction liaison to community organizations, business groups, and other agencies.
- Operates a personal computer, printer, calculator, copier, fax machine, phone system, drafting equipment, and other equipment as necessary to complete essential functions, including the use of word processing, desktop publishing, spreadsheet, database, and other system software utilized within the department.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

- Requires a High school diploma or GED.
- Requires experience as a Fire Plans Reviewer or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain certification from NFPA as a Plans Reviewer.
- Incident Command System (ICS) 100, 200, 700, and 800 within three months of hire.
- Basic Life Support (BLS) Healthcare Provider within three months of hire.

Preferred Qualifications:

- Associate's Degree in Fire Science or related field.
- Certified Georgia Firefighter or NPQ Firefighter I or II certification.
- Certification as a GA Fire Inspector.
- Certification as a GA POST certified Peace Officer.
- Certification as a GA Fire Investigator Level I & II.
- Certified as a GA Life Safety Educator.

Other/Special Requirements:

- Requires a comprehensive background investigation that may include a local, state, and federal criminal history check, financial background, sex offender registry check, and a polygraph.
- Requires satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- If fire certified, must successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standards on Comprehensive Occupational Medical Program for Fire Departments.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory MVR.

(*) If a candidate cannot be identified as having the education and experience as outlined, other candidates with an equivalency of significantly higher level experience or education may be considered.

Knowledge, Skills, and Abilities:

- Supports honest and transparent decision-making.
- Collaborates with colleagues in a way that builds upon ideas and takes personal accountability and ownership of projects, roles, and assignments.
- Openly exhibits a positive attitude in word and action and encourages others to do the same.
- Working knowledge of the International Fire Code (IFC), International Building Code (IBC), and NFPA standards.
- Read and interpret complex building plans and specifications.
- Knowledge of principles, practices, and techniques of fire prevention and suppression.
- Knowledge of practices and procedures for Code enforcement, fire/arson investigation, interviewing techniques, and fire prevention programs.
- Knowledge of the geography of the City and the location of streets, principal buildings, and fire hydrants.
- Knowledge and understanding of principles, practices, and procedures of modern firefighting, fire prevention, fire personnel training, and emergency medical methods.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to interpret Federal, State, and local fire regulations, ordinances, and laws, including arson laws, Fire Prevention and Life Safety Codes, and applicable Standard or International

Codes.

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is typically sedentary to light, which requires the ability to exert light physical effort but may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (10-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. While performing investigative functions, the work may be heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds); and may occasionally involve heavier objects and materials (up to 100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia, commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.