

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Principal Fire Protection Engineer	<b>Job Family:</b> 3
<b>General Classification:</b> Management	<b>Job Grade:</b> 43

**Definition:** To plan, supervise, and coordinate workload and daily operations of the Fire Protection team within the Building Division.

**Distinguishing Characteristics:** This is an advanced journey-level class in the Fire Protection Engineer series. The Principal Fire Protection Engineer (PFPE) coordinates the distribution of duties and supervises staff within the Fire Protection team within the Building Division of the Community Development Department. Positions in this class perform the most complex fire protection engineering work and supervise lower-level professional and technical fire protection engineering staff. The PFPE reports to the Assistant Community Development Director (ACDD). Appointment to this level requires considerable knowledge of fire protection, federal, state, and local fire safety ordinances, laws, and codes. Exercises direct supervision over professional, technical, and clerical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Plan, supervise, and coordinate the work of the Fire Protection team within the Building Division and oversee daily operations, including responding to permit and customer issues.
2. Oversee consultant contracts within allocated funds; monitor the work of contract consultants retained to provide expertise in fire codes, plan check, and inspection services for fire protection, fire alarms, and emergency life safety systems.
3. Ensure the timely review of all permits for compliance with fire codes by the Fire Protection team as part of planning entitlements and building/fire permit plan checks; track and monitor completion of work.
4. Act as the lead representative for the Fire Protection team in development review and on various City teams and commissions, boards, and committees as needed. May also deliver public presentations on fire-related issues.
5. Train, mentor, and evaluate assigned professional and technical staff and ensure staff maintain any required professional certifications.
6. Serve as a lead staff member in reviewing plans and specifications of proposed buildings and building modifications for adherence to federal, state, and local fire safety ordinances, laws, and codes; and ensure assigned staff also review plans accordingly. Interpret, explain, and advise on the most complex or unique questions or issues that arise in the course of work, including identifying and resolving life safety design issues during planning entitlements.

7. Oversee and participate in the review of plans and specifications, perform highly complex inspections, and conduct acceptance tests on fire protection systems, such as heat and smoke detection systems, fire alarms, emergency life safety systems, and sprinkler systems.
8. Review highly complex site development plans and provide support to staff for assigned site development plans for new or existing buildings to ensure adequate water supplies, water distribution systems, fire hydrant availability, and Fire Department equipment access. Ensure appropriate coordination with the Public Works and Fire Departments.
9. Conduct fire safety inspections of the most complex buildings, structures, premises, and installations to enforce compliance with federal, state, and local fire safety laws, codes, and regulations.
10. Coordinate assigned staff's plan reviews with field inspection activities to ensure the provisions of all applicable state and local fire safety laws, codes, and regulations are enforced; provide subject matter support and code interpretations as needed.
11. Provide technical advice to City staff, architects, engineers, developers, building owners, the Fire Chief, the Chief Building Official, City regional boards or commissions and boards, and the general public on the interpretation or application of fire safety codes and regulations.
12. Oversee, participate, and conduct special studies regarding fire hazards, fire response systems, and other related fire protection services and make recommendations for improving the City's fire protection services and its role in the development review process.
13. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principals and practices of national, state, and local fire protection and fire inspection standards, laws, codes, and ordinances; structural fire protection; fire hazards control, extinguishing, and detection systems; and principles and practices of fire protection engineering, organization, administration; principles and techniques of supervision and personnel management.

Ability to: Supervise personnel (including training, assigning work, motivating, and evaluating performance); assume responsibility for Fire Protection team activities on multiple, diverse, and complex projects and assignments; interpret, advise, explain, and apply applicable federal, state, and local fire safety ordinances, laws, and codes. Evaluate, approve, and inspect various types of fire protection systems; analyze and solve complex fire protection problems and develop objective solutions; make complex hydraulic calculations necessary to determine the adherence of fire extinguishing system plans to code requirements; analyze and evaluate statistical data; administer and monitor contracts;

work with architects, engineers, developers, and the public in the planning, designing, and construction of buildings and the installation of fire protection devices; express ideas and communicate clearly and concisely, both orally and in writing; maintain records and prepare reports; work with minimal supervision in an efficient, well-organized manner to meet deadlines; establish and maintain cooperative work relationships with other governmental agencies, City employees, the general public, and various business establishments; establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Four years of increasingly responsible fire protection engineering experience, including three years lead capacity responsibilities; and equivalent to a bachelor's degree from an accredited college or university with major course work in fire protection engineering, civil or mechanical engineering, or a related field. A master's degree in fire protection engineering, civil or mechanical engineering, or a related field is highly desirable.

**Required Licenses or Certificates:** Possession of a California State Registered Fire Protection Engineer (FPE) or Professional Engineer (PE). Possession of a valid California Driver License. Certifications from the International Code Council (ICC) in Fire Sprinklers, Fire Alarms, Fire Inspector, or Fire Plans Examiner; or certifications from the National Fire Protection Association in Certified Fire Plan Examiner (CFPE) or Certified Fire Inspector (CFI-I) are desirable.

Established: September 2024

HRD/CLASS SPECS

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