

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Fire Prevention Planner I/II
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: December 2007
REVISED:

JOB SUMMARY:

Conducts building and land use inspections and performs plan check activities to ensure compliance with local, state and federal laws, codes and ordinances directly related to fire safe planning; coordinates activities with all fire districts in the County; conducts public outreach and informational meetings for fire safe activities and performs related duties as assigned.

Fire Prevention Planner I:

Under close supervision, incumbents perform the more routine inspection duties related to fire safe planning while learning codes, ordinances and becoming familiar with County policies and procedures. As experience is gained, duties become more complex and are performed under more general supervision. This is the entry level position in this technical class series.

Fire Prevention Planner II:

Under general supervision, performs the full range of inspection, enforcement and plan check duties directly related to fire safe planning and performs other duties as assigned. Successful performance of the work requires applicable education, training and a thorough working knowledge of laws, codes and regulations related to Building, Fire and Life Safety Codes. This is the journey technical level class in the series.

CLASS CHARACTERISTICS:

This position reports directly to Supervising Building Official in the Building Department of the Community Development and Services Agency. This class is distinguished from the Supervising Building Official by the responsibility of planning, organizing, supervising and reviewing the work of assigned staff.

EXAMPLES OF DUTIES:

Essential:

Fire Prevention Planner I:

- Perform on site visits to inspect residential and commercial building sites to ensure compliance with local, state and federal laws, codes and regulations in the State Area of Responsibility as identified in Yuba County Ordinance Code section 11.52 pertaining to fire safe planning and prevention activities.
- Ensure roads and public driveways provide for safe access for all emergency wild land fire equipment and evacuations.
- Ensure adherence to vegetation clearance standards; inspect driveway construction including slope, grade and turning radius to ensure they meet County standards.
- Conduct inspections of stored water projects during construction such as pipes, tanks, hydrants and riser location for compliance with standards.
- Conduct inspections and acceptance testing of fire protection and alarm systems including automatic sprinklers; inspect underground piping for construction, depth, fill, location of hydrant and pressure testing.
- Assists with reviewing and examining plans, specifications and related documents for residential, commercial and industrial projects for conformance of the California Fire Code and Life Safety Codes.
- Assists with research studies, prepares reports and recommendations regarding land use, transportation, housing and fire safe planning methods and techniques.
- Provide professional support and confers with developers, engineers, architects, contractors and property owners to provide information regarding codes, regulations and procedures and ensure all are adequately informed of the requirements.
- Maintain accurate records and files of inspection activities and work performed.

Fire Prevention Planner II (in addition to the above):

- Review and examine plans, specifications and related documents for residential, commercial and industrial projects and signs off for conformance with the California Fire Code and Life Safety Codes.

- Review calculations for completeness, accuracy and code compliance; recommends necessary changes and suggests alternative ways to meet code compliance.
- Review project plans for road widths; cul-de-sac and intersection dimensions; turn around; fire and parking lanes; water sources and required flows; hydrant/tank spacing requirements and coordinate negotiations between local Fire authorities and developers concerning project plans in addition to funding mechanisms.
- Forward plan packages to other departments and agencies for review; coordinates review and the plan checking process to ensure that all applicable standards have been met.
- Coordinate with local Fire Districts of developments in their jurisdictions to ensure all requirements are met.
- Conducts research studies regarding laws, codes and regulations related to the work, prepares reports and recommendations regarding land use, transportation, housing and fire safe planning methods and techniques.
- Monitors technical developments and legislation related to new materials, methods and fire safe planning activities; recommends procedural and ordinance code changes.
- Makes public presentations, conducts public outreach and informational meetings to inform and educate others on fire safe planning activities.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

Knowledge of:

Fire Prevention Planner I:

- Building, Fire, Mechanical Codes and other related laws, codes and regulations.
- Materials, methods and tools involved in the construction or repair of houses, buildings or other structures such as highways and roads.
- Acceptable safety standards, principles and techniques of building inspection, road construction, and fire prevention work.
- Relevant equipment, policies, procedures and strategies to promote effective fire safe planning and life safety operations.
- Procedures for documenting inspections, correcting violations and carrying through on court procedures as required.
- Engineering mathematics through trigonometry.
- Principles and procedures of record keeping.
- Techniques for effectively communicating with the public, in person and over the telephone.

Fire Prevention Planner II (in addition to the above):

- Federal, state and local fire prevention codes and ordinances (California Fire and Building Codes, California Health and Safety Code, California Code of Regulations Titles 19 and 24, National Fire Protections Agency Standards and codes).
- Fundamentals of engineering design and analysis; design techniques, tools and principles involved in the production of precision technical plans, blueprints, drawings and models
- Techniques and methods for the examination of residential, commercial and industrial plans for compliance with codes and regulations.

Skill in:

Fire Prevention Planner I:

- Performing residential and commercial inspections for fire safe planning.
- Interpreting plans, specifications and other related documents.
- Documenting and following up on inspections activities from assignment through project completion.
- Reading, interpreting and applying complex laws, codes and regulations related to the work.
- Organizing and prioritizing work to meet critical deadlines.
- Preparing clear and concise reports correspondences and other written materials.
- Maintaining accurate records and files related to the work.

Fire Prevention Planner II (in addition to the above):

- Performing detailed analysis and examination of the full range of residential, commercial, industrial building and construction designs, specifications and plans.
- Applying basic engineering principles to the examination of a wide variety of plans.
- Reading and analyzing plans for compliance with codes and regulations.
- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to:

Fire Prevention Planner I:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Communicate laws, codes and regulations to others to gain understanding.
- Understand and follow oral and written directions.
- Make sound decisions.

Fire Prevention Planner II (in addition to the above):

- Effectively coordinate and negotiate with developers and the local Fire Chief's to maintain the projects compliance with applicable laws, codes and local ordinance.
- Be prompt with completing project reviews and inspections as to keep projects moving forward.
- Maintain and keep a punctual schedule for daily, weekly and monthly meetings.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to inspect sites including climb stairs, bend, crawl, walk, etc.
- Mobility to drive a motor vehicle to attend meetings and inspect properties.
- Strength and stamina to walk on uneven surfaces and inspect various residential, commercial and industrial properties.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- A typical office setting.
- Field and inspection sites.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Must possess a valid driver's license.
- Maintain professional development and continuing education activities as required by the position
- Must obtain certification from the International Code Council (I.C.C). or other nationally recognized Fire Plan Checker within one year and prior to becoming a Fire Prevention Planner II.

Special Requirements:

- Ability to work a flexible schedule including some night or evening work.
- Ability to attend meetings outside of normal working hours.

Education and Experience:

Fire Prevention Planner I:

MINIMUM: AA degree in engineering, architecture, planning, fire or building inspections and two years of experience related to the work; OR a Bachelor's degree as defined above.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, Fire Prevention Certificates 1A and/or 1B and additional experience related to the work.

Fire Prevention Planner II:

MINIMUM: In addition to the minimum requirements for Fire Prevention Planner I, Fire Prevention 1A, 1B and Fire Plan Checker Certificates and one additional year of experience equivalent to the Fire Prevention Planner I.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum requirements, additional Fire Prevention Planning experience in a fire protection or public agency setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.