

**FIRE PROTECTION ENGINEERING ASSOCIATE (7978)**  
**TASK LIST 2018**

**Plan Check and Review**

1. Responds to general inquiries received from private architects, engineers, contractors, and the public, over the phone, in person, or via email, regarding the interpretation of State codes and regulations, City codes and ordinances, and applicable standards as they relate to fire safety for buildings and structures in order to provide clarification on plans and code consultation.
2. Reviews building construction plans submitted by private contractors, engineers, consultants and architects, by visually reviewing plans for conformance to State codes and regulations, City codes and ordinances, and applicable standards, such as ensuring the structure has adequately fire rated construction, sprinkler systems, and means of egress, and approves plans or issues corrections when codes are not met in order to ensure compliance with applicable codes and standards.
3. Reads and interprets construction plans of complex and technologically advanced structures, industrial processes, and systems, such as refinery tank farms and spray paint booths in order to issue permits and ensure compliance with applicable codes and standards.
4. Attends preliminary building design meetings with private contractors, engineers, consultants, architects, and/or representatives from City departments to discuss proposed plans, make recommendations on building design criteria, and serve as a technical expert regarding the provisions and regulations of the Fire and Building Codes in order to ensure that proposed plans comply with City codes and ordinances.
5. Makes recommendations to supervisors, verbally or in writing, regarding alternative means of compliance with City Fire Code, City Building Code, and applicable standards, when necessary, such as cases in which building plans meet the intent of the code but are not feasible in order to ensure that modifications are reasonable and that proposed plans can meet and/or exceed City Fire Code, City Building Code, and applicable standards.
6. Reviews and approves alternative means of compliance with City Fire Code, City Building Code, and applicable standards, in the supervisor's absence, by reviewing modification forms and attachments submitted by private contractors, engineers, consultants and architects in order to determine whether there is sufficient justification for the modification request being made.
7. Validates that building materials or products are approved and/or alternative options for testing have been performed correctly by reviewing certification paperwork, including research reports in order to ensure that building materials or products are

at least equivalent to the materials prescribed in the code in terms of quality, effective time period of fire resistance, strength, effectiveness, durability and safety.

8. Reviews engineering studies and analyses, including fire modeling and egress studies submitted by contractors, engineers, and/or fire life safety consultants on behalf of the architect to verify that performance-based code alternatives comply with building and fire codes in order to ensure that the alternative approach results in a design that is at least as safe as that achieved by following the prescriptive requirements.

### **Technical Support/Research**

9. Interprets and explains State codes and regulations, City codes and ordinances, and applicable standards to Fire Inspectors, architects, electrical engineers, construction site personnel, and contractors in order to assist field personnel in fire code and regulation enforcement activities.
10. Assists Fire Inspectors at construction sites with determining the extent of potential fire code and regulation compliance issues, such as improper location of fire alarm and fire protection devices, by providing expert advice, when needed, in order to ensure compliance with State Fire Code.
11. Communicates with Fire Inspectors, supervisors, and/or department management, by phone, via email or in-person, regarding the results of investigations performed in response to fire hazard complaints received from citizens and/or upon request by City Council in order to identify fire prevention solutions and provide guidance on fire code provisions and regulations.
12. Discusses technical information, such as the application and interpretation of fire code provisions and regulations, with supervisors and departmental personnel, and makes recommendations to management, including Fire Protection Engineers, Fire Inspectors, Chief Officers, and the Fire Marshal in order to standardize plan check review and enforcement.
13. Conducts research on existing and proposed City laws, regulations, and guidelines related to fire and life safety, by cross-checking information from the internet, including professional journals or news sources, in order to identify potential impacts on fire and building code provisions, regulations, and City or departmental operations and make recommendations to management for Los Angeles City Code amendments and modifications.

### **Other**

14. Orients and trains new employees by explaining job requirements, demonstrating work procedures, and providing written materials such as safety and performance standards, personnel rules, policies, procedures, and benefits in order to ensure new

staff members are prepared to complete their job duties successfully and in accordance with Department standards.

15. Delivers oral presentations to members of the public, during professional conferences and/or upon request from organizations, such as local homeowner associations (HOA), Building Owners and Managers Association, and Society of Fire Protection Engineers (SFPA), on topics related to fire prevention and fire code provisions and regulations in order to develop an awareness of fire hazards and educate the public on fire prevention strategies.