



Classification Specification Title: Fire Plans Review Officer

Department	Fire ▾	Grade: FD.2C
Supervision Received	Fire Marshal	FLSA Status: Exempt ▾
Supervisory Responsibility	None	Established: May 15, 2026
		Revision: N/A

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for the application and management of the department's interaction with the plans review process for fire suppression needs and fire code compliance. Duties are primarily administrative including, but not limited to, providing technical support and communicating fire code needs to City officials/design professionals/and the public, reviewing/denying/approving building and construction plans, ensuring adequate water supply components are present, and working toward compliance with the Tennessee Fire Marshal's Office/City ordinance/and NFPA standards regarding fire code needs for new construction, and suggesting improvements and general follow up to ensure fire protection implements are considered and implemented. Work is performed with the general direction of the Fire Marshal, with extensive latitude in the use of initiative and independent judgment.

SERIES LEVEL: The Fire Plans Review Officer is the fourth level in a ten-level fire series.

ESSENTIAL FUNCTIONS: *(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Examines commercial building plans for fire protection implements and fire code requirements, and reviews subdivision plans to ensure adequate fire department access and water supply for fire suppression.

Approves or denies plans based on fire code requirements; communicates needs for revision of plans toward compliance with the architect/builder/developer.

Inputs on a variety of plans, permitting data, and information into applicable plans review software/database, and records management systems.

Maintains communication with City officials, internal departments, external organizations, businesses, agencies, and other interested parties regarding permitting processes, fire codes, and any other requirements.

Conducts necessary fact-finding/searches to verify/validate parcels/properties, service availability, easements, setbacks, zoning requirements, and/or other applicable information.

Works extensively with the Fire Marshal and other department members, including Fire Inspectors and

the Water Supply Officer, to ensure adequate planning for the suppression of fires.

Provides expert consultation on fire code compliance and serves as the departmental liaison to municipal authorities, the Land Development Office (LDO), and design/construction professionals concerning fire suppression requirements during the planning phase.

Meets regularly with LDO officials to communicate fire suppression-related needs.

Supervises/oversees/manages/leads daily work and expectations of any assigned personnel or staff officers performing related work.

Assists with the maintenance/development/revision of departmental policies.

Uses, carries, and answers a cell phone for business purposes as determined by the assigned job duties and the department head. Responds promptly to all correspondence and information requests.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

High School Diploma or GED and experience as a Senior Firefighter with the Chattanooga Fire Department, with a minimum of three (3) years of service; previous commercial construction job knowledge preferred.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Tennessee EMS certification as EMR, or licensure as EMT, AEMT, or Paramedic.

IFC Fire Plans Reviewer within one (1) year of selection.

IFC Fire Inspector 1 certification within two (2) years of selection.

Additional certifications may be required, depending on the assignment.

KNOWLEDGE AND SKILLS:

Knowledge of plans review principles, practices, and procedures as they apply to operational fire suppression and fire protection equipment and standards. Knowledge of NFPA and ISO standards regarding communal water supply for the purposes of fire suppression. Knowledge of water supply components and systems as they pertain to fire protection. Knowledge of the department's records management system (RMS) for plans review and inspection entry, data, record-keeping, and programming. Knowledge of current principles, practices, and techniques of fire department operations and administration. Knowledge of fire department-related equipment, supplies, and technology.

Knowledge of the fire department command structure. Knowledge of human resources principles and practices as they apply to the fire department. Knowledge of city ordinances and personnel procedures, directives, and safety practices pertaining to firefighting, technical rescue, and fire prevention. Knowledge of the geography of the city from an emergency response standpoint, including water supply-related sources for active and static water supply. Knowledge of the EOC operations and interoperability with other emergency response agencies. Knowledge of technology as it applies to the department (i.e., cell phones, laptops, records management systems, mobileCAD, and other basic tools and software). Knowledge of radio equipment and department communication policies and procedures.

Skill in reading, reviewing, and revising construction plans as they pertain to fire department access, protection, response, and as they pertain to general public safety from fire-related emergencies. Skill in reading and interpreting maps and diagrams. Skill in reviewing, analyzing, preparing, and maintaining a wide variety of reports, records, forms, and/or other related documents. Skill in providing customer service. Skill in communication and interpersonal skills as applied to interaction with coworkers, supervisors, and the general public, sufficient to exchange or convey information and to receive work directions.

Ability to read and comprehend building plans, engineer drawings, and similar documentation to convey fire protection needs. Ability to interact, clearly communicate, and when necessary, direct fire department personnel, regardless of rank or position. Ability to plan, organize, direct, and coordinate the administration and management of the department's plan review and subdivision requirements. Ability to guide fire department personnel on best practices and requirements for plan review-related needs and information. Ability to provide data, departmental metrics, tables, and other reports for plan review-related needs and information. Ability to establish and maintain effective working relationships with fire personnel and other code enforcement agents, as well as partnering community organizations. Ability to interact and provide clear communication to personnel in other city departments. Ability to supervise the preparation and maintenance of records and reports.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: Child Sensitive: Dept of Transportation (CDL):

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Revision History: N/A