

SENIOR PLANS EXAMINER



Description:

Under general direction of a Fire Prevention Supervisor, executes and coordinates specialized activities relating to complex fire protection planning and engineering; reviews detailed drawings and reports for compliance with state law; performs other duties as assigned.

Distinguishing Characteristics:

This is a senior-level position in the Fire Prevention series. Positions in this class are characterized by their ability to perform and coordinate specialized fire prevention and fire protection activities. Incumbents have the ability to interpret calculations and analyze proposals to determine appropriate fire protection measures. Must be able to work independently and participate in development review committee meetings and discuss conditions of approval with related Planning, Building and Safety and Land Use Services staff. Has a complete understanding of relative state and local codes, regulations and standards.

Duties may include, but are not limited to:

1. Implements and has an in-depth knowledge of codes, ordinances and standards pertaining to building construction, site development and fire protection systems; keeps abreast of changing or new standards.
2. Reviews building and site plans and blueprints; makes recommendations and corrections relative to code and ordinance requirements; determines appropriate fire protection measures; prepares conditions of approval.
3. Reviews complex engineering plans and hydraulic calculations to assure code compliance of fire protection requirements.
4. Coordinates the activities of subordinate fire prevention personnel as required; coordinates and makes field inspections and system tests.
5. Confers with the public regarding fire protection requirements; maintains effective public relations.
6. Represents the Fire Department at various meetings at City and County level, as well as with architects and developers.
7. Prepares, compiles, develops and maintains various files, reports and correspondence.
8. May lead fire prevention personnel.
9. Provides vacation or temporary relief as required.
10. Provides other duties as required.

Additional duties of Senior Plans examiners in Safety positions include:

1. Investigates the cause and origin of fires occurring within the jurisdiction, as well as other criminal and civil investigations. Follows the course of the investigation until a final determination or adjudication is made.
2. Collects and maintains control of evidence and executes search warrants.
3. Conducts victim, witness and suspect interviews.
4. Based upon probable cause derived from an investigation, makes arrest and transports offenders.
5. Researchers, compiles and prepares documents and files; coordinates prosecution with members of the District Attorney's Office to obtain prosecution of criminal cases.
6. Has knowledge and the ability to apply codes, regulations, standards, and laws pertaining to criminal and civil prosecution. Maintains awareness of changing or new laws and regulations.

Non-Safety versus Safety Positions:

Sr. Plans examiners in Safety Positions are members of the Fire Investigation/Law Enforcement unit, are on a Stand-by rotation for after hour's emergency response, and perform other emergency response functions depending on specific assignment.

Must have and maintain a class C California drivers license throughout employment. Must meet the certification requirements of the Plans Examiner level of the State Fire Marshal Certification Track for Fire Marshal series within (2) two years of appointment.

Typical Qualifications:

Requires (4) four years of experience in the field of fire prevention or fire protection planning, with at least (1) one year of this experience acting in a lead capacity. This experience must include a thorough knowledge of commercial and residential plan review and planning practices. Requires an extensive knowledge of codes, ordinances and standards pertaining to building designs, construction and site plans.

Substitution: A degree in fire protection engineering is highly desirable and may substitute for three (3) years of required experience.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 40058

Salary Range: H41

Representation Unit: Specialized Fire Services

Last Updated: 6/3/2010