



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 5055-004

CALL NO. 25-4344

|                         |                                                                                                                                                      |
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| <b>Job Designation:</b> | Fire Prevention Officer                                                                                                                              |
| <b>Department:</b>      | Oakville Fire Department                                                                                                                             |
| <b>Job Details:</b>     | Permanent Full Time (OPFFA)                                                                                                                          |
| <b>Salary Range:</b>    | \$131, 468 annually                                                                                                                                  |
| <b>Pay Grade:</b>       | 510                                                                                                                                                  |
| <b>Closing Date:</b>    | Applications for this position must be received at <a href="https://oakville.ca">oakville.ca</a> no later than 11:59pm on <b>November 20, 2025</b> . |

### **Posting Status**

Open to all current Town of Oakville employees and external applicants. External applicants will only be interviewed upon completion of the internal competition.

Reporting to the Deputy Chief and Chief Fire Prevention Officer, you will promote, interpret and enforce fire safety codes, legislation and by-laws. This important mandate requires you to inspect and test fire protection systems, review prevention plans and conduct safety surveys. Your involvement in new building construction includes reviewing site plans for adequate access, water supply and other requirements, as well as assisting with safety presentations, programs and fire investigations.

### **Job Responsibilities:**

- Advise Fire Prevention Officers regarding compliance with fire safety standards and other fire prevention activities as required.
- Prepare correspondence to building owners and applicants.
- Act as a resource person for members of the division.
- Liaise with other municipal staff with regard to the issuance of building permits.
- Act as an Assistant to the Fire Marshal in enforcing the provisions of the FPPA.
- Provide information to the public regarding fire safety.
- Complete inspections and fire safety surveys in all classes of buildings, properties and occupancies.
- Examine fire scenes in order to investigate the cause.
- Examine plans, calculations and other documentation for fire alarm and detection, sprinkler, standpipe, and special protection systems including smoke control measures to ensure compliance with the Ontario Fire Code, Ontario Building Code, NFPA and other applicable regulations.
- Conduct meetings with owners, agents, architects, engineers, contractors and the public to provide technical advice on Code interpretation and applicability to building plans with respect to fire protection systems.
- Respond to inquiries from architects, engineers and the public regarding requirements of the Ontario Fire Code, Ontario Building Code and NFPA on fire protection issues.
- Maintain accurate records of examinations, project status and communications.
- Perform other duties as assigned.

### **Qualifications:**

- Successful completion of a post-secondary diploma in fire prevention or protection combined with relevant fire prevention experience. A combination of education and experience may be considered.
- BCIN qualifications in General Legal and Fire Protection as well as the following NFPA Certifications: NFPA 1031 Fire Inspector 1, NFPA 1031 Fire Inspector 2 and NFPA 1033 Fire Investigation.
- Willing to attend the Ontario Fire College and other Fire Prevention related courses.
- Must be familiar with the Ontario Building Code, Ontario Fire Code, other provincial acts and regulations, National Fire Protection Association and municipal by-laws relating to fire prevention.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Must have a strong working knowledge of special processes and hazardous operations, methods of construction in buildings and various means of providing fire protection for life safety and property conservation, including the examining and interpreting of life safety study to comply with various retrofit sections under the Fire Code.
- A strong working knowledge of the technical aspects of alarm, detection, voice communication systems, elevators, sprinkler systems, fire pumps, hazardous materials, emergency electrical power and other factors related to fire protection is required.
- Excellent organization, verbal, written, computer and interpersonal skills are essential as well as the ability to deal effectively with the public.
- Experience in public fire safety education.
- Enforcement and court prosecution experience would be considered assets.
- Travel to a variety of sites is required. The successful candidate must hold and provide a copy of a valid and unrestricted Ontario Driver's license Class G minimum with a driving record that demonstrates responsible and safe driving behaviour. **Note:** Applicants with 6 or more points are ineligible for consideration. The successful applicant, who is a new hire, will be required to provide the Corporation with a current drivers abstract (no older than 30 days) and pass a town administered road test as a condition of employment
- The successful candidate will be required to provide a satisfactory criminal record check dated within the last 30 days as a condition of employment.

**DATED:** [November 5, 2025](#)

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing. Assessments for this position may include an interview, written and practical tests. The successful candidate will be required to pass each element of the recruitment process with a minimum score of 70%.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3