

# **SOUTH WALTON FIRE DISTRICT**

911 North County Highway 393, Santa Rosa Beach, Florida 32459

*"Prompt, Competent, Caring Response in Time of Need"*



Ryan H. Crawford  
Fire Chief / Administrator

## **SOUTH WALTON FIRE DISTRICT    *Plans Examiner I*** **Great Pay & Benefits** **\$27.65 Per Hour** **Employee paid health & life insurance, Paid Time Off Including Sick & Holiday** **Retirement Plan Options**

### **Apply Now – Deadline November 5, 2021**

The South Walton Fire District is currently seeking applicants for the position of Plans Examiner I. This position is responsible for ensuring compliance with established standard fire, building and/or zoning codes and regulations and for the approval/denial of various permits as well as the accurate recording of all approved permits. Applicants should possess a broad background in general construction practices that provides solid knowledge of inspecting structures, reviewing plans and interpreting various forms of site documents, i.e., architectural drawings, maps, schematics and engineering designs.

This position is an at-will, nonexempt employee, who will normally work a 40-hour, Monday – Friday schedule, but will be expected to vary hours to fit the needs of the District. Required to wear District uniform and civilian clothes, as appropriate.

### **Major Duties and Responsibilities:**

1. Reviews building permit and construction related applications to determine compliance with applicable fire safety statutes, codes and standards.
2. Interprets, explains and ensures compliance with provisions of local fire prevention and life safety codes, National Fire Protection Association codes, State Fire Marshal Uniform Regulations and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches codes as necessary; initiates any actions necessary to correct deviations or violations.
3. Reviews permit applications, building plans, blueprints, construction plans and related construction documents for conformance with all applicable codes
4. Approves or disapproves proposed plans in accordance with applicable codes; discusses disapproved items, regulatory requirements or problem areas with permit applicants, property owners, architects, engineers, contractors and other individuals; recommends solutions to problems
5. Reviews applications for new developments and/or rezoning and makes appropriate recommendations to Fire Marshal relating to fire safety issues
6. Attends regularly scheduled development review meetings to discuss fire safety requirements and makes appropriate recommendations to designers and developers
7. Answers frequent designer and builder questions regarding design and fire safety codes
8. Provides interpretations of technical fire code issues.
9. Approves equivalent and alternative methods for meeting code requirements following guidelines established in the Florida Fire Prevention Code and NFPA Codes

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10. Ensures that proper and accurate records and reports are kept as required by established rules, regulations and procedures.
11. Performs field fire safety inspections when required.
12. Performs other related duties as assigned.

## **Knowledge Required by the Position:**

- Knowledge of National, State and Local Codes, Standards and related ordinances;
- Knowledge of modern fire inspection principals, practices and methods;
- Knowledge of fire protection systems;
- Knowledge of hazardous materials, water supply systems, and fire safety education;
- Knowledge of building construction;
- Ability to conduct code-related research, write reports, read plans, classify occupancies and interpret and apply standards;
- Ability to perform water flow tests to determine adequacy of water supply for fire suppression needs;
- Communicates with supervisor, employees, other agencies, district officials, applicants, property owners, architects, builders, contractors, design professionals, engineers, the public and other individuals as needed to coordinate work activities, review status of work, exchange information or give/receive advice/direction;
- Skill in reading building plans and specifications;
- Ability to establish and maintain cooperative relationships with fellow employees, contractors, architects, County employees, community and business leaders and the public;
- Ability to apply judgment in making decisions on code compliance;
- Ability to express ideas clearly orally and in writing;
- Ability to apply and enforce codes and ordinances;
- Ability to utilize reporting software, specifically Mobileyes
- Ability to exercise independent thinking and reasoning within the limits of guidelines, policies, standards and precedents.

## **Supervisory Controls:**

Reports to the Life Safety Division Chief / Fire Marshal

## **Physical Demands:**

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of electronic and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, telephone, calculator, copier, and fax machine.
- Sedentary work when performing administrative functions to physical work with the ability to perform frequent heavy lifting over 50 lbs. at fire and inspection sites.

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- Work involves climbing, kneeling, balancing, crouching, standing, walking, pushing, pulling and grasping. The noise level in this environment can be loud at inspection sites.

## **Work Environment:**

The work is performed in a variety of locations. This can include, but not limited to, fire stations, commercial occupancies, construction sites, development sites as well as educational and assembly sites.

The employee may be exposed to inclement weather, extreme temperatures, smoke, fumes, and hazardous situations and materials that require the use of protective equipment.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

## **Supervisory and Management Responsibility:**

None

## **Minimum Qualifications:**

1. High school graduate or possession of an acceptable equivalency diploma
2. Possession of a valid, appropriate driver's license and an acceptable driving record or obtain a valid Florida driver's license within thirty (30) days of hire or promotion
3. Florida State Certified Fire Safety Inspector 1 or must be able to obtain Fire Safety Inspector 1 within six (6) months of employment.
4. Two (2) years' experience as a fire safety inspector, fire plans reviewer, fire code related, or combination in related field preferred
5. Ability to read and interpret codes ordinances and statutes and proficient in reading building plans and technical drawings for proposed construction.
6. Emergency Vehicle Operator certification, as specified in Florida Administrative Code.
7. Maintain basic CPR certification as accepted by the Florida Department of Health
8. Must be able to comprehend, speak, and write the English language.
9. Possess good interpersonal and communication skills to deal with public.
10. Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of employment and maintain same non-smoking and non-use throughout the term of employment.
11. Must successfully pass the Fire District's medical/physical, drug screen, reference and background check requirements as a condition of employment.

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**How to Apply:** Applications/Resumes may be submitted by mail, fax or email to the following no later than Friday, November 5, 2021.

South Walton Fire District  
911 N. County Highway 393  
Santa Rosa Beach, FL 32459  
850-267-1298 (Office)  
850-267-3294 (fax)  
[career@swfd.org](mailto:career@swfd.org)  
[www.swfd.org](http://www.swfd.org)

Online Application:

<https://www.swfd.org/SWFD/media/data/pdf/Admin - Application.pdf>

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