



OFFICE OF HUMAN RESOURCES  
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**JOB ANNOUNCEMENT TITLE:**

**FIRE PROTECTION ENGINEER**

**OPENING DATE:** April 11, 2024

**CLOSING DATE:** May 9, 2024

**RECRUITMENT STATUS:** In-house/Public

**ANNOUNCEMENT #:** POS-43-24

**SALARY:** Grade 10, \$89,586 - \$98,544 annually

**DEPARTMENT:** Building

**STATUS:** Full Time

**FLSA STATUS:** Exempt

At The City of Frederick, we value diversity and the respect, engagement, and productivity an inclusive environment produces. We seek to consistently improve internal and external customer satisfaction, innovate, and expand capability of services, and be a government that practices equality, equity, and fairness. We invite you to bring your skills, abilities, and knowledge to The City of Frederick and be a valued addition to a workforce that we know is our greatest asset.

Frederick is a progressive, richly diverse, and authentically charming city. Recognized as one of the best places to live in Maryland, Frederick is surrounded by mountain views and centrally located about 45 miles north of Washington D.C. and 45 miles west of Baltimore, MD.

**JOB SUMMARY:**

This is a professional position responsible for enforcement and compliance of City, County, State and Federal Fire and Life Safety codes and regulations. This position may be called upon for enforcement and compliance, in whole or in part of other various codes/ regulations adopted by the City. This position will maintain inspection records, coordinate and perform building inspections and plan review of residential and commercial buildings, both new and existing. This position will meet with Architects, Engineers, Contractors and the General Public in person, by phone and through written correspondence, providing code/ regulation interpretations. This position investigates and resolves various complaints received. This position will provide supervision to the Fire System Inspector and will receive supervision from the Chief Building Code Official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises and coordinates fire systems and life safety plan review and inspection responsibilities through proper assignments to fire system inspectors.
- Performs plan review and inspections on construction, alterations, and repairs to residential and commercial structures to ensure conformance with City, County, State and Federal Codes/ Regulations.
- Schedules inspections, maintains accurate records of inspections and plan review, and prepares other documents, reports, and correspondence as required.
- Provides technical interpretations and code updates and revisions, both written and oral, as required, to the Department Chief, contractors, staff and the general public.
- Reviews National, State and County code changes, provides recommendations to the Department Manager for impact on City codes/ regulations.
- Coordinates with plan review and inspector personnel to ensure consistency in interpretation of fire systems and life safety requirements.
- Coordinates with other City, County and State plan reviewers, inspectors and other agencies as required to facilitate resolutions to code related issues.
- Conducts plan review and inspections on behalf of other City Departments (i.e. Engineering, DPW, etc.) as required.
- Assists with plan review and inspections of C.I.P. projects as required.
- Investigates and resolves various complaints received from the General Public.
- Prepares and delivers Violation Notices and Stop Work Orders as required.
- Purges permit files by contacting property owners and/or contractors to ensure the plan review and inspection process is completed as required.
- Represents the Department in a professional manner at seminars, code hearings and meetings in general.
- Testifies at various Board Hearings and other Legal proceedings as required.
- Works with permit applicants and contractors to correct and/or resolve code related issues.
- Operates a vehicle on a regular basis, observing legal and defensive driving practices.
- Performs other duties as assigned.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

- Combination of education, training and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Fire Protection Engineering or related field.
- Five (5) years of progressive experience as a fire marshal, fire plans reviewer or fire systems inspector, or equivalent education/training.
- Proven track record and demonstrated experience in practical application of Fire Protection and Life Safety Codes for new and existing structures.

**REQUIRED CERTIFICATES AND/OR LICENSES:**

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Current NFPA 1031, Fire Inspector 1, or equivalent or ability to obtain within one (1) year from date of hire. The employee must maintain for the duration of their employment.
- Appointment by the State Fire Marshall's Office as Special Assistant State Fire Marshall or ability to obtain within one (1) year from date of hire. The employee must maintain for the duration of their employment.
- Ability to obtain and maintain State and other certifications in areas associated with work responsibilities and meet targeted, continuing education requirements in order to maintain certifications.

**REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):**

- Extensive working knowledge of the NFPA Fire Protection and Life Safety Codes.
- Ability to assign and supervise the work of subordinates in a manner to accomplish objectives and maintain high morale.
- Ability to maintain professional and courteous relationship with co-workers, applicants, contractors and the general public.
- Ability to interpret a vast array of laws, ordinances and code requirements and to apply reasonable requirements to appropriate situations.
- Extensive knowledge of the modern principles and techniques of fire protection and life safety including inspection, fire hazards and methods of eliminating hazardous conditions.
- Extensive knowledge of flammable liquids, gasses and hazardous chemicals, their proper use and storage requirements.
- General knowledge of electrical wiring systems.
- Strong and effective verbal and written communication skills and the ability to maintain courteous and responsive relationship with co-workers, contractors and the general public.
- Ability to understand and interpret construction documents quickly and accurately and compare them with work in progress.
- Ability to perform fundamental engineering and mathematical calculations.
- Ability to work independently in the field and use technical discretion and judgment in reviewing and inspecting a variety of projects.
- Ability to perform job functions and multiple assignments in a timely, accurate and consistent manner.
- Ability to use a computer with knowledge in Microsoft Office (Word and Excel).

**OTHER DESIRABLES:**

- Bachelor's degree in Fire Protection Engineering is preferred.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is required to frequently move about for long periods of time, position self to perform inspections, ascend and descend stairs and ladders, and traverse varied terrain. The employee is required to occasionally remain in a stationary position for extended periods of time, to compile and retrieve information from computers, telephones phones, etc., to draft and write, and to handle paperwork. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include the ability to observe and inspect items directly in front or to either side of self, to assess items at a distance, to distinguish colors, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT/CONDITION:** *The work environment characteristics 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 the essential functions.*

Work time will be divided between typical office setting and fieldwork on active construction sites. The employee will have regular exposure to varying outside conditions and extremes in temperatures.

*Equal Opportunity Employer*