

Lathrop – Manteca **Fire** District

19001 Somerston Parkway

Lathrop, CA 95330

www.lmfire.org



Our Mission:

Through professionalism and compassion we will serve all, by empowering our members who embody our core values.

Part-time Plan Examiner

(Non-Safety / Non-Exempt)

\$65.00 / Hour

Continuous Recruitment Until Two Vacancies Are Filled

NEXT REVIEW OF APPLICATIONS: MARCH 28, 2022

Definition:

Under general supervision by the Deputy Fire Marshal and Fire Marshal, the Plan Examiner is a non-exempt position that performs a variety of technical responsibilities in the areas of examining construction plans including commercial and residential structures; calculates fees; generates and approves fire permits.

The Fire District:

The Lathrop – Manteca Fire District is located in the spacious San Joaquin Valley about 50 miles east of San Francisco. It was formed in 1936 to provide fire protection for the rural farmland and the unincorporated communities in the South San Joaquin Valley. The District is a full service organization that operates out of five fire stations. As an extension of county government, the Fire District has limited rights to impose or levy taxes for operations. Composed of approximately one-hundred square miles, we are charged with protecting the City of Lathrop, surround rural areas and unincorporated areas of Manteca.

Examples of Essential Duties:

- Accepts plans for plan checks; oversees all plan checks and ensures they are completed in a timely manner; recommends corrections to violations; relays necessary corrections to the permit applicant; maintains the plan inspections and permits in the District records management system; updates all District, City and/or County portals with updated permit information.
- Performs over the counter plan checks for small construction projects, including but not limited to, retail, restaurant, business offices, commercial/industrial projects, projects with structural changes and solar reviews.
- Review and confirm permit requirements
- Prepares and reviews permit documentation, inputting the proper information into the records management system or other District, City and/or County portals.
- Responds to contractors, builders and the public to answer questions and resolve complaints related to plan check requirements and conditions of permit approvals.
- Calculates, collects, and records permit application and plan check fees; coordinates fee payment with finance; generates permits.
- Performs other duties as assigned.

**Note: The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment.*

KNOWLEDGE/ABILITIES/SKILLS: *(The following are examples of the knowledge, abilities and skills necessary to perform the essential duties of the position.)*

Knowledge of:

California State Fire Code sections as related to the permit and plan inspection process; principles and practices of examining plans; various types of construction methods, terminology, and materials for both commercial and residential construction projects; modern office equipment; real property description and terminology; basic research methods; methods and techniques for scheduling work assignments; standard office procedures, practices and equipment; applicable federal, state and local laws, codes, regulations; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Read, interpret and understand plans, blueprints, and supporting documentation for completeness; use a scaled ruler accurately; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations pertinent in the issuance of fire permits; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independent and as part of a team; follow written and oral directions, observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing software applications.

Part-time Plan Examiner Qualifications, Requirements and Desired Items:

Minimum Qualifications:

- Possession of valid California Class-C Driver's License
- Legally Authorized to Work in the United States
- Possession of a high school diploma, GED equivalent, or high school proficiency certificate.
- Possess the equivalent of five (5) years of experience in examining residential, commercial and industrial plans and permit applications
- Possession of California State Fire Marshal Plan Examiner Certification or national equivalent.
- Possession of a valid International Code Council (I.C.C.) Residential Plans Examiner Certificate within twelve (12) months of appointment.

Highly Desirable Items:

- An associate's degree or a bachelor's degree in engineering or a closely related field
- California State Fire Marshal Certifications related to Fire Prevention
- Knowledge of Emergency Reporting Software
- Knowledge of California State Fire Code related to the permit and plan inspection process
- Knowledge of International Code Council code
- National Incident Management System (NIMS) Training
- Possession of I.C.C. Plans Examiner Certificates

Special Requirements:

- A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program
- Sign and maintain the provisions of a confidential employee agreement

Pre-Employment Requirements:

May include but not limited to successful completion of a California Department of Justice (DOJ) live scan fingerprint background check, background check, and medical examination that includes a drug screen, be legally authorized to work in the United States.

Physical / Mental Demands and Work Environment:

Position requires prolonged sitting, standing, walking, reaching, twisting, bending, grasping, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Application Process:

- All applicants are required to complete a Lathrop-Manteca Fire District "Employment Application" form – available on the District's website: www.lmfire.org/administration/page/applications
- Submit completed applications and any supporting documents to Hailey Salazar – Human Resources Administrator via E-Mail at hsalazar@lmfire.org
- Once your application is successfully submitted, you will receive an email confirmation and you will be given a control number within three (3) business days.
- **The District will ONLY be accepting applications via e-mail to hsalazar@lmfire.org; applications submitted via other outlets will not be accepted or considered.**
- Candidates should be prepared for all correspondence after the application phase to be distributed via e-mail; a valid email address must be provided.

Interested candidates must successfully submit the following items:

- Completed and Signed Lathrop – Manteca Fire District Employment Application
- Detailed Resume
- Copies of Any Coursework or Certifications Pertinent to the Position

Incomplete Applications will not be accepted

Selection Process:

Testing for this position may include the following:

- Application Review and Screening
- Written Examination
- Practical Assessment
- Oral Interview
- Chiefs Oral Interview
- Conditional Offer
- Background Investigation
- Physical Examination to Include Drug Screening; will also be used for SJCERA requirements.
- Job Offer

Note: *Applicants who receive a conditional offer of employment are subject to a background investigation including, but not limited to, DMV Driving Record Review, DOJ Live Scan, Medical Evaluation, and Drug Test.*

Compensation and Miscellaneous Information:

Compensation: \$65.00 / Hour

Sick Leave: 1 hour of sick leave for every 30 hours actually worked dispersed every pay period

FLSA Designation: Non-Exempt

Probationary Period: Twelve (12) Months; subject to an extension of up to six (6) months.

Hours: Not to exceed 30.0 Hours per Month

Schedule: Remote / flexible schedule available with a minimum of 1 day / week in office.