

**Job Title:** Fire Prevention Officer  
**Department:** Community Services  
**Division:** Fire & Emergency Services  
**Supervisor's Title:** Fire Chief/Manager of Emergency Services

*Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.*

### **Purpose of the Job**

Under the direction of the Fire Chief, the Fire Prevention Officer provides Public Education, regular scheduled Fire Prevention Inspections, Fire Investigation, and Inspections on request or complaint. The Fire Prevention Officer provides enforcement of the Fire Code, in conjunction with the Building Code. The position fulfills the mandated requirements of the Fire Protection and Prevention Act.

### **Key Responsibility 1**

#### ***Fire Prevention***

- Inspects properties to ensure compliance with Ontario Fire Code, by-laws, regulations and standards.
- Perform the duties of Inspector and Assistant to the Fire Marshal, as described in the Fire Protection and Prevention Act.
- Conducts fire code compliance follow-up inspections to ensure corrective action has been taken.
- Investigate fires to determine origin, cause and circumstance.
- Makes presentations to the public on fire prevention and education.
- Keeps detailed and accurate and complete records.
- Advises the Fire Chief of any changes in procedures necessary to maintain or improve the fire prevention programs of the department.
- Consults with the Building Inspectors and the By-law Officer on matters of joint interest with respect to Fire and Life Safety.
- Consults with the Fire Chief to review site plans, zone change applications, subdivisions, agreements and new building, with respect to fire & life safety and the Ontario Fire Code compliance.
- Works within the guidelines of the Ontario Fire Code, the Ontario Health and Safety Act and the Municipal By-laws.
- Exchanges information and maintains effective co-operation with the Fire Marshal's Advisor.
- Works closely with the Electrical Safety Authority, and the Ministry of Labour, and Environment.
- Maintain communications with the general public and media re fire safety within the municipality.

### **Key Responsibility 2**

#### ***Public Education***

- Assists with the planning, organization, development, and delivery of public education programs to groups, schools, employee groups, and residents to encourage and motivate individuals to become involved in public safety practices and programs.
- Conduct TAPP-C juvenile firesetter screening and education utilizing approved guidelines.
- Coordinate designated special events for the fire department, and represent the department at community fairs and other public events.
- Conduct research and compile information as necessary; develop and distribute public safety information and program promotional materials including newsletters, brochures, and other public safety literature. Provide information and assistance to the public, community agencies, and others.

### **Key Responsibility 3**

#### ***Functional Responsibilities***

- Supports the Fire Chief in the implementation of long term strategic plans for the department.
- Completes administrative tasks as required, including record keeping on incidents, training records.
- Liaise with neighbouring municipalities regarding fire education and prevention initiatives.
- Perform other related tasks or responsibilities as assigned.

### **Education and Qualifications**

- A college diploma in Fire Protection Technology or equivalent.
- Must be certified or willing to acquire the following NFPA standards:
  - NFPA 1031 Fire Inspector Level 1 and Level 2
  - NFPA 921 Fire & Explosion Investigator
  - NFPA 1033 Fire Investigator
  - NFPA 1035 Fire and Life Safety Educator Level 1
  - Ontario Fire College Fire Code courses (Legislation, Part 2/6, Courtroom Procedures, Part 9, Part 3/5, Part 4)
- Minimum of five years' experience in fire prevention is required, experience of three years or more as a firefighter is an asset.
- Advanced knowledge of modern firefighting and fire prevention methods.
- Must be familiar with the municipality and all types of building in the municipality.
- Extensive knowledge of the Fire Prevention and Protection Act and Part 3 of the Ontario Building Code.
- Understanding of the Fire Alarm Detection Systems, and Fire Protection Equipment and Systems.
- Must have demonstrated the ability to communicate public information with respect to fire safety.
- Valid driver's license with a clean record and a clear criminal/vulnerable sector check.
- A proven track record of high quality municipal accomplishments in a professional or volunteer department.

### **Knowledge, Skills, and Equipment**

- Expert knowledge in fire prevention, and education.

- Thorough knowledge of Ontario's Fire Legislation/Regulations, Fire Prevention and Protection Act and Part 3 of the Ontario Building Code.
- A commitment to continuing education in order to further the incumbent's knowledge and remain current in one's area of expertise.
- Experience in writing and implementing policies and procedures.
- Excellent interpersonal, project/time/records management, organizational, analytical, research, communication, presentation and problem-solving skills.
- Ability to think and act strategically and appropriately in a political and community service environment; to build strong and enthusiastic alliances/partnerships.
- Thorough working knowledge of municipal government, legislation/regulations/standards (e.g. the Occupational Health and Safety Act).
- Computer literacy utilizing Microsoft Office Suite and database software, related recreation/operations applications, the internet and social media.
- Conflict resolution skills.
- Superior customer service skills and ability to work in a confidential environment with a high level of attention to detail.

### **Personal Contacts**

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, neighbouring municipalities, consultants, contractors, government agencies.

### **Health and Safety**

Responsible, as an employee, for health and safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the laws and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards in place.)
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly and safe work area.

### **Working Conditions**

Primarily work occurs in an office environment with a high degree of public contact. Fieldwork is carried out at emergency sites on municipal streets, highways, rural properties, often during severe weather conditions. Work is subject to significant stress caused by response to emergency situations and unknown working conditions. This position requires long periods of sitting, as well as consistent visual and mental concentration upon computer screens. Primary hours of work are scheduled within the core operating hours of 8:30 A.M.- 4:30 P.M., Monday through Friday. Overtime will be required to deal with emergency calls, peak periods, evening meetings and deadlines imposed by legislation and Council. Work involves exposure to disruptions, difficult situations and conflict that must be handled diplomatically and without compromising South Huron's corporate policies.