



CITY OF BOISE
invites applications for the position of:
Fire Code Plans Examiner

SALARY: \$28.00 - \$30.00 Hourly

OPENING DATE: 07/21/22

CLOSING DATE: 08/11/22 05:00 PM

SUMMARY STATEMENT:

The City of Boise is currently accepting applications for the position of [Fire Code Plans Examiner](#). This exciting opportunity to utilize and grow your skills is paired with top-notch benefits and the PERSI retirement plan.

This position:

- Performs plan reviews and technical inspections to ensure compliance with adopted building and fire codes through review of architectural plans and fire protection system shop drawings
- Inspects construction projects of varying complexity including commercial, multi-family, institutional, and industrial construction
- Reviews plans and specifications to verify compliance with the adopted building and fire codes and city ordinances
- Advises design professionals, contractors, general public, and other city staff regarding fire code requirements
- Works under general direction
- May be eligible for a hybrid work schedule

*To provide a safe and healthy workplace for all City of Boise employees, residents, and community members, new employment offers are contingent upon the applicant providing proof of **up-to-date** COVID-19 vaccination process according to current [CDC guidance](#) to the City, on a confidential basis, or receiving an exemption from the vaccination requirement as a legally required medical or religious accommodation two weeks prior to the applicant's scheduled start date.*

ESSENTIAL FUNCTIONS:

Performs plan reviews and field inspections on building construction plans and fire protection shop drawings, for new buildings, building additions, and building alterations for commercial and multi-family buildings to verify compliance with the International Fire Code and ordinances as adopted by Boise City. Reviews commercial and multifamily projects which may include high hazard occupancies, institutional occupancies, large assembly occupancies, fire-resistive construction, high-rise construction, and construction in historic buildings. Conducts research on buildings and applicable codes. Creates written reports outlining design or installation deficiencies to design professionals and/or contractors. Re-reviews building plans to verify identified deficiencies have been corrected prior to final approval. Prepares plans and documentation for issuance of permits. Assists and conducts reviews of residential plans for fire code compliance when necessary during peak work periods. (40%)

Responds to questions about Fire Code and provides fire code interpretations and technical advice orally and in writing. Works collaboratively with the building plan review staff by identifying building design conflicts and communicating options for code compliance. (20%)

Reviews and assists applicants to prepare acceptable alternate code requests or modifications to adopted fire codes. Reviews and recommends amendments to proposed ordinances when preparing for the adoption of new codes. Works with other inspection staff, contractors and design professionals after the permit has been issued to resolve code issues encountered during construction. Reviews plan changes and modifications for projects under construction. Performs site visits as necessary to resolve issues or verify construction elements of existing conditions. (20%)

Conducts plan intake meetings with applicants for projects of varying complexity and economic impact to verify completeness of permit applications. Attends and participates as a multi-discipline team member in project management early assistance meetings for large complex projects. Communicate code requirements, design issues, and permit processes to applicants in a large meeting environment. Works cooperatively with project managers and applicants to accommodate scheduling needs and assists in developing phased permitting strategies. (10%)

Serves on internal policy and process improvement committees. Attends meetings on behalf of supervisor. Performs onsite plan reviews for industrial occupancies associated with facilities permit agreements. (10%)

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Total Percentage = 100%

REQUIREMENTS:

Required Education and Training

- Associates degree in engineering, construction management or related field
- Or 4 years of experience in fire protection systems or building and fire codes
- Or a minimum of 3 years of experience in fire protection system design, review or installation or equivalent combination

Knowledge and Ability

- The International Fire Code (IFC), International Building Code, and National Fire Protection Agency standards
- Handle a large volume of customers;
- Work in an office environment and construction field environment under time constraints
- Foresee and resolve conflict at a high level
- Prioritize tasks per department policies and guidelines
- Effectively prioritize workload to minimize complaints and maximize efficiency
- Read and interpret complex commercial and residential building plans and specifications
- Perform general math calculations
- Interpret building codes and fire codes
- Explain technical information and code requirements by oral, written and graphic means
- Create and provide training and technical support to others
- Work cooperatively with management to resolve complex issues

- Operate word processing, e-mail, voice-mail and electronic permit processing
- Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations
- Communicate effectively in the English language at a level necessary for efficient job performance
- Complete assignments in a timely fashion
- Understand and comply with all rules, policies and regulations
- Maintain prompt and regular attendance
- Perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without reasonable accommodation
- Operate vehicles safely and have an acceptable driving record

Preferred Knowledge, Experience, And Training

- 5 years of experience in Fire Sprinkler or Fire Alarm design or installation
- Or Bachelor's Degree in Fire Service Administration, Fire Science, Construction Management or related field
- Certification as a Fire Code Plans Examiner, Fire Inspector I & II by the International Code Council (ICC)

Licensing And Other Requirements

- Valid driver's license
- Have or obtain within six months of employment:
 - Certification as (ICC) Fire Code Plans Examiner
 - Fire Inspector I & II

Special Requirements

Applicants must be able to pass:

- City of Boise background check processes including a criminal history check and reference checks in accordance with the City of Boise Hiring Process Regulation
- Driving Record Check

WORKING CONDITIONS:

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Efforts

While performing the duties of this job the employee is occasionally lifting/carrying up to 20 pounds and rarely lifting/carrying up to 50 pounds. Also, the employee is rarely pushing/pulling up to 20 pounds. The noise level is occasionally moderate. Work includes the sensory ability to talk,

hear and touch. Work in this position also includes close vision. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp. Position requires hand/finger dexterity.

Working Environment

The work environment will include inside conditions, outdoor weather conditions, wet and humid conditions, and areas of dust, odors, mist, gases or other airborne matter. Employees are exposed to mechanical hazards. Employees will also drive a vehicle as part of this position. Work includes protected exposure to chemicals.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofboise.org>

Job Posting #05878
FIRE CODE PLANS EXAMINER
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