



SANTA CLARA COUNTY FIRE DEPARTMENT

14700 Winchester Blvd., Los Gatos, CA 95032 | (408) 378-4010 | www.sccfd.org

ANNOUNCEMENT OF AN OPEN AND COMPETITIVE EXAMINATION

Fire Plans Examiner

Current Monthly Salary Range: \$11,546.31 to \$14,034.62

Submission Deadline: Noon on Monday, January 27, 2020

Why Santa Clara County Fire Department?

The Santa Clara County Fire Department is a progressive Department of dedicated and skilled employees, focused on providing the absolute best courtesy and service possible to our customers and served jurisdictions. Employees often describe the Department as a family where employees are not simply viewed as a number, but rather a valued and talented member of our team focused on contributing to and serving our communities.

Why Fire Prevention?

The Department's Fire Prevention Division is responsible for reviewing and inspecting proposed new construction and existing facilities for compliance with fire protection, life safety and hazardous materials concerns. The Division responsibilities include reviewing proposed land development, new building construction, fire suppression, fire alarm and other related life safety systems. The Fire Plans Examiner performs moderate to complex review of plans and specifications for buildings, fire protection equipment, and industrial processes; and serves in an advisory capacity to Department staff on a variety of fire protection requirements and procedures.

What benefits do we offer?

- Department fully paid medical and dental premiums
- VSP vision plan
- Paid life insurance of \$40,000
- Education reimbursement plan
- Generous paid leave program that includes personal leave, sick leave, vacation, 13 holidays per year, alternate work schedule options
- CalPERS retirement/pension benefit - Retirement benefits conform to the California Public Employees' Retirement System. Currently, Classic Miscellaneous employees pay 8% of employee contribution, which is tax-deferred. Public Employee Pension Reform Act (PEPRA) employees currently pay 6.5%, which is tax-deferred.

The Department does not pay into Social Security.

Please click [here](#) to view a summary of our benefits.

The classification of Fire Plans Examiner is a Fair Labor Standards Act non-exempt position in the Classified Service. This classification is represented by International Association of Fire Fighters 1165.

What will you do as a Fire Plans Examiner? (For more detailed information, please refer to the Fire Plans Examiner job specification located at www.sccfd.org.)

- Review residential, commercial, and industrial plans and specifications for compliance with state and local fire prevention codes and ordinances.
- Review and evaluate site construction and all other system plans to ensure compliance with applicable regulations, standards, and codes.
- Review and evaluate sprinkler systems, fire main installations, detection and alarm systems, smoke control

systems, and other fire protection components for code compliance.

- Review site development plans to ensure adequate water supply and fire hydrant availability; place hydrants and water main locations for new developments and annexations.
- Review proposals and recommend modifications, review technical literature and propose new fire protection procedures.
- Write comprehensive technical reports, analyze complex fire protection issues, issue written correspondence outlining code interpretations and deficiencies found in plan review, make recommendations.
- Conduct fire safety inspections of weekend fairs or festivals, public fireworks displays and/or special events.
- Perform other duties as assigned.

What will you bring to County Fire?

- A reasonable competency, familiarity, and technical understanding of fire prevention codes and ordinances.
- The ability to provide technical assistance and guidance to both internal and external customers by providing technical interpretations of building and fire codes as they apply to a jurisdiction.
- The ability to conduct engineering computations such as fire flow, hydraulic design, building areas, and occupant loads.
- The ability to train Department personnel in the areas of fire science, fire protection components, and fire inspection.
- A positive attitude and a customer-service oriented approach.
- An ability to work collaboratively with the public, contractors, regulatory officials and other Fire Prevention staff.
- A reliable and ethical approach and an ability to serve as lead and provide work direction to the Associate Fire Plans Examiner.

How can you qualify for this position?

Education and Experience: A bachelor's degree in fire protection, civil or mechanical engineering or a closely related field from an accredited college or university, plus three (3) years of full-time experience in fire protection engineering or fire plans examining.

OR

Successful completion of the Engineer-in-Training (EIT) certification plus three (3) years of full-time experience in fire protection engineering or fire plans examining.

Highly Desirable: Registration or qualifications sufficient for registration with the state of California as a Licensed Fire Protection Engineer.

Knowledge of:

- Principles, practices, and techniques of modern fire plans examination concepts.
- Fire protection and fire inspection standards, codes, ordinances, rules, and regulations.
- Structural fire protection, fire hazard control, and fire extinguishing detection/alarm systems.
- Safety standards in structures where hazardous solids, liquids, or gases are to be manufactured, used, or stored.
- National Fire Protection Association Standards.
- Standards of building design, construction, and materials.

Skills & Ability to:

- Comprehend and evaluate building plans and specifications including fire suppression, alarm, and detection systems.
- Conduct and evaluate engineering computations.
- Analyze and evaluate statistical data.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain a calm and professional demeanor in confrontational or difficult situations.

Working conditions and physical demands: Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable irritants and materials. Work involves physical exertion including standing, stooping, reaching, lifting, crawling and climbing. Manual dexterity, clear understandable speech, and visual and hearing acuity are also required.

Required License: Possession of a valid state of California driver's license.

Pre-employment Requirements: The candidate must pass a Live Scan fingerprint, a background check, and complete a medical examination.

Ready to apply? Here's what to do:

Interested applicants must apply for the position online by clicking on the "Apply for this job online" button. If you have not previously done so, you will need to complete an applicant profile. As part of the job submittal, you are required to upload your résumé where indicated. Please be prepared to provide proof of education if requested after the oral board process. Please complete the supplemental questions where prompted to do so. Completed applications must be submitted by the stated deadline.

The submission deadline is 12:00 p.m. on Monday, January 27, 2020. Incomplete or late submittals will not be accepted or considered. Interested applicants are strongly encouraged to apply as soon as possible.

Based upon a review of the application packets, the most qualified candidates will be invited to participate in the selection process which will include a written examination and an oral board interview. In cases where a high number of applications are received (as determined by the Department), the order in which the application was received may be used to determine eligibility to continue in the recruitment process.

The written examination is tentatively scheduled to take place on **Thursday, February 6, 2020** and the oral board interview is tentatively scheduled to take place on **Wednesday, February 12, 2020**. Final interviews are tentatively scheduled for **the week of February 24, 2020**.

If you have questions regarding the position of Fire Plans Examiner or the application and selection process outlined herein, please contact Senior Management Analyst Tricia Yin in Personnel Services at (408) 341-4448 or via email at recruitment@sccfd.org.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The Department is an Equal Opportunity Employer.