



Job Title: **Fire and Life Safety Plans Examiner**

Status: Full-time

Department: Public Works

Division: Inspections and Permits

Salary Range: \$51,157-\$57,929

Job Description: See below

Submit cover letter and resume to Human Resources Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). Candidates may also apply in person at City Hall, Room 145 - HR Office or access the online application on the City of Huntington website: [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on **City Government**, then **Employment Opportunities**. Applications/resumes will be received through 11/30/2025.

#### FIRE AND LIFE SAFETY PLANS EXAMINER

Job Category: Administrative

Department: Public Works

Division: Inspections and Permits

Job Code No.: ISP-08

Pay Grade: A15

FLSA Status: Exempt

#### NATURE OF WORK

This is a responsible position involving the performance of detailed technical reviews of building construction documents, fire protection system plans, and site development plans to ensure compliance with applicable fire and life safety codes and standards within the Inspections and Permits Division of the Public Works Department. The position focuses specifically on the enforcement and application of the **West Virginia State Fire Code, WV State Building Code, NFPA 1 (Fire Code), and NFPA 101 (Life Safety Code)**. The employee collaborates with architects, engineers, developers, and internal departments to ensure projects meet required safety standards before and during construction.

The work is performed with independence requiring judgment and tact. Work also involves responsibility for the performance of administrative duties of a staff nature. Initiative and independent judgment are exercised within the framework of stated objectives, established policies and practices, and major decisions are subject to approval. The employee reports to the Chief Building Inspector/Supervisor and the Fire Marshal.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews construction documents, architectural drawings, and fire protection system plans, including but not limited to fire alarms, sprinkler systems, and smoke control systems, for compliance with:

- WV State Fire Code
- WV State Building Code
- NFPA 1 – Fire Code

- NFPA 101 – Life Safety Code
- International Building Code (IBC)
- All related and referenced codes (e.g., NFPA 13, NFPA 72, ASME A17.1, ICC standards)

Evaluates plans for new construction, alterations, renovations, and tenant improvements to ensure compliance with applicable fire and life safety codes.

Identifies deficiencies, code violations, or areas requiring clarification in submitted plans and provide clear, concise correction notices or recommendations.

Conducts plan review meetings with developers, architects, engineers, and other stakeholders to resolve technical code issues and facilitate compliance.

Assists in interpreting and applying adopted codes and standards in accordance with jurisdictional policies and procedures.

Maintains up-to-date knowledge of code changes, emerging technologies, and fire protection systems.

Provides technical support to fire prevention staff, building department officials, and other inspection personnel as needed.

Maintains accurate records of plan reviews, approvals, corrections, and related correspondence.

Participates in continuing education, code training, and professional development.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in fire science, engineering or a related field; minimum of 3-5 years of experience in fire and life safety plan review, code enforcement, or fire protection engineering; or any equivalent combination of education and experience.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the West Virginia State Fire Code, NFPA 1, NFPA 101, IBC, and related codes and standards.

Familiarity with construction practices, building systems, and fire protection systems.

Proficiency in interpreting architectural and engineering drawings, specifications, and technical documents.

Skill in the operation of assigned equipment.

Ability to work independently and collaboratively in a fast-paced environment.

Ability to communicate effectively, both verbally and in writing.

Ability to interpret and explain applicable laws and regulations.

Ability to use computer-based plan review software.

Ability to enforce regulations with firmness and tact and establish and maintain effective working relationships with developers, architects, engineers, other stakeholders, city officials, and the public.

Ability to handle confidential information and matters in a discreet and professional manner.

Ability to occasionally work during evenings and/or weekends.

#### SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

Ability to obtain certification in NFPA 1, NFPA 101, and International Building Code (IBC) within six (6) months from date of hire.

#### TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, calculator, copy machine and fax machine.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, bend, kneel, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 25 pounds.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet in the office and moderately loud while performing field work.

## SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.