

**DESCRIPTION:** Under limited supervision, supervises and examines plans and specifications of structures and facilities, to determine compliance with State statutes, State Fire Marshal regulations, codes, standards and/or Federal laws for approved installations and construction; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

N/A

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns, and directs the work activities of assigned staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of administrative and/or technical policies, procedures, and standards.

Confers with and counsels assigned staff and other supervisors to exchange information on and/or explain work policies, procedures, and guidelines and to identify the characteristics and impact of, and formulates possible solutions to, work-related problems.

Reviews and compares work performance and/or products of assigned staff with established standards to determine employee production levels and training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Trains assigned staff in the principles, practices, policies, and/or procedures of the work performed by the unit to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Reviews plans and specifications prepared by architects, engineers, contractors, and building owners to determine compliance with State Fire Marshal regulations.

Reviews various electrical; plumbing; structural; fire alarm; heating, ventilation, and air conditioning; fire sprinkler shop and other fire suppression drawings for compliance with Life Safety codes.

Consults with architects, engineers, State Fire Marshal personnel, building contractors, other public agencies and the general public to discuss, interpret, and answer questions about State Fire Marshal act and plan reviews.

Writes responses to correspondence received to interpret codes, evaluate new products, and answer questions of general nature within the scope of the State Fire Marshal Act.

Researches State Fire Marshal codes and regulations to complete reviews and respond to inquiries.

Participates in the regulatory adoption process.

Inspects new construction and works on follow-up plans reviews to assist State Fire Marshal staff on difficult or large building inspections as requested.

Develops, organizes, and presents training seminars state wide to train staff and delegated authority personnel, and other groups and organizations as requested.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: State Fire Marshal Act, codes, regulations and other relevant State law; building construction; architectural drawings; the building process; fire chemistry; human psychology as it relates to fire and methods of controlling fire; techniques of supervision; personnel practices; principles of management, human resources, and training.

Ability to: Present code requirements to professionals and the general public; comprehend and interpret technical drawings and correspondence; interact with professionals and the general public; present specific requirements of a technical nature to skilled and unskilled persons; interpret the intent of and/or make decisions based on regulations and laws; supervise and coordinate the work of others; determine training needs and train staff; identify and prioritize problems and achieve acceptable solutions to them.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Minimum two years post high school education in architecture, engineering, or fire science OR five years equivalent job-related experience.

**SPECIAL NOTES:**

Must have or be able to obtain, within one year of employment, the NFPA Fire Inspector I certification and Fire Plans Examiner certification.

Occasional travel with overnight stays both in and out of state may be required.

Must possess a valid driver's license or the ability to provide independent authorized transportation in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).