



HUMAN RESOURCES DEPARTMENT
POSITION DESCRIPTION

TITLE: Fire Protection Engineering Associate **LAST UPDATED:** 12/18/2015
DEPARTMENT: Fire **JOB CLASS:**
REPORTS TO: Fire Protection Engineer **FLSA DESIGNATION:** Exempt

Summary: Under general direction of the Fire Protection Engineer, the Fire Protection Engineering Associate provides a high quality of consistent service to the engineering, architectural, construction community, and other citizens through comprehensive review and analysis of design documents through enforcement, interpretation, and application of fire codes, building codes, state regulations, special use permit requirements, and other City ordinances. This position works closely with fire department personnel and other customers to ensure compliance of fire and life safety systems and standards.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Reviews submitted design documents, plans and specifications to verify compliance of fire codes, building codes, and other applicable City ordinances.
- Prepares professional and accurate plan review comments and permit records. Ensures that records, reports, and written communications are completed and maintained in accordance with departmental guidelines and recognized standards.
- Provides technical guidance and code interpretation to developers, planners, architects, engineers, contractors, citizens and other private industry personnel.
- Provides professional and competent evaluations of alternative methods and materials requests for compliance to the intent of the applicable fire codes, local amendments, state requirements, and nationally recognized standards.
- Establishes and maintains effective working relationships with city personnel, architects, builders, and contractors.
- Interprets and analyzes fire and building plans, hazardous materials installations, development documents and plats, specifications and related documents for compliance to city and state requirements.
- Determines whether water availability and water delivery systems are adequate to protect buildings.
- When necessary, inspects various types of fire and life safety systems and equipment, including fire alarm, fire sprinkler, generators, fire pumps, elevators, and special life safety systems, for compliance with City codes and policies.
- Tracks plan review status as prints are reviewed by Fire Marshal's Office personnel including drawings from the Planning and Engineering Departments.
- Coordinates with fire inspectors during plan and construction phases of a project to insure that all information is properly interpreted and understood.
- Enforces the fire and life safety code requirements and policies under the general direction of the Fire Marshal or Fire Protection Engineer.
- Provides technical assistance to incident commanders for structural safety, fire protection systems, hazardous materials, and other technical matters as needed.

Other Important Duties:

- Travels to attend meetings, conferences and training as necessary to maintain a current and relevant understanding.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of municipal and state fire code enforcement practices and procedures.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Knowledge of fire safety standards, building materials, and methods of construction including water supply systems and building fire access requirements.
- Knowledge of fire and smoke behavior.
- Knowledge pertaining to requirements for the installation and maintenance of fire protection systems including fire pumps, fire detection, smoke control, fire suppression and fire sprinklers.
- Knowledge of life safety systems, passive fire protection features, and means of egress systems.
- Knowledge of building type classification, occupancy classification, means of egress, special systems and processes, water flow requirements, and hydrant placement.
- Knowledge of hazardous materials compliance regulations, systems and processes.
- Skill in effective oral and written communications.
- Skill in providing technical fire code enforcement and fire code plan review and inspection assistance.
- Skill in recognizing substandard, faulty or hazardous building conditions and materials.
- Skill in recommending alternative design approaches to meet building fire code compliance.
- Skill in resolving customer complaints and concerns.
- Ability to read and understand applicable ordinances, laws, and regulations affecting all methods, equipment, and materials used.
- Ability to interpret plans and specifications to detect deviations in applicable fire and life safety codes.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Fire Science, Fire Technology, or Fire Protection Engineering or other equivalent technical education and experience **and** at least three (3) years' experience in reviewing plans for compliance with the fire code **or** equivalent combination of education and experience.
- Must obtain Texas Commission on Fire Protection Inspector Certificate including completion of Plans Examiner within 1 year of employment.
- Must obtain certification as a Fire Plans Examiner by the International Code Council within 1 year of employment.
- Must pass pre-employment drug screen, physical agility, criminal background and MVR check.
- Must possess a valid Texas Class C Driver's License

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.

- May be subject to extended periods of sitting, standing, walking on rough terrain, bending, reaching, kneeling, climbing ladders, confined spaces, heights and lifting trade testing equipment and ladders and work in inclement weather.
- May be exposed to hazardous conditions at construction sites; such as high platforms without guardrail, nails, flying debris.
- Some extended hours/shifts could be required.
- Must be able to lift up to 50 pounds

Equipment and Tools Utilized:

- Operates a two-way radio, telephone, personal computer, printer, copy machine, video camera, digital camera, fax machine, engineer scale, architectural scale, hand tools, meter key, and flashlights.
- Ability to drive a City vehicle

Approved By:

Signed by Mark Piland, Fire Chief

 Mark Piland, Fire Chief

12/28/2015

 Date



 Shannon Allyn, HR Generalist

12/28/2015

 Date