

## **FIRE PLANS REVIEWER - BALTIMORE CITY FIRE DEPARTMENT**

**SALARY RANGE: \$79,507.00 - \$127,000.00**

Website: [Humanresources.baltimorecity.gov/employment](https://humanresources.baltimorecity.gov/employment)

### **Our Benefits**

The city offers a comprehensive benefits package which includes medical, prescription drug, dental, vision, optional life, AD&D, and FSA plans. This office also supplies wellness programs, support groups, and workshops. You can learn about our benefits here:

<https://humanresources.baltimorecity.gov/hr-divisions/benefits>

### **Get to Know Us**

Welcome to the City of Baltimore! Experience the reward of a fulfilling career and enjoy the added element of excitement in a vibrant, diverse atmosphere. The City of Baltimore offers limitless opportunities to help drive social impact, both on the job and in the community, while serving its citizens. Join us in making Baltimore a great place to live and work. In the City of Baltimore, we hire great people and provide them with the skills and opportunities to grow toward their career aspirations. If you are looking for a career change or interested in learning more, explore our opportunities and benefits plans. We are excited to have you as a part of the City of Baltimore Team!

### **Job Summary:**

A Fire Plans Reviewer reviews plans to ensure compliance with Fire and Building codes. Inspect residences, multiple dwellings, new construction, rehabilitation projects, commercial and industrial establishments and structures to enforce applicable laws of the Federal, State and City governments. The work of this class involves no supervisory duties or responsibilities.

The incumbent receives general supervision from a technical superior. The employees in this class work a conventional work week. Work is performed in an office where there are

normal working conditions and occasionally at construction sites where there may be exposure to heat, smoke and bad weather. Work requires minimal physical exertion.

## **MINIMUM QUALIFICATION**

***On or before the date of filing the application, each candidate must:***

**EDUCATION:** Have graduated from an accredited high school or possession of a GED certificate.

### **AND**

**EXPERIENCE:** Have three years' experience reviewing Architectural Plans and Fire Protection Shop Drawings; or conducting inspections for compliance with Fire/Life Safety Codes and building codes; and conducting moderately complex inspections related to construction projects is required.

**LICENSES, REGISTRATIONS AND CERTIFICATES:** Have a valid Maryland Class C Noncommercial driver's license or an equivalent driver's license and eligible to obtain a Baltimore City driver's permit.

**PROVISIONAL DRIVER'S LICENSE ARE NOT ACCEPTABLE.**

**NOTE: YOU MUST UPLOAD A COPY OF YOUR VALID DRIVER'S LICENSE WITH APPLICATION AT TIME OF APPLYING.**

**Employees must hold and maintain one of the following certifications:**

- International Codes Council (ICC) Certified Fire Plans Examiner
- International Codes Council (ICC) Certified Buildings Plans Examiner
- National Fire Protection (NFP) Certified Fire Plans Examiner
- Maryland Fire Rescue Institute (MFRI) Plans Examiner II
- Maryland Fire Rescue Institute (MFRI) Fire Inspector III or an equivalent accreditation

**NOTE:** In the event of changes in the standards, certification or licensure requirements in any of the above, the member is required to maintain the equivalent certification or licensure to continue employment with the Baltimore City Fire Department.

**\*\*APPLICATION DEADLINE:** Please submit your application no later than **12:00 AM** on the closing date to be eligible for consideration.

### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

- Knowledge of the provisions of the Baltimore City Fire Prevention Code and applicable Federal and State Laws.
- Knowledge of the methods, materials and techniques in all types of fire protections systems, design and installation, building construction, repair and alterations.
- Knowledge of defects and flaws in the fire protection system installations, building constructions, and effective correction measures.
- Knowledge of fire and life safety codes, and workmanship and material standards required.
- Knowledge of the principles and practices of engineering as applied to the construction field.
- Knowledge of the procedures involved in keeping strict account of permit applications, permits, and permit status.
- Ability to read and interpret all types of blueprints, working diagrams and specifications encountered
- quickly and accurately, and to compare them with constructions in progress
- Ability to work with architects, engineers, contractors, developers, crafts people and the general public.
- Ability to prepare concise and accurate explanations with various ordinances, regulations and rulings.
- Ability to gather information and prepare clear and concise reports based on an analysis of data,

- identifying and correcting faulty or hazardous plans or conditions.
- Ability to effectively communicate both orally and in writing.
- Ability to prepare and present reports.
- Ability to explain the agency's purpose, programs and operations.
- Ability to collect, compile, edit, classify and tabulate statistical and analytical data.
- Ability to work effectively as part of a team.

### **Background Check**

**NOTE:** Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information.

### **Probation**

All candidates, including current City employees, selected for this position must complete a mandatory six-month probation.

### **Eligibility**

Qualified candidates will be considered for vacancies as they arise, for a period of at least six months. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

### **Education Accreditation**

Applicants' education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at [www.naces.org](http://www.naces.org).

### **Selection Process**

All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

## **Examination Process**

Applicants must provide sufficient information on their application to show that they meet the minimum qualifications for this recruitment. Successful applicants will be placed on the employment certified eligible list for at least six months.

The examination will consist of a rating of your education, training, and experience as presented on your application and as they relate to the requirements of the position. You may be required to complete supplemental questions to further examine specific Knowledge, Skills and Abilities of the position. Therefore, it is important that you provide complete and accurate information on your application.

Your Recruiter: **Dayvon Smith**

If you have any questions please contact Dayvon Smith, Recruitment & Talent Acquisition Specialist III, via email at [Dayvon.Smith@baltimorecity.gov](mailto:Dayvon.Smith@baltimorecity.gov).

Baltimore City Government is an Equal Employment Opportunity Employer, and we are committed to a workplace that values diversity, equity, and inclusion. The City of Baltimore prohibits discrimination on the basis of race, color, religion, age, sex, ancestry, creed, national origin, disability status, genetics, marital status, military service, sexual orientation, gender identity/expression or any other characteristic protected by federal, state or local laws. Applicants requiring accommodation during the hiring process should contact Human Resources directly. Do not attach your request for accommodation to the application.

**BALTIMORE CITY IS AN EQUAL OPPORTUNITY EMPLOYER**