



POSITION VACANCY

NFPFFA

Call Number:	2021 - 11
Position:	Fire Prevention Officer
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Mon-Thurs & Tues-Fri (rotating schedule) (42 hours per week)
2020 Salary Range:	\$108,104 to \$111,222
Date Posted:	February 17, 2021
Closing Date:	March 3, 2021 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Wednesday, March 3, 2021**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

**POSITION DESCRIPTION
Fire Department**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Fire Prevention Officer

POSITION SUMMARY: This is a specialized technical, investigative and educational position with supervisory requirements in the enforcement of municipal, provincial and federal fire prevention by-laws, regulations and codes. This Officer is involved in informational and educational life safety and fire prevention programs for public, commercial and industrial occupancies. Duties are carried out within defined procedures, but independence of judgement and action are exercised in day to day activities. Difficult problems and controversial decisions are referred to the Captain of Fire Prevention. Performance will be evaluated on the soundness of approach and judgement, conformance with established procedures and the ability to deal effectively with the public in attaining objectives.

RESPONSIBLE TO: Captain - Fire Prevention

SUPERVISES: N/A

RESPONSIBLE FOR:

1. Conducts inspections, investigations and public education programs.
2. Inspects all types of public and private buildings and structures to ensure compliance with regulations; participates in difficult or contentious re-inspections as required; issues orders to require compliance with regulations; lays charges for violations of municipal by-laws or provincial regulations; carries out unscheduled inspections in response to complaints concerning hazardous conditions; advises property owners or operators of safe operating procedures and methods in eliminating fire hazards.
3. Investigates fires to determine origin in accordance with NFPA 1033 and NFPA 921 and assists in gathering and presenting evidence in suspected arson cases.
4. Prepares and delivers effective public education programs on fire prevention and safety to groups and to the general public as required.

5. Processes various permit applications including plans review and building inspections in accordance with the Building Code Act and Fire Protection and Prevention Act; makes inspections as required and issues approvals; prepares written orders, reports and correspondence as required.
6. Prepares and maintains all required records, reports, statistics, correspondence and other material related to operations of the Fire Prevention Division.
7. Performs all related work as required.

POSITION REQUIREMENTS:

Post-Secondary Graduate of NFPA 1031 Level 2, NFPA 1033
NFPA Level 1

Fire Code Division B – Part 2 & 6,
Courtroom Procedures,
Advanced Fire Code Division B Part 3 & 5,
Advanced Fire Code Division B Part 9,
Fire Code Division B Part 4 Flammable and Combustible Liquids

Successfully completed the Ministry of Municipal Affairs and Housing courses and obtained the qualifications of:

1. General Legal/Process for Inspectors
2. Fire Protection Systems

Extensive knowledge of fire prevention, inspection and investigation methods, procedures, bylaws, codes, acts and related regulations governing the work.

Thorough knowledge of the Fire Department rules and regulations, policies and firefighting techniques.

Extensive knowledge of building construction, wiring, heating systems, industrial processes including chemical reactions, and the dangers of flammable and combustible materials and liquids.

Ability to meet and deal effectively with a variety of contacts, to stimulate interest and cooperation in fire prevention and safety programs through public presentations, demonstrations and related activities.

Ability to read and interpret building plans and specifications, to prepare detailed technical reports and to prepare and maintain a variety of records, reports, statistics and correspondence of an operational and administrative nature, not limited to the following:

1. Fire alarm systems and all ancillary functions;
2. Fire detection systems;

3. Standpipe and hose systems and water supplies for fire protection equipment;
4. Sprinkler systems;
5. Portable fire extinguishers;
6. Voice communication systems;
7. Systems for the ventilation and fire protection of commercial cooking operations;
8. Access for fire department vehicles; and
9. Structural components damaged by fire or other unapproved use.

Ability to establish and maintain effective working relationships with assigned staff, other divisional staff, municipal departments, the construction industry and the general public.

Conduct inspections on buildings being constructed under permit to ensure compliance with the Ontario Building Code and Ontario Fire Code.

Investigates fires to determine origin and assists in gathering and presenting evidence in suspected arson cases.

Processes various permit applications; makes inspections as required and issues approvals; prepares written orders, reports and correspondence as required.

Proficiency in Microsoft programs including Word, Excel, PowerPoint and Outlook.

DESIRABLE TRAINING AND EXPERIENCE:

Successful completion of NFPA 1035 Level 2 and NFPA 1041 Level 1.

Certified Fire & Explosion Investigator.

Successfully completed the Ministry of Municipal Affairs and Housing courses and obtained the qualifications of:

1. Large Buildings
2. Complex Buildings
3. Building Services

Minimum graduation from a secondary school or equivalent technical school including or supplemented by related technical courses.

Basic firefighting training and experience would be an asset.

A minimum of 1 year of satisfactory performance as a new entrant to the Division.

Typing and computer skills would be an asset.

Valid certificates in First Aid and CPR are required.

Familiarity with Firehouse Software.

**REQUIRED LICENCES
AND CERTIFICATES**

Valid G classification licence for the Province of Ontario is required.

Revised: February 2021