



FIRE INSPECTOR – PLAN REVIEW

The Monarch Fire Protection District covers a geographic area of almost 63 square miles and services more than 60,000 people who live in all or part of Ballwin, Chesterfield, Clarkson Valley, Creve Coeur, Maryland Heights, Wildwood and unincorporated St. Louis County. The area is made up of residential, commercial and industrial properties to include Chesterfield Airport, Chesterfield Valley Shopping Center, and numerous subdivisions and business/industrial complexes.

The District operates 5 Engine Houses, a Maintenance Center, an Administration Facility and two Training Facilities, and has a staff made up of more than 120 Firefighter/Paramedics, Fire Inspection Specialists, Officers and Administrative Personnel. Monarch supports the St. Louis Regional Heavy Rescue Task Force, a local Haz-Mat Team, the Urban Search and Rescue Team, and the Homeland Security Department with the Strike Force 3 Urban Search and Heavy Rescue Vehicle.

The Monarch Fire Protection District is currently seeking qualified candidates to fill an upcoming Fire Inspector position for the District that will focus on plan review. The position is responsible for inspecting and reviewing buildings and equipment, and reviews plans and technical submittals to detect fire hazards and enforce local ordinances and state laws.

Responsibilities include but are not limited to:

- Conducts comprehensive, technical inspections of buildings and property to verify that exits, fire protection equipment and systems, building construction, interior finishes and decorations, and occupant load conform with applicable fire and safety laws, regulations, and standards.
- Conducts comprehensive inspections of businesses that handle, process, transport, or store hazardous materials to ensure compliance with applicable fire and safety laws, regulations, and standards.
- Explains and interprets provisions of fire codes to building owners, managers, and employers.
- Discusses conditions and recommends safe methods of storing flammables or other hazardous materials.
- Informs owner or manager of conditions requiring correction, such as faulty wiring.
- Issues permits to attest to safe operating conditions.
- Prepares report of violations or unsafe conditions.
- Issues summons for fire hazards not corrected on subsequent inspection and enforces code when owner refuses to cooperate.
- Checks engineering and construction plans of commercial, industrial, and other designated structures to evaluate layout, construction, and inclusion of required fire protection systems and equipment.
- Checks plans, construction, and use of underground storage tanks for compliance with fire and safety standards.
- Conducts inspections and acceptance tests for fire protection equipment, automatic fire sprinkler systems, fire alarm systems, and similar devices.
- Provides technical advice to contractors, architects, engineers, and developers on sprinkler systems, storage systems, hazardous materials, and related fire code issues.
- Reviews and approves plans, issues permits, and conducts inspections of special events such as exhibits, fairs, conventions, concerts, and carnivals.
- Keeps file of inspection records and prepares reports of activities.
- Collects fees for permits and licenses.
- Responsible for the safe operation of a district vehicle.

- Provides support to Inspector – Commercial and Inspector – Annual Inspections & Mapping position.
- Serves as mentor in the Fire Inspector – Plan Review Mentoring Program.
- Other duties may be assigned.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Qualified candidates must possess:

- Four-year Bachelor's Degree (B. A.) from an accredited college or university in a related field (preferably in Architecture) plus two (2) years of commercial plan review experience using IBC/IFC 2015-2021 building and fire codes; OR
- Five (5) years of experience in commercial construction management, plus five (5) years of experience in commercial plan review using IBC/IFC 2015-2021 building and fire codes; OR
- Five (5) years of experience in commercial construction inspection, plus five (5) years of experience in commercial plan review using IBC/IFC 2015-2021 building and fire codes; OR
- Seven (7) years of commercial plan review using IBC/IFC 2015-2021 building and fire codes; OR
- Completed Monarch’s Fire Inspector – Plan Review Mentoring Program; or equivalent combination of education and experience.
- Experience researching and apply current ICC and NFPA codes and standards required regardless of education and experience.

Qualified candidates must also possess or obtain the following certificates and licenses as noted:

- Certified Fire Investigator (IFSAC, NBFSPQ or IAAI) within 1 year of employment depending upon class availability.
- Certified Fire Inspector (IFSAC, NBFSPQ or ICC) within 1 year of employment depending upon class availability.
- ICC Fire Inspector I, ICC Fire Inspector II, and ICC Fire Plans Examiner within 2 years of employment.

Monarch has a very competitive benefits package which includes:

- Premium-free medical, dental, vision, Life, AD&D, and LTD coverage
- Employee paid STD, critical illness, cancer, additional term life, and accident coverage
- Retirement and Pension program
- Paid vacation, sick, and holidays

Apply for the above position through the MFPD website and follow the steps below:

1. Under the Careers tab, click on Careers Registration

2. Register with our career page
3. Upload your resume in either PDF format ONLY and click “submit resume”.