



FIRE PREVENTION OFFICER, PERMANENT

Closing Date: August 28, 2021 - 4:30 pm

Department: Fire & Emergency Services

File Number: SV21-75

Salary: \$111,116 per annum

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all. Approximately 51,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca.

Position Profile:

Reporting to the Senior Fire Prevention Officer, the Fire Prevention Officer as an Assistant to the Ontario Fire Marshal will be responsible for educating, promoting, interpreting and enforcing applicable fire safety codes, legislation, regulations and by-laws ensuring buildings, businesses and residential occupancies are in compliance with the Ontario Fire Code, Ontario Building Code, Municipal By-laws and other relevant fire protection and safety standards. Furthermore, you will also inspect fire and life safety systems and equipment, prepare inspection orders, review fire safety plans, testify and give evidence in court, prepare and deliver fire and life safety presentations to various stakeholders.

This job profile reflects the general details considered necessary to perform the principle functions and shall not be construed as an interpretation of all work requirements inherent in the job. Applicants are required to demonstrate in their applications and in the interview process that their qualifications for the positions match those specified. Applicants may be required to undergo a skills assessment.

Key Duties and Responsibilities:

- Conduct fire inspections of all types of buildings to enforce fire code compliance with all applicable legislation and standards
- Issue orders requiring compliance with regulations
- Review fire safety plans/specifications
- Conduct fire investigations
- Prepare/maintain related reports, records, statistics and correspondence

- Lay charges respecting violations of codes / provincial regulations and provide evidence in court proceedings.
- Provide technical support and training for department personnel
- Liaise with fire protection professionals

Minimum Qualifications:

- Post-Secondary Diploma in Fire Protection, Building Construction, Engineering or equivalency.
- Three (3) years' work experience in the Fire Protection industry or related discipline or equivalency.
- Demonstrated working knowledge of the Ontario Fire Code and Ontario Building Code.
- Strong track record as an organized professional with excellent interpersonal, communication, presentation, instruction, research and report-writing skills
- Strong customers focus.
- Results oriented and experience interacting and presenting to the public.
- A valid Ontario Class G license (driver's abstract must be submitted to the satisfaction of the City of Belleville as a condition of employment)
- A vulnerable sector screening satisfactory to the employer must be provided as a condition of employment.
- Must be able to perform the physical requirements of the position including walking, climbing, digging and lifting.
- Ability to work outside in inclement weather conditions and perform all duties in a safe and efficient manner.

Additional Preferred Qualifications:

- Experience in the design, function, installation, maintenance and operation of sprinkler systems, standpipe and hose systems, fire alarm and voice communication systems, commercial cooking equipment ventilation and other fire protection systems.
- Experience conducting plans examination of new construction, delivering public education programs and facilitating prosecutions.
- Building Code Identification Number (BCIN): General Legal and Fire Protection
- 3-5 years' experience currently working as a Fire Prevention Inspector.
- NFPA 1031, Level I & II Fire Inspector Certification.
- NFPA 1035, Level I & II Public Educator.
- NFPA 1033, Fire and Explosion Investigation.
- NFPA 1021, Fire Officer I
- NFPA 1041, Fire Service Instructor

Instructions on How to Apply:

The deadline for application is August 28th, 2021 at 4:30 p.m.

Applicants are to submit a Cover Letter and Resume at careers.belleville.ca

By submitting your resume you are verifying that it is true and accurate. Any unsupportable claims in the resume will be considered false statements and will disqualify the applicant.

The Screening Process is as follows:

Stage 1 - Resumes submitted for consideration. Initial screening conducted.

Stage 2 - Interview stage and confirmation of stated qualifications in your resume.

Stage 3 – Any other additional interviews, screening, testing or assessment as part of the recruitment process

We thank all applicants for their interest and effort however only those selected to go forward to the next stage will be contacted.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.