

CLASS TITLE: CHIEF PLAN REVIEW OFFICER - FIRE SAFETY

Class Code: 02253400
Pay Grade: 27A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To review building plans and blueprints to insure conformity to the provisions of state and federal codes, laws and regulations in the area of fire safety; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed for results attained and for conformance to codes, laws and regulations.

SUPERVISION EXERCISED: As required, may supervise and review the work of personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To review building plans and blueprints to insure conformity to the provisions of state and federal codes, laws and regulations in the area of fire safety.

To provide assistance to architects in conforming to state and federal safety standards during the preparation of plans and blueprints for new or remodeled buildings.

To review completed plans and blueprints and certify whether or not they satisfy legal requirements.

To conduct on-site inspections of buildings to insure that construction conforms to previously approved plans and blueprints.

To cooperate with state and federal agencies by providing information with regard to the conformance of building plans and blueprints to fire safety standards.

To participate in the public relations and information program by speaking before various groups.

To review plans and blueprints to insure conformity to provisions of codes, laws and regulations relating to physical environment and fire safety.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of state and federal codes, laws and regulations in the area of fire safety for new or remodeled building plans and blueprints; a working knowledge of the techniques, methods and practices in the preparation of building plans and blueprints with regard to fire safety; a working knowledge of the construction of buildings in regards to conformance to fire safety standards established in the plans and blueprints; the ability to conduct inspections of plans, blueprints and buildings to insure conformity to state and federal codes, laws and regulations in the area of fire safety; the ability to establish and maintain effective working relationships with architects, builders, officials and the general public; the ability to conduct studies and prepare written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an Associate's Degree in Engineering from an accredited school of higher learning or equivalent successful completion of courses in Engineering or Architectural Design; and

Experience: Such as may have been gained through: considerable employment in a position requiring the reading and interpretation of plans and blueprints with regard to established fire safety standards.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 20, 1994

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