



OPERATIONS MANUAL

Grand Traverse Metro Emergency Services Authority

Number: 104.30	Effective Date: 05/28/2025
Section: Administration	Revised Date: 05/16/2025
Subject: JOB DESCRIPTION –FIRE PLANS EXAMINER/ FIRE INSPECTOR	Reviewed Date: 05/16/2025
Scope: Applies to all personnel	
By Order of Fire Chief Paul Mackin	

I. PURPOSE

Grand Traverse Metro Emergency Services Authority (GTMESSA) Fire Plans Examiner/Fire Inspector personnel are expected to perform a full range of fire prevention inspections, plan reviews of fire protection systems and life safety items. Personnel at this level need occasional instruction or assistance and are aware of the operating procedures and policies of the work unit. This is a full-time, 40-hour-per-week position compensated on an hourly basis. Overtime may be required.

II. RESPONSE

A. General Description

Under supervision and direction of the Assistant Chief/Fire Marshal, this position reviews plans for conformance to related codes for various fire protection systems, new building construction and remodels, and site plans for new developments. This position will perform fieldwork to inspect and witness acceptance testing as well as perform life safety inspections prior to certificate of occupancy.

This work involves responsibility for participating in field enforcement of local and state laws related to fire prevention. Considerable effort is required to correct fire hazards and areas where special hazards exist. Work is subject to periodic checks and review. A working knowledge of construction, fire and building codes, fire hazards, methods and techniques of fire prevention, office practices and procedures, computer data entry and word processing skills are required.

Personnel in this position must be able to establish and maintain effective working relationships with property owners, business owners, contractors, design professionals, construction codes and specialty trades inspectors, municipal officials and the general public, as well as the ability to communicate with those groups and people. This position may require irregular hours and travel. Annual inspection of existing businesses will be a required job function when time permits.

B. Basic Function:

The Fire Plans Examiner/Fire Inspector is responsible for performing plan reviews, inspections and acceptance testing of many types of fire protection systems. This position must also review architectural plans for compliance with life safety items included in applicable codes, laws and ordinances as well as site plans in conjunction with municipal planning and zoning departments. Personnel in this position will be responsible for new projects and developments from concept to final occupancy certificate.

C. **Principal Responsibilities** Fire Plans Examiner/Fire Inspector is responsible for the following:

1. Performs plan reviews, inspections and witnesses acceptance testing of all fire protection systems including but not limited to: all types of automatic fire sprinkler systems, standpipe systems, fire pumps, pre-engineered special hazard systems, engineered special hazard systems, fire alarm systems and fire/smoke detection systems.
2. Review architectural building plans for compliance with life safety issues in applicable codes, standards, laws and ordinances and conduct inspections for verification.
3. Review site plans in conjunction with municipal planners and zoning personnel prior to issuance of land use permits for compliance with water supply, access and other requirements in all applicable codes, laws and ordinances.
4. Works closely with developers, business and building owners from concept to final occupancy certificate to ensure compliance to all applicable codes, laws, standards and ordinances.
5. Assists citizens and other agency personnel with code interpretations and information when requested. Prepares written documents and maintains files.
6. Inspects public, commercial and multi-residential structures to ensure compliance with the International Fire Code as adopted.
7. Conducts inspections of fire hazard complaints for compliance with jurisdiction, state and federal regulations.
8. Identifies corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations and standards.

The above list is intended to describe the general nature and level of work performed by personnel assigned to this classification and should not be construed as an exhaustive list of all job duties.

D. **Minimum Qualifications:**

1. **Knowledge:** Must have knowledge of building construction types, occupancy use groups, chemical hazards, fire hazards, and fire and building codes including referenced installation standards, and methods and techniques of modern fire prevention / life safety practices.
2. **Skills:** Position requires effective oral and written communication skills. Must be able to read blueprints of all types, perform mathematical calculations and make effective decisions. Must be proficient in Microsoft Word and Excel and have basic knowledge of Adobe Acrobat. Familiarity with Bluebeam is preferred.
3. **Education:** High school diploma or GED required. An associate degree or higher in Fire Science, Fire Protection Engineering, or a related field is preferred. Relevant work experience may be considered in lieu of formal education requirements.
4. **Experience:** Must have a minimum of 5 years in the fire inspection field. This position requires extensive experience in fire prevention techniques, theories, fire and building codes, installation standards and the related construction fields. Personnel in this position must be familiar with hazards associated with construction sites. Must have knowledge of fire suppression operations experience.
5. **Licenses/Certificates:**
 - a. State of Michigan Certified Fire Inspector

- b. NFPA Fire Inspector II
- c. NFPA Fire Plans Examiner
- d. Registered State of Michigan Fire Protection System Inspector (or able to obtain within one year)
- e. Registered State of Michigan Fire Protection System Plan Reviewer (or able to obtain within one year)
- f. Unrestricted Michigan driver's license
- g. Current CPR certification

E. **Physical Requirements:**

1. Must be able to climb stairs and work in uncomfortable conditions that require stooping, kneeling and crawling.
2. Must be able to walk on uneven surfaces, including muddy, sandy, snow covered, and/or icy conditions.
3. Regularly required to stand.
4. Must be able to climb ladders, occasionally at heights above 10 feet.
5. May occasionally lift up to fifty (50) pounds.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
7. Must meet the job performance requirements of NFPA 1031.
8. Ability to perform general office duties, including but not limited to sitting and standing for extended periods, typing, writing, using a computer keyboard and mouse, and operating standard office equipment.

Number 104.30

Authorized by:

Chief Paul Mackin

Revision Dates: 05/10/2016; 10/10/2024; 05/16/2025