



**Code: 8875**  
Family: Public Safety  
Service: Public Safety  
Group: Fire Service  
Series: Fire Prevention

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## **CLASS TITLE: ASSOCIATE FIRE PREVENTION ENGINEER**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs entry level professional work in the review of construction plans and drawings for compliance with the City's Fire Code, and performs related duties as required

### **ESSENTIAL DUTIES**

- Reviews building plans for construction/structural plans (new and existing structures) to ensure plans are in compliance with the fire prevention, fire protection, and fire/life safety requirements of the Municipal Fire Codes
- Examines construction documents including blueprints to review design layout and engineering specifications for fire protection systems
- Conducts plan reviews for the installation of standpipe systems, sprinkler systems, fire alarm systems, alternate automatic fire-extinguishing systems, and other fire protection equipment to ensure compliance with fire code requirements
- Conducts plan reviews for above ground flammable liquid storage tank systems
- Applies fire code requirements and explains needed revisions to contractors, architects, building owners and the general public in order to bring construction plans into code compliance
- Responds to inquiries regarding fire protection and safety requirements and needed plan revisions to correct fire code violations
- Approves fire suppression system plans for all Mobile Food Vehicles (Food Trucks)
- Conducts on-site reviews of completed construction projects to test fire alarm equipment for proper operation prior to building occupancy
- Maintains records of approved plans and permits issued
- May assist in preparing draft amendments to the Municipal Fire Code

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, or an equivalent combination of education, training, and experience provided the minimum degree requirement is met

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

### **WORKING CONDITIONS**

- General office environment
- Exposure to hazardous conditions (e.g., active construction sites)

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- Ability to climb staircases, ladders, and/or step stools
- Ability to access multi-level structures and other spaces

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Some knowledge of:

- reading and interpreting construction plans, engineering specifications, and architectural drawings
- fire protection engineering principles, practices, and procedures
- building materials used in design and construction
- codes, standards, and ordinances related to fire prevention and fire suppression systems, including the Chicago Building Code and Chicago Fire Code
- applicable computer software and applications
- \*report preparation methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- \*COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- \*SPEAK - Communicate information and ideas in speaking so others will understand
- \*COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- \*WRITE - Communicate information and ideas in writing so others will understand
- \*CONCENTRATE - Concentrate on a task over a period of time without being distracted
- \*RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

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- \*REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- \*REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
  - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
May, 2021