

## Job Description

<b>Position:</b> Fire Prevention Inspector	<b>Date:</b> May 30, 2025
<b>Reports to:</b> Fire Chief	<b>Department:</b> Emergency Services / Fire Department

### Purpose:

The Fire Prevention Inspector's primary responsibilities are to enforce and ensure compliance with legislation, codes, standards, and where necessary, assist in the litigation process. This role updates fire safety plans, develops, and conducts Public Education Duties in schools and public events. The Fire Prevention Inspector holds firefighting duties and is expected to respond to emergency calls. The performance of inspections can be physically demanding, and they may be conducted under adverse environmental conditions. Other integral components of this position include alternate CEMC, conducting fire investigations, liaising with municipal and provincial agencies, report writing, collection of fire statistics and data, and record keeping. As alternate CEMC updating emergency response plans and programs. As a superior communicator with strong interpersonal skills, you will provide advice and direction to businesses, community, and stakeholder groups as well as the local media. This position works closely with the Fire Chief and Deputy Fire Chief.

### Responsibilities:

- Conduct inspections of varying occupancy types throughout the municipality (by complaint, request, or as assigned) in order to ensure Fire Code compliance and Fire and Life Safety as legislated.
- Writes and issues orders, as applicable, as per the Fire Protection and Prevention Act, 1997
- Implements appropriate enforcement and education as required under the Fire Protection and Prevention Act, 1997, and/or applicable by-laws.
- Develops and maintains pre-incident plans.
- Write reports and maintain detailed records and analyze and interpret statistical data.
- Review Fire Safety plans in accordance with the Fire Code and applicable municipal by-laws.
- Provides comments, in conjunction with applicable staff members on site

plans, rezoning, subdivision agreements, Propane Risk Safety Management Plans (RSMP's), and new, altered, or demolished buildings if requested or deemed appropriate.

- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Attend meetings and committees as required.
- Participates in public relations programs by speaking to groups and organizations
- Prepares and delivers educational presentations.
- Provide direction and guidance to community groups and citizens regarding prevention and life safety education, compiled from analytical statistics and data. (community assessments and trending).
- Conducts and assists with Public Education events and campaigns.
- Designates and/or delegates any of the above duties to competent fire fighters, such duties to be carried out to the satisfaction of the Fire Chief
- Assists with the Fire Prevention and Education budgeting process.
- Responds to emergency calls as necessary under the department's jurisdiction and authority.
- Able to respond to evening and/or weekend emergencies and special events as required.
- Assist in fire investigation duties in coordination with the Fire Chief.
- Attends educational courses, training programs, workshops, and seminars as directed by the Fire Chief.
- Alternate CEMC in the Emergency Management Program, participates in the EMPC and PCCMC meetings, assists with the development and presentations of the annual training exercises for emergency management.
- Performs additional duties as assigned.

### **Working Relationships:**

Internal:	Mayor and Council	Manager and colleagues
	Municipal Staff	Internal committees
	Fire Chief	Deputy Fire Chief
	Officers	Firefighters
External:	General Public	Municipal Government
	Non-profit Groups	Provincial and Federal Agencies
	Businesses	

### **Skills and Competencies:**

- Exhibit proficient business-related verbal and written communication skills, research and report writing skills, a working knowledge of existing Fire

Department computer software applications and the aptitude to learn and use additional programs.

- Maintain detailed records and analyze and interpret statistical data and have demonstrated problem solving skills.
- Ongoing dedication to outstanding customer service, public safety, and continued professional development.
- Demonstrated skill and the ability to transfer information and knowledge to others while presenting oneself in a capable, competent, courteous, and professional manner.
- Ability to perform effectively as an individual and as a member of a team.
- Capable of performing all administrative and physical components of this position
- Ability to wear self-contained breathing apparatus, bunker gear, structural firefighting boots, a helmet and any additional required safety equipment for a prolong period of time when conducting firefighting, inspections and/or investigations where applicable.
- Deals with confidential information related to fire prevention issues, private property records and investigative files.

#### **Knowledge, Training and Qualifications:**

- Firefighting and rescue experience. Minimum 5 years of continued experience in the fire service
- Working knowledge of firefighting and emergency response, The Occupational Health and Safety Act, The Fire Protection and Prevention Act, Ontario Building Code, Ontario Fire Code, NFPA, EMCPA, applicable municipal by-laws, and all related Acts and Regulations.
- Successful completion of Grade 12 or equivalent.
- Possess a valid DZ driver's license or equivalent with a clean drivers abstract.
- Valid First Aid and BLS CPR with AED.
- Proven ability to deal with the public in a polite, pleasant and positive manner.
- Preferred qualification certifications include the following:
  - NFPA 1001 Level 1 and 2
  - NFPA 1072/472 to the Operations Level
  - NFPA 1031 Fire Inspector Level II (IFSAC/Proboard)
  - OFC Courtroom Procedures Course
  - OFC Fire Code Part 2 & 6 Course
  - OFC Fire Code Part 9 Course
  - NFPA 1035 Fire and Life Safety Educator Level 1 (IFSAC/Proboard)
  - Any additional Fire and Life Safety related courses or education.
  - NFPA 1041 level 1&2 an asset
  - CEMC courses considered an asset
  - Incident Management System, 100,200 considered an asset.

- Demonstrated experience working fulltime for a municipal Fire Service
- Demonstrated experience in Emergency management
- Modern firefighting and fire prevention methods, techniques and fire investigations.
- Familiarity with the municipality and surrounding areas protected by agreements.
- Strong knowledge of municipal infrastructure.
- Working knowledge of building construction.
- Ability to use and direct use of specialty equipment, as well as all other apparatus.
- Competent in Microsoft Office, GIS, and Outlook

### **Supervision:**

This position has no supervisory responsibilities for staff.

### **Working Relationships:**

Internal:	Mayor and Council Municipal Staff Fire Chief Officers	Manager and colleagues Internal committees Deputy Fire Chief Firefighters
External:	General Public Non-profit Groups Businesses	Municipal Government Provincial and Federal Agencies

### **Working Conditions:**

Exposure to a normal office environment along with immediate exposure to the public and other personnel. Exposure to physical and fatal hazards including but not limited to fire and smoke, traffic accidents hazardous materials, unsafe ice and water conditions, electrical shock and heights. Potential exposure to extreme and adverse weather conditions. Visual and mental concentration with respect to life safety is imperative. This role is subject to deadlines and significant stressors in relation to the nature of calls. Full time position requiring a flexible 40 hour per week, nights, weekends, holidays and the ability to be on call, with the unforeseen potential for extended durations above and beyond. Must be willing to carry a pager and be able to respond after normal working hours for emergency calls.

The Fire Prevention Inspector is expected to reside within the Municipality for timely response to emergency calls after hours

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

**Reviewed by:**

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**Employee**

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**Date**

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**Manager**

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**Date**

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**Chief Administrative Officer**

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**Date**