

FIRE PROTECTION SYSTEMS (FPS) Plans Examiner (I, II, III or IV)

An Overview

The City of Alexandria's Code Administration team is looking to hire a Fire Protection Systems (FPS) Plans Examiner I, II, III or IV. The level that the selected candidate will be classified as will be commensurate with the candidate's level of experience and education. The Fire Protection Systems (FPS) Plans Examiner reviews residential, commercial, and industrial fire protection plans to ensure compliance with the Virginia Uniform Statewide Building Code (USBC) and referenced standards. The FPS Plans Examiner requires demonstrated technical proficiency in the application of code and industry knowledge to include, but not limited to, new and altered fire suppression, detection, alarm, access control and smoke control systems. The Plans Examiner must have excellent customer service skills and be able to work either independently and/or within a team. In addition, the Plans Examiner must be organized, responsible, fair, exercise good judgment, have the ability to make technical decisions and have good written and oral communication skills. The Fire Protection Systems Plans Examiner position responsibilities can increase as it is part of the plan review career ladder. This work is performed under the general supervision of a Plan Review Services Division Chief.

The Opportunity

- Examines construction documents submitted for Fire Protection System permits for compliance with building and fire codes, applicable standards, and local regulations;
- Interprets and enforces Virginia Construction and Fire Prevention Code regulations; prepares reports and written correspondence documenting the findings of plan review and describes needed corrections;
- Assist inspectors regarding code interpretations and functional intent of USBC requirements, construction methods and performance of materials;
- Coordinates fire-protection systems layouts with structural, mechanical, plumbing, and electrical systems to minimize potential construction or performance conflicts between systems;
- Conducts research, as needed, and evaluates equipment, materials, and construction assemblies for compliance with USBC requirements and industry standards;
- Reviews and approves shop drawings and third-party quality control inspection reports submitted pursuant to the USBC and the City of Alexandria Inspections Program;
- Utilizes available electronic tools to assist in reviewing and processing permit and construction;
- Works with other plans examiners, inspectors, permit center staff and administrative staff;
- Attends training to maintain continuous education and certification requirements;
- Maintains a current knowledge of City and department policies, procedures, and guidelines.

The Ideal Candidate

The ideal candidate must be a professional and have the energy, vision, desire, and passion needed to service the residents and owners of Alexandria. The ideal candidate will assist customers with understanding city processes and requirements, work with other departments and agencies to facilitate stream-lined reviews and performs combination plans examination work reviewing residential and commercial construction documents for compliance with Virginia's Uniform Statewide Building Code (USBC). In addition, the candidate will have extensive knowledge of Fire Protection Systems, applicable standards, and current construction procedures/technology.

Plans Examiner I

To qualify for the Plans Examiner I, you must have an associate degree in engineering, architecture, building construction or related sciences; or an equivalent combination of education, training, and experience.

Plans Examiner II

To qualify for the Plans Examiner II, you must have an associate degree in engineering, architecture, building construction or related sciences; three years of experience performing professional engineering work in the Plans Examiner's primary discipline – architectural, electrical, fire protection, mechanical, plumbing energy or structural; or one year of satisfactory performance employed as a Plans Examiner I; or an equivalent combination of education, training, and experience.

Plans Examiner III

To qualify for the Plans Examiner III, you must have an Associate's degree in engineering, architecture, building construction or related sciences; or five years of experience performing professional engineering work in the Plans Examiner's primary discipline – architectural, electrical, fire protection, mechanical, plumbing, energy or structural; or one year of satisfactory performance employed as a Plans Examiner II with the City of Alexandria; or an equivalent combination of education, training and experience.

Plans Examiner IV

To qualify for the Plans Examiner IV, you must have an Associate's degree in engineering, architecture, building construction or related sciences; seven years of experience performing professional engineering work in the Plans Examiner's primary discipline – architectural, electrical, fire protection, mechanical, plumbing, energy or structural; or two years of satisfactory performance employed as a Plans Examiner III with the City of Alexandria; or an equivalent combination of education, training and experience.

All candidates must have a valid driver's license, and selected candidate must meet active City of Alexandria Plans Examiners Career Ladder requirements, per the positional level that the selected candidate will be classified, within the probationary period of twelve (12) months after their original appointment.

About the Department

The City of Alexandria's [Department of Code Administration](#)'s focus is to assist customers to achieve compliance with the Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the City Code nuisance and development provisions. The department contains five divisions: The Permit Center, Property Maintenance Inspections, New Construction Inspections, Plan Review Services, and Administrative Services. If you are curious for a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

Preferred Qualifications

A certified and practicing combination commercial plans examiner.

Notes

- 1) Refer to Department of Housing & Community Development (DHCD) and International Code Council (ICC) for current certification requirements
- 2) In order to advance to the next career ladder level, a portfolio of work clearly demonstrating ability to perform work at next level shall be submitted to the Director or designee for review and approval
- 3) This position requires the successful completion of pre-employment background checks including but not limited to driving record check, previous education and employment verification, and criminal background check.

SALARY RANGE

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| Plans Examiner I | \$58,568.12 - \$103,066.86 Annually |
| Plans Examiner II | \$67,788.76 - \$119,296.06 Annually |
| Plans Examiner III | \$71,173.96 - \$125,250.84 Annually |
| Plans Examiner IV | \$74,734.92 - \$131,517.10 Annually |