

Department:

Protective Services

Division:

Fire and Emergency Services

Purpose of the Position:

The Chief Fire Prevention Officer is responsible for conducting regular fire safety inspections, conduct specialized inspections for new and existing structures, maintain reports and records, communicate corrective measures to ensure premises meet or exceed the requirements of the Ontario Fire Code / relevant legislation, perform investigations and related documentation for legal processes, and participate in public education programs.

Responsible to:

Director, Protective Services / Fire Chief ("Fire Chief") (Direct)
Deputy Fire Chief (Indirect)

Supervises:

Volunteer Firefighters during emergency response as well as during fire prevention and public education events

1.0 RESPONSIBILITIES:

(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements)

- 1.1 Conduct site inspections of all types of buildings to enforce fire code compliance with all applicable legislation and standards; conduct inspections arising from complaints, requests and identified priorities or problem buildings to ensure compliance with legislation, codes and standards; issue orders requiring compliance with regulations.
- 1.2 Assess property fire safety plans using appropriate legislative guidelines; provide and clarify guideline documents to building owners to ensure consistency in the development of an effective fire safety plan; review fire safety plans submitted, conduct site visits to verify the plan information, critique the plan and make recommendations.
- 1.3 Respond to inquiries and meet with property owners and stakeholders in the community, and effectively seek voluntary compliance with By-laws and codes to eliminate safety / environmental hazards and to prevent fires; prepare reports and recommendations for property owners; review reports with the owners to ensure modifications required are understood and compliance issues are clarified; perform follow-up or recall inspections to verify compliance and issue a notice of non-compliance if necessary.

Job Posting

Chief Fire Prevention Officer

- 1.4 Utilize knowledge of building construction, industrial processes, fire and life safety risks in all building types; fire alarm, commercial cooking and sprinkler systems; to test and/or inspect fire alarm and detection systems to ensure components are in place and systems are fully functional. Inspect building mechanical systems, fire separations, storage of hazardous materials or goods to ensure systems are operating safely and that adequate handling and fire protection measures are in place.
- 1.5 Investigate fires to determine origin and cause. Liaise with other agencies (e.g. Ontario Fire Marshal/Port Hope Police Services) in determining origin and cause; maintain records of incident causes and related factors, inspected properties, and educational programs to assist in analyzing the resulting data.
- 1.6 Review building and development plans to advise on compliance with Codes, By-laws, and best practices; lay charges respecting violations of codes/provincial regulations and provide evidence in court proceedings; maintains confidentiality of inspection results, court proceeding information, public complaints, proposed developments or purchases of land.
- 1.7 Perform inspections for licenses and special events so relevant fire safety codes and standards are complied with, violations are identified and documented and corrective measures are completed.
- 1.8 Assist in researching, developing, and planning educational programs; utilize knowledge and experience in adult and child training principals and theories; present innovative and effective Fire and Life Safety Educational programs to the public; promote and stimulate interest and cooperation in fire prevention activities through public speaking, demonstrations, and other methods; work well with and motivate Volunteer Firefighters and community partners in the development and delivery of fire prevention programs.
- 1.9 Respond to emergency incidents or investigations as directed by the Fire Chief or designate, including outside normal working hours.
- 1.10 Maintain and inspect fire department vehicles and equipment on a routine basis.
- 1.11 Exchange information with internal Fire, Building, Planning and Corporate Services staff; assist in maintaining an active liaison with other municipal departments relative to fire prevention issues. Engage in regular contact with other agencies, businesses, emergency services, utility providers and the general public in exchanging information and requests for assistance.
- 1.12 Prepare a yearly budget of operational expenditure; monitor and manage usage of the designated budget.
- 1.13 Demonstrate commitment to personal professional development by actively maintaining currency with skills and knowledge of fire prevention issues, initiatives, and technology.
- 1.14 Adhere to high standards of ethical behaviour and demonstrate their understanding that their personal actions impact the public's perception of the Municipality.

Job Posting

Chief Fire Prevention Officer

- 1.15 Perform other duties as assigned by the Director, Protective Services / Fire Chief, Deputy Fire Chief or designate.

2.0 KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES:

Knowledge

- 2.1 Possess a post-secondary degree or diploma in Fire Protection Technology or an equivalent combination of related education and experience.
- 2.2 Possess NFPA 1031 Level 2 certification.
- 2.3 Ability to obtain a Building Code Identification Number (BCIN) for fire protection.
- 2.4 Possess NFPA 1035 Fire and Life Safety Educator, Public Information Officer. Possess TAPP-C, or ability to obtain.
- 2.5 Possess or have the ability to obtain NFPA 1033 Fire Investigator and NFPA 921 Fire and Explosion Investigations certification.
- 2.6 Possess or have the ability to obtain BEM 100 Basic Emergency Management certification.
- 2.7 Possess or have the ability to obtain Incident Command Systems (ICS) 100 certification.
- 2.8 Possess NFPA 1001 Firefighter Level 1 and 2, NFPA 1002 Pump Ops, NFPA 1021, Fire Officer 1.

Skills and Abilities

- 2.9 Verbal communication skills including courtesy, tact, discretion, explanation, judgment, persuasion and presentation skills.
- 2.10 Written communication skills including grammar/spelling skills for proofreading, editing, note taking and writing of reports/correspondence.
- 2.11 Analytical and decision making skills.
- 2.12 Strong conflict resolution skills.
- 2.13 Organizational skills and time management skills.
- 2.14 Awareness of safe work practice legislation in Ontario as it relates to job responsibilities and work environment, and demonstrated understanding of the Occupational Health & Safety Act.
- 2.15 Commitment to maintain confidentiality in accordance with applicable legislation and policy.
- 2.16 Proficient in the use of MS Office, Internet, and fire department management software (e.g. FirePro), etc.
- 2.17 Possess current First Aid and CPR certification.

Job Posting Chief Fire Prevention Officer

3.0 OTHER:

- 3.1 Valid and satisfactory "D-Z" license is required.
- 3.2 Valid and satisfactory Vulnerable Sector Check.

4.0 WORKING CONDITIONS:

- 4.1 Office environment plus travel locally (daily) by vehicle or periodically outside the Municipality
 - 4.2 Exposure to elements such as inclement weather, fire, heat, smoke, chemicals, noise, dirt, dust, wetness and/or humidity, darkness or poor lighting, fumes/gas
 - 4.3 Occasionally may require a breathing apparatus to be worn during inspections.
 - 4.4 Availability for on-call duties as required.
 - 4.5 Occasional emotionally charged interactions with others; errors or incomplete inspections leading to undetected hazards could lead to property loss or loss of life; errors could result in legal action.
-

Job Posting Chief Fire Prevention Officer

Employment Terms:

Position:

Full-time, Permanent

Hours:

Thirty-five (35) hours per week

Compensation:

Under review

Benefits:

Group Health, Dental and Life Insurance benefit coverage after three months of employment. OMERS Pension Plan enrolment as of date of hire.

Application process:

Please submit your cover letter and resume on or before **Sunday July 17, 2022** via:
Online at www.porthope.ca / Your Municipal Government / Careers / Click on "View Job Opportunities + Apply Online"

Interviews:

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date.

The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.