

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Fire Plans Examiner
DEPARTMENT: City Manager/Fire Administration
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs as an individual contributor at a senior level work in fire prevention plan review and technical inspections for the Fire Administration division. Responsible for ensuring compliance with Federal, state, and local fire safety laws, ordinances, and codes. Position relies on experience and exercises considerable independent judgment based on subject-matter expertise in the area of specialization and the application of advanced concepts, techniques and knowledge of processes.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs fire prevention plan review of architectural plans and system shop drawings to ensure compliance with applicable Federal, State, and local fire safety laws, ordinances, and codes
- Performs technical inspections of varying complexity, including commercial, multi-family, institutional, and industrial construction, to ensure compliance with applicable Federal, State, and local fire safety laws, ordinances, and codes
- Participates in meetings with contractors, developers, architects, engineers, and other City staff prior to and during construction activity
- Advises design professionals, contractors, residents, City staff, and the general public on fire code requirements, and may conduct in-house training
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; valid State of Florida driver license; supplemented by certification as a Fire Plans Examiner by the Broward County Board of Rules and Appeals (BORA) and any qualifications outlined in the South Florida Building Code, Broward Edition.

Must possess any combination of education, certification, training, and/or experience required to be certified as a Fire Plans Examiner by the Broward County Board of Rules and Appeals (BORA). Examples include:

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- An Engineer and/or a Degree in Fire Science, and/or a Degree in Fire Prevention and having practiced for a minimum of three (3) years; or
- Five (5) years of experience as a Fire Inspector, and shall be a Broward County and State of Florida Certified Fire Inspector; or
- Ten (10) years of experience as a firefighter, three (3) years of which shall have been in the jurisdiction of the Fire Protection Provisions of this Code and the FFPC and shall be a Broward County and State of Florida Certified Fire Inspector; or
- Have been fulfilling the duties of a Fire Plans Examiner with five years continuous service as such.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of all Federal, State, and Local fire laws, ordinances, and codes
- Ability to read blueprints
- Ability to read and understand building codes
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation,

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wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date