



City of Avondale Fire Plans Examiner

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| SALARY | \$70,543.00 - \$105,814.00 Annually | LOCATION | Avondale, AZ |
| JOB TYPE | Full Time | JOB NUMBER | 2023-00423 |
| DEPARTMENT | Fire & Medical Services | OPENING DATE | 10/02/2023 |
| CLOSING DATE | 10/23/2023 11:59 PM Arizona | | |

Job Description

The City of Avondale has an opportunity for a Fire Plans Examiner assigned to the Avondale Fire & Medical Department. This is a full-time exempt position with benefits.

Under the supervision of the Fire Marshal, the Fire Plans Examiner is responsible for assisting with fire investigations, building inspections and code enforcement, public education efforts, and the community risk reduction programs of the Department.

Duties of this position include, but are not limited to, assisting to mitigate risk and enhance fire protection and risk reduction efforts within the community, providing education and enforcing federal, state, and local fire codes. The position is responsible for the investigation of fires and explosions to determine origin and cause; preparing federal, state, and department reports; and assisting the Fire Marshal with duties as assigned.

Reviews community development, fire protection, and construction plans to ensure compliance with applicable Fire Code and Life Safety standards. Assists with of the Department's annual safety inspections program for all commercial occupancies, and compliance inspections for all ongoing construction and development projects. Issues Fire Code violation notices and citations as necessary. Conducts fire scene investigations and manages fire investigations processes.

Essential Functions

Reviews planning submittals, construction documents, and civil drawings for compliance with currently adopted fire and safety codes, regulations, and standards. Reviews development, site, and construction plans for compliance with applicable sections of the fire code for new construction, commercial, and/or residential development. Provides a proactive risk mitigation enforcement framework for the commercial occupancies and special events in the community. Assists with development review processes.

Assists in providing written or verbal technical assistance to architects, engineers, developers, contractors, building owners, and other City departments in complying with currently adopted fire and safety codes. Organizes and facilitates pre-construction meetings for new buildings with contractors and design professionals.

Inspects residential and commercial buildings by verifying compliance with all applicable city, state, and federal codes and ordinances. Enforces fire code compliance. Inspects new construction projects for fire code compliance according to NFPA 1031. Conducts fire safety inspections of new and existing facilities. Coordinates and collaborates with private property

owners regarding the completion of annual inspection, testing, and maintenance of private fire protection systems.

Educates business owners, homeowners, and the general public on fire life safety, including fire prevention and the basics of how fire protection systems work. Assists as needed with public education programs. Performs related duties as assigned.

Prepares and maintains records of plan review, inspection, and compliant activities; enters project data into computerized databases, maintains files of legal documents, correspondence, and other documentation. Maintains the department's online inspection, testing, and maintenance database.

Conducts fire cause and origin investigations, which includes evidence preservation, detailed report writing, and possible court testimony. Supports and prepares administrative reports and court cases by submitting regular reports and updates.

Coordinates internal code compliance reviews and activities with other city departments and outside agencies including consultants, engineers, developers, and contractors. Organizes and facilitates pre-construction meetings with contractors, owners, and staff on large or complex commercial or residential projects. Attends pre-application meetings, as required, with Planning. Prepares violation notices, inspection reports, and enters information into a computerized database. Researches fire code violations and provides direction and/or technical assistance for correction of identified violations. Investigates citizen complaints involving fire safety or hazardous conditions.

Minimum Qualifications

An Associate's Degree from an accredited learning institution in Public Administration, Fire Science, Business Administration, Emergency Management, or related field is required. A Bachelor's Degree in Public Administration, Fire Science, Business Administration, Emergency Management, or relevant study is preferred.

Minimum of three (3) years of experience working as a Fire Investigator, Fire Inspector, and Plans Examiner or a related field.

International Code Council (ICC) Fire Inspector I & II or National Fire Protection Association (NFPA) Fire Inspector I & II is required.

ICC Fire Plans Examiner or NFPA Certified Fire Plan Examiner is required.

International Association of Arson Investigators Certified Fire Investigator, National Association of Fire Investigators Certified Fire and Explosion Investigator, International Fire Service Accreditation Congress Fire Investigator, or Arizona Fire/Arson Investigator1-4 is Preferred.

Certifications should be in conformance with the NFPA Standard 1031: Fire Inspector Level III, NFPA Standard 1031: Plans Examiner Level II, and NFPA 1033 (Fire Investigator).

Must be able to receive medical clearance to wear a respirator on the job.

Valid Arizona Operator's Driver's License or the ability to obtain one at the time of hire.

Emergency management experience, training, and/or certification to include completion of National Incident Management System (NIMS) courses 100, 200, 300, 400, 700, and 800 are preferred.

Agency

City of Avondale

Phone

623-333-2200

Address

11465 W. Civic Center Drive
Human Resources Department
Avondale, Arizona, 85323

Website

<http://www.avondaleaz.gov/careers>