

CITY OF HAYWARD

FIRE PLANS EXAMINERDEFINITION

Under general direction of the Fire Marshal, reviews and approves plans and specifications for complex fire suppression, fire detection, high piled storage or hazardous materials installations; reviews building construction and site development plans for compliance with federal, state and local fire, life-safety codes and City ordinances; provides fire code related technical review and advice in consultation with City staff, and in discussions with architects, contractors and other members of the general public, at the counter and by telephone; applies knowledge of the Uniform Building Codes in building and safety plan checking assistance; assists in the preparation and adoption of fire local codes and standards; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level class. Employees within this class are responsible for the independent performance of the full range of plan review duties as assigned. Incumbents are expected to work with independence in the review of plans and specifications for compliance with automatic fire extinguishing system (AFES) laws, codes and ordinances, related building code(s) and provide technical advice as needed using specialized knowledge in fire and life safety and developing professional recommendations to resolve problems when variations or alternatives to standard code requirements may be necessary.

SUPERVISION RECEIVED

General supervision is provided by the Fire Marshal.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Reviews life safety submittals and fire protection systems for compliance with currently adopted fire and life safety codes, regulations, and standards, including State of California Titles 19 and 24 including fire suppression, detection, alarm systems, standpipe and smoke control systems. Analysis may include systems for high-piled storage, spray booths, hood and duct, dust collection, conveyors, hazardous materials or pre-engineered systems.

Serves as a technical advisor to architects, engineers, developers, contractors and building owners in interpreting and enforcing fire protection requirements, fire and life safety codes, regulations and standards; investigates and prepares recommendations for the Fire Chief on requests for alternate materials and methods.

ESSENTIAL DUTIES (continued)

On occasion, performs field inspections of construction sites for compliance with all fire code requirements.

Attends and participates in conferences, fire protection technical seminars and professional group meetings.

Disseminates information regarding new technological developments impacting the Fire Department activities and procedures.

Maintains high technical standards within the department.

Prepares reports and correspondence pertaining to fire protection engineering problems and fire and life safety code enforcement.

Assists and participates in training Fire Department personnel in all aspects of fire protection and inspection.

Evaluates alternate suppression systems such as CO₂ or dry systems and water based fire suppression systems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Uniform Fire Code, related design standards and related building codes, and their application in buildings and structures design and construction, particularly fire protection and alarm systems.

Hydraulic design in relation to fire sprinkler system and electrical system design in relation to fire detection / alarm system(s).

Air distribution system in the building and design techniques for smoke detection, containment and evacuation.

Characteristics and hazards of materials and applicable rules and standards in relation to storage, use and dispensing.

Alternate methods of fire suppression such as dry system and their application on high tech industries.

Federal, State and local fire safety codes and related design standards and ordinances governing building construction, rehabilitation, alteration, use and occupancy and classifications and exiting systems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Appropriate fire resistive construction building methods and modern fire protection and detection systems and equipment.

Dispute resolution techniques.

Principles of customer service.

Modern office equipment and procedures including use of software applications.

Ability to:

Answer inquiries and complaints from the public regarding fire and safety codes requirements.

Deal tactfully and effectively with a variety of individuals, including property owners, contractors, architects, engineers and co-workers.

Make accurate calculations of required fire flows, determination of the building area, assembly requirements and permit fees.

Work effectively with the public by using tact and diplomacy to secure cooperation in observing fire prevention laws and regulations.

Write clear and concise reports and letters to supervisors and the public concerning fire code enforcement matters.

Operate effectively without constant supervision, make decisions and judgements quickly and plan and organize job-related activities.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Use a personal computer and a variety of software applications.

Travel to various locations within and outside the City to meet the program needs and to fulfill the job responsibilities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required

EXPERIENCE AND EDUCATION (continued)

knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Fire plan check experience in a public agency performing plan checks and inspections of fire suppression installations, fire safety inspection and enforcement of the Uniform Fire Code. Specialized plan review in Special Hazards Fire Suppression Systems or experience with Toxic Gas Monitoring Systems is desirable.

Education: Equivalent to completion of an Associate's degree from an accredited institution of higher learning in fire protection technology or related field.

Licenses and Certificates: Possession of a valid Class C California driver's license. Possession of International Code Council (ICC) Fire Code Certification or State Fire Marshal's plan reviewer certification or higher is required within one year of date of hire.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work at construction sites with occasional exposure to extreme noise and frequent exposure to slips/trips and falls; perform various physical activities on a continuous basis including sitting, standing, walking, kneeling, crouching, stooping, squatting, climbing and twisting upper body and work outside in extreme cold or heat; safely drive to various locations as required; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, email, and in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

T495 Fire Plans Examiner

Created July 2025

EEO Code: 3

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt