

**FIRE SAFETY PLANS EXAMINER, SUPERVISOR**

**Nature of Work:** Under general supervision, performs supervisory/managerial technical work in the review and evaluation of building plans and specifications for conformity to the State Fire and Life Safety Code. Under the supervision of an administrative superior the employee manages the day-to-day operation of the Plans Review Section and performs administrative tasks such as setting goals and objectives for the section. The Fire Safety Plans Examiner, Supervisor resolves the most technically complex/or potentially controversial cases that are reviewed by the Section. Performs related work as required.

**Examples of Work**

- Directs the day-to-day operation of the Fire Safety Plans Review Section by organizing and assigning the work functions of the office.
- Establishes technical guidelines and procedures for work.
- Conducts on-the-job training of newly assigned Fire Safety Plans Examiners.
- Prepares annual budget for the section and submits to Chief Deputy Fire Marshal.
- Interprets Fire and Life Safety Code and State Fire Marshal's regulations for employees of unit, architects, engineers, members of building commissions and property owners.
- Recommends alternative construction plans which comply with existing fire safety standards.

**Knowledge, Skills and Abilities**

- Knowledge of federal and state laws and specialty codes relating to fire safety.
- Knowledge of the principles of management and supervision.
- Knowledge of building construction terms and techniques.
- Ability to apply knowledge of fire safety regulations in the review of construction drawings and specifications.
- Ability to write clear and concise technical explanations of cause of disapproval of plans.
- Ability to interact with the public and professional personnel to establish and maintain successful working relationships.

**Minimum Qualifications**

- Training:** An Associate Degree in a technical field such as drafting and design, civil engineering, structural engineering, fire science technology or related field which included or was supplemented by a course in structural blueprint reading and/or drawing.
- Substitution:** Additional experience as described below may be substituted for the required training on a year-for-year basis.

**FIRE SAFETY PLANS EXAMINER, SUPERVISOR (CONT'D)**

**Minimum Qualifications (cont'd)**

**Experience:** Three years of full-time or equivalent part-time paid experience in reading and interpreting structural blueprints and/or interpretation/enforcement of fire regulations for occupancies, and one year's experience as a Fire Safety Plans Examiner II or its equivalent.

**Substitution:** Additional training as described above may be substituted for the required experience on a year-for-year basis.

Established: 8/19/93  
Effective: 4/1/94