



CITY OF FAIRFAX
invites applications for the position of:

Fire Protection/Building Plans Examiner

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| SALARY: | \$83,545.00 - \$133,435.00 Annually |
| DEPARTMENT: | Fire Administration |
| DIVISION: | Code Administration |
| OPENING DATE: | 07/01/22 |
| CLOSING DATE: | Continuous |
| DESCRIPTION: | |

Under the general supervision of the Assistant Chief for Code Administration, interprets and enforces Virginia Building and Fire Safety codes and regulations.

Examines plans, conducts inspections, witnesses system testing, and provides public education. Work performed involves independent judgement and action within the framework of laws, rules, regulations, and procedures.

The purpose of this job/class within the organization is enforcement of building and fire codes in the Code Administration division of the City Fire Department.

This job/class works under administrative supervision, analyzing and approving fire protection systems and building construction plans, and improving program process.

EXAMPLES OF DUTIES:

Perform comprehensive plans review of fire protection systems and structures, and general building construction plans to verify compliance with applicable codes and standards.

Approve or reject applications, plans, specifications, and construction documents.

Assist with commercial and residential plans and construction documents review to verify compliance with applicable codes and standards.

Perform site plan review representing the Building Official's and Fire Marshal's interests in coordination with other city departments and outside agencies.

Prepares reports and written correspondence documenting the findings of plan review and describe needed corrections.

Perform field inspections of fire protection systems and structures installations; special or complex conditions; and provide technical advice on compliance issues.

Effectively communicates with staff and the public orally and in writing.

Confer with design professionals, contractors, and the public to provide information and guidance on building permit submittal requirements.

Provide technical advice and assistance to applicants to help minimize plan review time.

Educate the public and staff on the application of building and fire codes and specific requirements; assist staff and the public with codes and standards interpretation and compliance issues.

Fosters positive employee relations and positive building construction / design industry customer service.

Participate in the Community Risk Reduction program as a subject matter expert on building and fire safety risks.

Examines building plans and fire protection systems shop drawings for compliance with building and fire codes, and any required third-party listed designs.

Examines all types of plans and construction documents.

Utilizes strong organizational and time management skills to efficiently and effectively complete plan reviews and other assigned work in a timely manner.

Performs electronic plan review. View and examine plans and construction documents using the provided software.

Makes recommendations to the Building Official on the use of new materials requested to be used by the building trades within the City of Fairfax.

Makes recommendations to the Building Official regarding the request for code modification.

Collaborate with other City departments and outside agencies to ensure effective and efficient plans review.

Perform field inspections as a team with Building Inspectors and/or Fire Marshals.

Participate in a variety of Community Risk Reduction outreach programs sponsored by the City of Fairfax or as requested by private organizations. The work is both during and after normal working hours.

QUALIFICATIONS:

Associates degree in Fire Protection or related discipline, with five years relevant experience performing plans review; or

Eight years combination experience of an assignment as fire inspector, building inspector / trade inspector, and fire protection / building plans review within a government organization.

Necessary Knowledge, Skills and Abilities:

Ability to read and interpret plans, specifications, and engineering drawings.

Thorough knowledge of the methods and techniques of code enforcement.

Thorough knowledge of the regulations and laws relating to building construction and fire protection systems.

Comprehensive knowledge of approved materials, methods, and techniques used in building construction.

Ability to tactfully enforce codes and regulations using good judgment and discretion.

Ability to establish and maintain effective working relationships with co-workers, design professionals, and the public.

Ability to communicate effectively, orally and in writing.

Minimum Certification and License:

Virginia Department of Housing and Community Development (DHCD) Fire Protection Plans Examiner certification or the ability to obtain such certification within twelve (12) months from date of hire.

Virginia Department of Housing and Community Development (DHCD) Fire Protection Inspector certification or the ability to obtain such certification within twelve (12) months from date of hire.

Virginia Department of Housing and Community Development (DHCD) Residential Building Plans Examiner or the ability to obtain such certification within eighteen (18) months from date of hire; and/or

Virginia Department of Housing and Community Development (DHCD) Commercial Building Plans Examiner or the ability to obtain such certification within eighteen (18) months from date of hire.

Must possess and maintain a valid motor vehicle operator's license with a safe driving record.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.fairfaxva.gov>

Position #22-50
FIRE PROTECTION/BUILDING PLANS EXAMINER
GS

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