

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: FIRE PERMIT TECHNICIAN I
FIRE PERMIT TECHNICIAN II

DEPARTMENT: FIRE

BASIC FUNCTION:

Under general supervision, to perform a variety of office and field work; to gather and record data and prepare reports; to advise and interpret for the public the requirements on the Fire Code, Building Code, Zoning Ordinance, and Subdivision Ordinance; to assist staff, and do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Fire Permit Technician I** is the entry level position in the series requiring more limited responsibilities and direct supervision. Incumbents at this level are expected to learn the office and field operations under the supervision of a senior staff member to eventually qualify for advancement to the II level. The **Fire Permit Technician II** is the journey level and requires prior Fire Permit Technician experience. Incumbents work with greater independence and a broader level of knowledge.

KEY RESPONSIBILITIES:

These are representative duties. Emphasis on certain duties will vary depending upon the job assignment.

Review plans, blueprints, equipment, standards, and processes to determine compliance with ordinances and regulation.

Research and apply current codes and the codes that were applicable at the original time of approval.

Advise permit applicants of requirements and procedural steps.

Examine applications, plans, and specifications for fire protection, construction or alteration of dwellings or small structures (where technical engineering problems are not involved) to ensure conformity with applicable building codes and ordinances.

Issue permits.

Assist fire protection contractors, architects, developers, or builders in correcting plans to meet the requirements where necessary.

Give information, and compute permit fees at established rates.

Maintain building or engineering plans and records.

Answer questions from fire protection contractors, engineers, architects, developers, contractors, and the public regarding Fire Department building regulations and policies, dispensing general and technical information.

Assist in the preparation and review of various requirements as they may apply to conditions of approval for a development.

Assist the fire prevention and city technical staff in the solution of difficult problems.

Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- California Fire and Building Codes, NFPA Standards, and Title 19 Regulations.
- State and local fire codes and ordinances enforceable by the city.
- Nationally recognized fire protection and safety standards.
- Practices in effective customer service.
- Basic computer applications.
- Arithmetic: Algebra, geometry, and trigonometry for purposes of reading building plans and other related tasks.
- State laws, municipal and county codes governing construction, zoning, and subdivisions.
- Organization and functions of the agencies involved in the Fire, Building, Planning, and Engineering processes.
- Customer service, research, interpretation and application of codes and policies.

Ability to:

- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Provide necessary oversight for fire prevention inspection and education programs of the department.
- Use mathematical concepts to calculate measurements to determine appropriate standards in reading blueprints.
- Establish and maintain cooperative working relationships with building and business owners, contractors and the general public.
- Understand and carry out oral and written directions.
- Enforce regulations tactfully.
- Communicate clearly and concisely, orally and in writing.
- Gather data and make accurate computations.
- Interpret working drawings, graphs, maps, and charts.
- Meet and work with public in a tactful and effective manner.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Fire Permit Technician I:

Equivalent to a high school graduation, supplemented by college or vocational course work in the field of fire planning or closely related field or experience sufficient to successfully perform the essential duties of the job.

Equivalent to completion of the twelfth grade.

Any combination of education, training and/or experience which clearly demonstrates possession of the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would include educational training equivalent to completion of the twelfth grade, including or supplemented by courses in drafting, algebra, geometry, and trigonometry, and/or some practical experience.

Fire Permit Technician II:

In addition to the above, two years of progressively responsible experience in a variety of fire planning and permit issuance activities.

Two years of responsible experience in processing Fire Plan Checks and Permits; public contact duties involving Development Services processing, Building, and/or Engineering as a Technician I; and educational training equivalent to completion of twelfth grader including or supplemented by courses in drafting, algebra, geometry and trigonometry, and/or practical experience. An associate's degree in a related field is highly desirable.

DATE APPROVED: June 28, 2016