

DESCRIPTION: Under limited supervision, examines plans and specifications of structures 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 assigned.

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.)

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.

Writes new regulations to correct problem areas.

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

Develops, organizes, and presents training seminars state wide to train staff and delegated authority personnel.

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; the agency, its organizations, mission and goals; Microsoft Office Suites, including Words, Access, PowerPoint, and Outlook.

X62120 – FIRE MARSHAL PLANS EXAMINER (continued)

Ability to: communicate effectively; understand and interpret facts presented orally and in writing; 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 exact intent of regulations and laws.

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

Post high school education in construction management, drafting, or similar training on reading architectural plans, specifications, building codes, and life safety codes. Experience can be substituted for education on a year for year basis.

SPECIAL NOTE:

Must be able to achieve and maintain certifications as a NFPA (National Fire Protection Association) Certified Plans Examiner I and NFPA Fire Inspector I, within 12 months from date of employment.

Specific positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

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