

JOB SUMMARY:

As an integral member of the Senior Fire Management Team, and under the direction of the Deputy Fire Chief, the Fire Prevention Officer is responsible for all fire prevention and fire safety education activities in the Township.

IMMEDIATE SUPERVISOR:

Deputy Fire Chief

STATUS/HOURS

Permanent Part Time
20 – 30 hours per month

PRIMARY DUTIES & RESPONSIBILITIES:

- Supervise staff assigned to, enforce fire prevention regulations of the municipality and Province of Ontario, provide public education, divisional administrative support and investigate fires and explosions.
- Acts as an Assistant to the Fire Marshal of Ontario under the provisions of the Fire Protection and Prevention Act (FPPA).
- Ensure enforcement of municipal fire prevention by-laws, the Ontario Fire and Building Codes, the National Fire Code (where applicable) and other applicable codes and standards by assigning staff to carry out these duties.
- Manage the surveys of premises by enforcing municipal fire prevention by-laws, the Ontario Fire and Building Codes, the National Fire Code (where applicable) and other applicable codes, standards and statutes, and the examination of building plans for compliance with applicable codes and standards.
- Co-ordinate the inspections of premises that require a license from the municipality, provincial or federal government in order to ensure fire safety.
- Cause information to be laid and prosecutes infractions of all applicable By-laws, codes, acts, standards and statutes.
- Act, or assign fire prevention and life safety staff to act, as a witness in court where there are prosecutions under the FPPA, municipal by-law codes, acts, standards and statutes.
- Examine fire scenes (when required) for the purpose of investigation of the origin and cause of the fire / explosion and report same to the Fire Marshal of Ontario as required by the FPPA.

- Ensure that all public education programs meet the needs of the legislative requirements of the FPPA and the circumstances of the community.
- Responsible for the supervision of plan examination activities for building permit applications, inspections of premises, enforcing municipal fire prevention by-laws, the Ontario Fire and Building Codes, the National Fire Code (where applicable), and other applicable codes and standards, public education and fire investigation activities.
- Conduct fire prevention inspection and enforce compliance with applicable fire regulations.
- Responsible for providing timely response to enquiries from the Mayor and Council (preparing reports or assigned projects when required on behalf of the Fire Chief) and internal and external clients.
- Prepares a yearly budget of operational expenditure for the Deputy Fire Chief.
- Monitor and manage usage of the designated budget.
- Maintain a records system and file all required reports with appropriate agencies.
- Develop and administer business and information systems related to Fire Prevention programs and activities
- Review policies and procedures relevant to Fire Prevention and Life Safety, recommending additions, changes or revisions where necessary.
- Prepare reports as required for dealing with fire protection issues.
- Oversee the coordination of presentations, lectures, etc., on fire prevention to operational personnel, civic groups, etc.
- Maintain Fire Department photographic capabilities and cause fire hazards and fire scenes to be photographed for permanent records and court purposes.
- Perform related work such as discussing the fire safety problems with the public, building inspectors, etc., and speak on fire safety and fire prevention topics when required.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Post-secondary graduation from Building Construction, Engineering, Fire Protection Technology or a similar program with a minimum 5 years progressive experience in Fire Prevention or equivalent combination of education and experience.
- Graduate of the Fire Protection Technology Diploma course and / or the Fire Prevention Officer Diploma course at the Ontario Fire College or equivalent.
- Proven supervisory skills and ability to direct, evaluate and effectively manage staff.
- Strong written and interpersonal skills required, including the ability to establish effective working relationships and provide quality customer service.
- Must possess a valid driver's license recognized by the Province of Ontario.

ADDITIONAL SKILLS

- Strong communication skills
- Ability to deal with the public and respond to inquiries in a tactful and courteous manner
- Basic knowledge of computers
- Ability to work independently with minimal supervision

COMPENSATION

The salary for this position is \$25.56 per hour.

Approved by:

By: _____
CAO

On: _____

November 2014