



Fire Prevention Officer Job Description

Job Information

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| Title: | Fire Prevention Officer |
| Department: | Fire Department |
| Immediate Supervisor: | Fire Chief |
| Rate of Pay: | Per Collective Bargaining Agreement |
| Hours of Work: | 40 Hours per Week |

Job Summary

The Fire Prevention Officer provides public education with respect to fire safety and fire prevention; conducts inspections and enforces the Ontario Fire Code, other relevant legislation and standards; and performs inspections and minor maintenance of facilities and equipment. The Fire Prevention Officer is an effective team member whose contributions assist in the achievement of organizational objectives.

Organizational Status

The Fire Department provides fire protection services to the municipality. The Department works closely with other municipal departments and provides assistance to them on an as required basis.

Essential Duties and Responsibilities

1. Develop, implement and evaluate fire prevention and public education programs.
2. Provide public education with respect to fire safety and certain components of fire prevention.
3. Conduct inspections and enforce the Ontario Fire Code and other relevant legislation and standards.
4. Review various Fire Safety Plans and site plans, as assigned, with respect to code compliance and fire safety.
5. Conduct post fire investigations and complete all relevant reports.
6. Ensure compliance with and perform all duties in accordance with Provincial legislation and related regulations (i.e. Fire Protection and Prevention Act, Municipal Act, Occupational Health and Safety Act) as well as municipal policies, procedures and guidelines, established operational work plans, and directives provided by supervisor or designate.
7. Assist with the preparation of recommendation reports, issue reports, draft policies and by-laws.
8. Ensure that all suppression equipment is in a ready state at all times.
9. Ensure the security, integrity and completeness of all records.
10. Maintain effective, professional, courteous and respectful communications with supervisor, other staff, and the general public.
11. Attend and participate in scheduled meetings (departmental or other) and conduct training sessions.

Required Education / Work Experience

1. Post-secondary education in Fire Inspection and Fire Safety Education, Fire Protection Engineering, or related program; certification related to fire prevention inspection; or, completion of applicable NFPA program and/or certification from the Ontario Fire College.
2. Experience in fire protection inspection and/or enforcement or a related field.
3. Experience in the design, function, installation, maintenance and operation of the following systems: sprinkler systems, standpipe and hose systems, fire alarm and voice communication systems, commercial cooking equipment ventilation and various fire protection systems.



4. Possession of a valid Province of Ontario DZ driver's license with an acceptable driving record.
5. Firefighting experience will be considered an asset.

Required Skills and Abilities / Work Demands

1. Demonstrated knowledge of the Ontario Fire Code and Ontario Building Code.
2. Physical ability to lift and carry equipment and supplies weighing up to 50 kg, push and pull equipment and parts weighing up to 100 kg, independently or assisted; to walk, stand, sit, lift from floor to waist, lift from waist to shoulder, climb stairs, and climb ladders and any other physical ability required to perform assigned duties.
3. Ability to maintain knowledge of all pertinent legislations and regulations through independent studies and courses.
4. Ability to work in an office environment as well as outdoors in varying weather conditions.
5. Ability to work days and the occasional evening or weekend, as required for fire safety public education program delivery.
6. Ability to deal effectively with complaints from the public and the skill to direct their concerns to a member of the municipal personnel who is best able to respond to the inquiry.
7. Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisor, other staff, and the general public; as well as support and project values compatible with the organization.
8. Demonstrated excellent interpersonal and communication skills, both oral and written.
9. Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
10. Must be willing and able to wear all required uniform clothing and/or personal protective equipment as assigned/required.
11. Proficient with Microsoft Office Suite.

Other

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.