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The Corporation of the Municipality of Clarington Emergency and Fire Services requires a Chief Fire Prevention Officer

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Clarington Emergency and Fire Services is seeking a highly motivated and dedicated individual for our Chief Fire Prevention Officer (CFPO) position. Reporting to the Deputy Fire Chief, the CFPO is responsible for providing strategic direction to the division through proactive fire prevention and education programs and for providing leadership and mentoring to Prevention Division staff that includes Fire Prevention Inspectors and the Fire Prevention Officer.

The CFPO is also responsible for the daily operations of the division including scheduling and assigning tasks, staff development and for overseeing the approval of plans examinations, permit approvals and the enforcement of the Ontario Fire Code. Overall, this position plays an integral role as part of the department's Senior Officer team, supporting the development and delivery of fire protection programs and activities for the municipality.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Acting as the Chief Fire Official for the purposes of administering the Ontario Fire Code and the Ontario Building Code and acting as the department liaison for all fire safety inspection reviews conducted by the Office of the Fire Marshal (OFM).
- Receiving, reviewing, prioritizing, and assigning Fire Safety Inspections and other prevention tasks while ensuring adequate fire prevention staffing.
- Conducting fire safety inspection file reviews quarterly with fire prevention staff to ensure compliance with department policies, OFM guidelines, regulations, and standards.
- Evaluating development proposals such as site plans, subdivision plans, zoning applications and official plans using relevant legislation and municipal policy, to ensure that adequate fire protection measures are provided for in municipal legal agreements.
- In conjunction with Planning and Development Services, issues plan approvals for compliance equivalencies on submissions by architects and/or engineers so that alternative solutions are in compliance with relevant codes and standards.
- Reviewing and monitoring all enforcement activities for the division.
- Reviewing and approving burn permits and any other fire related permits as necessary and required by the department.
- Conducting an annual review of the Community Risk Assessment and preparing any additions, deletions or amendments as required.
- Collecting, presenting, and reporting statistical information on a quarterly basis to the Fire Chief on the division's assigned activities, outputs, and outcomes.
- Collecting statistical information on a quarterly basis on fire trends, losses, and risks to support division programs including the Alarm for Life program.
- Conducting annual reviews of the division's strategic plan and preparing business plans for the division that support Fire Prevention activities/programs across the municipality.
- Reviewing and approving post fire reports and providing quarterly reports to the Fire Chief on fire causes, trends, and preventative initiatives.
- Preparing and presenting reports to Council on an annual basis outlining the division's annual goals, objectives, and outcomes.
- Coordinating joint meetings on a bi-annual basis with Municipal Law Enforcement (By-law) and Planning and Development staff to discuss matters of mutual concern.
- Developing, delivering, and maintaining professional development programs for the division including but not limited to; Public Education, detection, and suppression devices, Building and Fire Codes, etc.
- Developing and evaluating public education programs using community risk/needs assessments.
- Participating in public relations events, utilizing promotional materials and displays so that fire prevention and fire survival behaviours are promoted, and the professional image of the fire service is maintained.

- Developing and maintaining a communication strategy in conjunction with corporate communications staff.
- Developing and maintaining a public education program for Emergency Management.
- Remaining current with NFPA 1035 Standard on Fire and Life Safety Educator Professional Qualifications.
- Assisting in the preparation and administration of the Fire Prevention Division budget.
- Ensuring the overall health and safety of the division and training new Fire Prevention personnel and other duties as assigned.

Qualifications

The successful candidate will possess:

- A Post Secondary diploma in Fire Protection, Engineering, Architecture or a combination of education and experience to the satisfaction of the Director of Emergency and Fire Services. A post secondary degree in Public or Business Administration would be considered an asset.
- More than five (5) years experience in the field of fire prevention and a minimum of three (3) years experience in an Officer/Supervisor role within a Prevention Division.
- Proficient working knowledge of the Fire Protection and Prevention Act (FPPA), Ontario Fire Code, Ontario Building Code, NFPA standards and the Office of the Fire Marshal Directives is required.
- A current Building Code Identification Number (BCIN) with successful completion of Fire Protection and General Legal Processes of the Ontario Building Code qualifications, with strong knowledge of plans examinations, architectural drawings, building plans/specifications including knowledge of high-rise buildings and requirements for fire protection.
- NFPA 1031 Fire Inspector II certification or equivalency to the Ontario Fire Marshal Standards (Certified Fire Prevention Officer) and NFPA 1035 Fire and Life Safety Educator level II certification is required. NFPA 1021 Fire Officer I or II, NFPA 1041 Fire Officer I or II would be considered an asset.
- Completion of the Ontario Fire College fire prevention officer program – Ontario Fire Code Part 2, 6 and 9, Legislation and Court Room Procedures.
- A strong understanding and demonstration of Community Risk Reduction programs including the ability to develop and implement fire prevention education programs.
- A strong knowledge of fire detection and fire suppressions systems, fire pumps, water supply, voice communication systems, smoke management systems, elevators, and emergency electrical supply requirements.
- Strong communications skills and political acuity is required, including the ability to prepare and deliver presentations to Senior Leadership and members of Council.
- A strong working knowledge of the FPPA relating to Inspections and Enforcement and the ability to approve site plans, building permits as required and complete alternative compliance as the Chief Fire Official.
- Demonstrated experience in developing and maintaining capital and operating budgets.

- Demonstrated ability to develop strategic and business plans for the delivery of municipal fire prevention activities/programs, including the ability to develop performance benchmarks and reporting for program efficacy.
- A demonstrated ability to mentor and coach fire prevention personnel.
- Medically and physically fit to perform the duties of the position.
- A valid Class “G” Driver’s Licence in good standing.
- Strong computer skills with demonstrated proficiency using a variety of applications including Microsoft Office. Experience with AMANDA software is considered an asset.
- Must have demonstrated initiative and possess exceptional customer services skills.
- Must be legally able to work in Canada.

What we offer you

We offer the following for this position:

- Salary: \$138,137 (130% of First-Class Firefighter) July 1, 2022, rate of the current Collective Agreement.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

The successful candidate will be required to provide a copy of their Ontario Driver’s License, proof of current automobile insurance coverage and a satisfactory Driver’s Abstract prior to starting the position. The successful candidate must also provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check with vulnerable sector screening, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

The Municipality of Clarington requires new employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis. If contacted for an employment opportunity and you require accommodation under policy H-37 – Workplace COVID-19 Vaccination, please contact humanresources@clarington.net for additional information. Please note that resumes should not be sent to this email.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **July 20, 2022, at 4:00 p.m.**

This job competition number is **File # 93-22**. We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.