



Waller County Fire Marshal's Office Employment Notice- Fire Code Plan Reviewer



Job Title: Fire Plans Examiner

Posted: January 9th, 2023

Deadline: Until Filled

Position Summary:

The Fire Plans Examiner (FPE) is tasked with the review of a variety of plan types including building, site and life safety systems to ensure compliance with Waller County fire codes and the associated standards. The FPE will also be responsible for representing Waller County during development-related meetings with associated stakeholders including architects, civil engineers, fire protection engineers, property owners, and government officials. During periods of high demand, the FPE may perform field inspections.

Essential Functions:

Duties and functions, may include the following (but not limited to):

- Reviewing site, building and other fire safety related plans to determine compliance with applicable codes and standards.
- Researching and evaluating new materials and construction technology for compliance with requirements.
- Consulting with and advising a variety of disciplines including architects, engineers, attorneys, contractors, and the public on the interpretation and application of various fire/life safety codes and standards.
- Providing technical expertise and guidance related to code compliance questions and interpretations.
- Making recommendations regarding alternative methods of compliance, performance-based options, and other fire code issues.
- Developing information bulletins and other publications associated with the County's stance and interpretation of various fire code issues.

- Preparing and leading the presentation of training to various audiences.
- Attending training classes and conferences on a variety of fire code related topics.
- Other related duties as assigned.

Supervisory Responsibility: None.

Knowledge, Skills, Abilities:

Must possess required KSAs and experience and be able to explain, demonstrate, with or without reasonable accommodation, that essential functions of the job can be performed, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of fire codes, building codes, related standards, state laws and their interpretation and enforcement practices.
- Knowledge in building design and construction.
- Knowledge in fire protection system design, installation, and maintenance.
- Knowledge of, and skill in, plan review procedures and practices.
- Skill in enforcing codes and standards with firmness and tact.
- Skill in the effective and efficient management of time, scheduling of work and use of resources.
- Ability to maintain accurate records of plan review and other associated activities.
- Ability to learn a variety of computer software programs used by the department.
- Ability to follow instructions and adhere to prescribed policies and procedures.
- Ability to work independently without direct supervision.
- Ability to communicate through clear and comprehensive written reports.
- Ability to effectively interact with citizens, building owners, architects, engineers, and contractors.

Required Education, Knowledge and Experience:

- Preferred Associate's Degree or higher in Fire Science, Engineering, Construction Science or similar field.
- Preferred three years of experience in reviewing plans to verify compliance with a nationally recognized fire code and/or performing fire code compliance inspections.

- Texas Commission on Fire Protection (TCFP) Fire Inspector and Plan Examiner Certificates or the ability to obtain both within 1 year of employment.
- Fire plans review related certification through the NFPA, International Code Council (ICC) or similar or the ability to obtain such certification within one year of employment.

An equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job may be considered and substituted for evaluation at the discretion of the Waller County Fire Marshal.

Physical Demands:

This job operates primarily in an office setting with occasional field work related to code enforcement/inspections activities. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Applicant must possess:

- Ability and physical stamina to climb, stoop, and access all areas of buildings or construction sites in order to conduct inspections. Exposure to slippery or uneven surfaces.
- Ability to occasionally perform physically demanding tasks under varying weather conditions outdoors. Exposure to marked changes in temperature/humidity, dust, fumes, smoke, gases, odors, mists, or other potentially irritating particles.
- Ability to occasionally lift and carry up to 50 pounds.
- Ability to coordinate hand-eye and eye-foot movement.
- Ability to maintain visual acuity up close, at a distance, peripherally, in depth, and discern the full color spectrum.
- Ability to hear adequately when working in dangerous areas.

Environmental Requirements: Tasks are regularly performed indoors in a typical office environment. Outside work will be performed primarily at construction sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles.

Sensory Requirements: Some tasks require manual dexterity, in addition to visual and hearing

acuity. Tasks may involve identifying and distinguishing colors.

Hours of Work:

This is a full-time position of a minimum 40-hour week. Days and hours of work are typically Monday through Friday, 8:00 a.m. to 5:00 p.m. Evening and weekend work may be required as job duties demand. Alternative work schedules consistent with County policy will be considered.

Travel:

Ability to commute between operational locations, within 30 miles or less. Occasional travel to conferences, trainings, seminars, etc.

Compensation: Starting Rate: \$52,500 – \$70,000 DOQ

How to Apply:

Interested applicants please send a cover letter and resume to wcfmo@wallercounty.us

Disclaimer

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. Waller County is an equal opportunity employer. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. This job description does not constitute an employment agreement between Waller County and the employee and is subject to change as the needs of Waller County and requirements of the job change.