



JOB DESCRIPTION

Position: Fire Prevention Officer

Department: Fire Services

Reports to: Director of Fire Services / Fire Chief

Position Summary:

Reporting to the Director of Fire Services / Fire Chief, the Fire Prevention Officer will be responsible for day-to-day operational management and administration of fire prevention activities across the Municipality of Strathroy-Caradoc. This position is responsible for enforcing the Ontario Fire Code, Fire Protection and Prevention Act, applicable sections of the Ontario Building Code, municipal by-laws related to fire protection, and other related codes and standards by conducting public fire safety education, fire prevention inspections, and fire investigations of all classes of buildings and occupancies.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

1. Fire Prevention & Inspection (50%)

- Reviews and comments on development and building permit applications at the request of the Chief Building Official or their designate
- Carries out inspections to ensure compliance with the Ontario Fire Code, Fire Protection and Prevention Act, applicable sections of the Ontario Building Code, municipal by-laws related to fire protection, and other related codes and standards
- Documents findings, identifies violations, issue orders, and lays charges for non-compliance with the goal of improving fire safety in buildings and premises based Ontario Fire Code, Fire Protection and Prevention Act, applicable sections of the Ontario Building Code, municipal by-laws related to fire protection, and other related codes and standards
- Prepares pre-plans of inspected buildings as required



- Conducts fire code compliance follow-ups to ensure corrective action has been taken
- Investigates and interviews persons with complaints and assists in the resolutions of citizen complaints regarding fire code violations
- Prepares and maintains all required records, reports, statistics, correspondence and other material as related to fire inspections/prevention operations
- Performs all of the duties of an assistant to the Fire Marshal, as prescribed by the Fire Protection and Prevention Act
- Evaluates, approves, and enforces fire safety plans
- Prepares case file for prosecution of fire code violations, including swearing of information, completion of summons and prosecution briefs

2. Fire Education (30%)

- Participates and provides Public Fire Safety Education for internal and external clients and customers
- Promotes and supports all aspects of public education related to fire safety and emergency response
- Develops and delivers programs related to public fire and life safety and emergency planning education to the general public and identified specific groups within the community
- Provides fire safety education in elementary schools as required
- Conducts station tours as requested
- Assists with public education at the Safety Village
- Provides fire safety and emergency planning information and public service announcements to local media

3. Investigations (10%)

- Determines the origin and cause of fires in conjunction with allied agencies, including collection of evidence, taking and logging scene photographs, and writing detailed investigation reports
- Conducts all fire investigations, which requires the incumbent to be available 24-hours-per-day, 7-days-a-week on a rotation basis
- Liaises with municipal and provincial agencies
- Writes reports and collects fire statistics and data
- Provides advice and direction to businesses, community, and stakeholder groups as well as the local media
- Compiles the necessary legislation, gathers evidence as required, and completes the necessary forms and reports



4. Other Duties (10%)

- Assists citizens and other agency personnel with code interpretations and information
- Participates in Emergency Management planning meetings and exercises as required
- Maintains fire related records
- Provides witness testimony on behalf of the municipalities in civil and criminal court as to fire related matters, coroner's inquests, disclosure, etc.
- Assists the Fire Chief with developing departmental policies, procedures and standards that guide and direct the activities within the department, and ensures full compliance with legislative and regulatory requirements to reduce corporate liabilities and mitigate risk
- Assists the Fire Chief with the identifying, establishing and implementing best practices related to department activities with a focus on continuous improvement, efficiencies and cost effectiveness
- Prepares reports and correspondence as required or requested by the Fire Chief.
- Achieves and maintains Authority Having Jurisdiction certification with Natural Resources Canada for Fireworks and Pyrotechnics
- Works in a manner and with the protective devices, measures and procedures required by the Municipality of Strathroy-Caradoc and the Occupational Health and Safety Act and Regulations
- Willing to enroll in and successfully complete the Ontario Fire Marshal's Fire Prevention Officer Certification program and other courses as deemed necessary by the Fire Chief
- Performs other duties as assigned by the Fire Chief or their designate

Qualifications:

- Post-secondary education in Fire Safety or related program, or an acceptable combination of education, experience, and training in a Fire Services position
- 3 - 5 years progressive related experience in a Fire Service, with practical experience as a firefighter preferred
- National Fire Protection Association (NFPA) Training:
 - NFPA 1031 Fire Inspector I or equivalent (able to attain Level II)
 - NFPA 1035 Public Fire & Life Safety Education I or equivalent (able to attain Level II)
 - NFPA 1033 Fire Investigator or equivalent (or ability to attain)
 - NFPA 1001 Firefighter Level I and II an asset



- NAFI Fire Investigator (Current member in good standing) / Certified Fire Explosives Investigator (CFEI) designation an asset
- Thorough knowledge of the Fire Protection and Prevention Act, Ontario Fire Code, Building Code Act, Ontario Building Code, applicable National Fire Prevention Association (NFPA) standards and guidelines, Occupational Health and Safety Act as it relates to the fire service, existing standards, related and existing municipal by-laws and legislation
- Thorough knowledge of the characteristics of fire, fire spread, building material and construction practices, and a working knowledge of alarm systems, suppression devices, emergency lighting and internal communications equipment
- Ability to read and decipher building plans with a good working knowledge of construction practices an asset
- Certified under the Ontario Building Code (OBC) Part 3 - Fire Protection (has current BCIN) an asset
- Analytical skills to interpret and apply codes to all situations
- Excellent interpersonal and communication skills
- Must be in good physical condition
- Have sound judgment with the ability to competently represent the municipality as a professional
- Possess a valid and current standard first aid and Cardiopulmonary Resuscitation (CPR) certificate (Level C) including Automated External Defibrillator (AED) certification or greater
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and virtual meeting platforms. Experience using FirePro2 an asset
- Must possess and maintain a valid Ontario Class “G” driver’s licence with a satisfactory driver’s abstract. Ontario Class “D” driver’s licence with a “Z” endorsement an asset
- A satisfactory Vulnerable Sector Check prior to starting employment
- Proof of full vaccination against COVID-19 prior to starting employment

PREPARED BY: Brent Smith Director of Fire Services / Fire Chief

APPROVED BY: Doug Payne Director of Human Resources

UPDATED: November 2022 **SUPERSEDES DATE:** N/A