



# Grand Valley & District Fire Department Job Description

<b>Job Title:</b> Fire Prevention Officer/Public Educator/Firefighter	<b>Reports To:</b> Fire Chief
<b>Supervises:</b>	<b>Date Created:</b> May 14 2025
<b>Pay Grade:</b> TBD	<b>Hours of Work:</b> 37.5 hours per week

Reporting to the Fire Chief, the Fire Prevention Officer/Public Educator/Firefighter is responsible for performing both operational firefighting duties and coordinating the activities of the Fire Prevention/Inspection and Public Education Division, including the supervision of staff assigned to enforce Fire Prevention Regulations of the Town and the Province of Ontario.

## Primary Responsibilities:

### Public Education

- Co-ordinate the enforcement of the Fire Protection and Prevention Act ("FPPA"), Ontario Fire Code, Ontario Building Code, Municipal By-Laws, and all Federal and Provincial Statutes and Regulations that relate to fire safety and education
- Co-ordinate the promotion of fire prevention/education and safe lifestyles through educational programming for presentation in the community.
- Develop and co-ordinate public information releases and fire safety education programs and prepare and supervise preparation of the distribution of pamphlets, brochures, and materials.
- Co-ordinate the enforcement of all applicable laws, statutes and regulations, including:
  - conduct inspections of buildings to determine compliance;
  - prepare reports on all findings and make recommendations to improve building and occupancy fire safety;
  - prepare reports and inspection records to meet municipal and provincial mandates as required; and
  - prepare and conduct prosecution of offenders under the FPPA

### Inspection and Prevention

- Co-ordinate the examination of site plans, subdivision plans, building plans, fire protection, fire safety plans and life safety system drawings to ensure compliance;
- Co-ordinate the TAPP-C (The Arson Prevention Program for Children) program within Grand Valley Fire Department and regional partners;
- Receive, process, and follow up on reports of fire prevention matters received from Fire Suppression Division staff.

- Ensure accuracy and completion of fire prevention inspection reports, follow-ups, investigations, and records management of associated documents; and issue notices and orders where required, keeping records of inspections.
- Participate in the preparation of the annual budget of the Fire Prevention & Public Education Division.
- Assist with the implementation of technology within the division to improve operational efficiency and service delivery.
- Co-ordinate investigations to determine cause, origin and where appropriate, request the Office of the Fire Marshal or other agencies to investigate.

## **Firefighting**

- Perform all emergency scene duties including firefighting, forcible entry, search and rescue, carrying hoses, climbing ladders, hooking hoses up to hydrants, breaking through walls and ceilings, protecting those in danger due to a fire, overhaul, technical rescues, emergency medical treatment and CPR, hazardous materials scene support, property conservation, environmental conservation, and securing emergency scenes so that lives are protected, and property loss is minimized, and performs these activities in accordance with department policies and procedures.
- Assist in emergency situations as a resource on the fire ground or to provide support role for the incident commander. Attend post-emergency evaluations as appropriate.
- Operates fire apparatus within the parameters of the Highway Traffic Act and the vehicle's design so that the apparatus is used safely and efficiently.
- Inspect fire apparatus and equipment to ensure a level of response readiness, so that equipment life is extended, safety is ensured, and equipment operates properly.
- Performs station duties by answering telephones and taking messages, cleaning and maintaining the station so it remains clean and functional, receiving and conducting inventory of station supplies, and performs these activities in accordance with department policies and procedures.
- Training in preparation for emergency responses; completing all required training and retraining as assigned; and participating in pre-planning to become familiar with immediate response area and new or unusual buildings in the station's response area, and with streets and roads under construction.
- Cleaning, inspecting and maintaining equipment and apparatus; conducting full maintenance/safety checks of vehicles and equipment; and performing routine preventative maintenance tasks to equipment and apparatus.
- Working effectively with the crew and other first responders, such as police, paramedics, and other agencies, maintaining a high standard of professionalism; and responding to Mutual Aid requests from neighbouring fire departments.
- After returning from emergency scene, cleaning, inspecting, and accounting for all equipment used and returning all equipment used to a state of readiness.
- Other duties as assigned.

### **Minimum Education and Qualifications:**

- Currently employed in a municipal fire service, with a minimum of 5 years of experience as a Fire Inspector and Public Educator.
- NFPA 1001 Firefighter II
- NFPA 1002 – Fire Apparatus Driver/Operator
- NFPA 1031 Fire Inspector II
- NFPA 1035 Fire and Life Safety Educator I
- NFPA 1033 Fire Investigator (Is an asset)
- NFPA 1035 Public Information Officer (Is an asset)
- BCIN qualifications (Is an asset)
- Valid, unrestricted Ontario DZ driver's license
- Valid C.P.R. and Standard First Aid Certificate – Emergency Medical Responder

### **General Requirements:**

- Strong working knowledge and experience in the application of the FPPA, Ontario Fire Code and the Ontario Building Code and associated legislation and reference documents including NFPA, ULC and CSA standards.
- Technical knowledge of:
  - Building construction and fire performance;
  - Fire safety and fire protection systems with the ability to review and approve fire safety plans; and
  - The examination of site plans, subdivision plans, building plans, fire protection, fire safety plans and life safety system drawings to ensure compliance.
- Excellent verbal and written communication skills, and organizational skills with attention to detail and ability to meet deadlines.
- Superior interpersonal skills, including the ability to work effectively in a team environment, demonstrated ability to exercise discretion and sensitivity, and demonstrated analytical and problem-solving skills.
- Computer proficiency in Microsoft Office (Word, Excel, Outlook and Firepro2)
- Driver's abstract which reflects less than 3 demerit points and no more than two infractions (maximum of one moving and one non-moving conviction), and any demerit points must be within 12 months of being removed from the license (to be provided if offer of employment is extended).
- Provide a satisfactory vulnerable sector screening and criminal record free unless a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked. These reports cannot be dated earlier than 30 days from conditional offer of employment.

### **Personal Contacts**

- Daily contact with municipal staff and management and local service providers.
- Maintain relationships with contractors, community groups, representatives from Provincial and other regulatory agencies.
- Regular contact with the general public and ratepayers.

## **Working Conditions**

- Physically demanding position when performing duties of firefighter:
  - Lifting
  - Climbing
  - Carrying
  - Outside exposure to all types of weather conditions
- Inspection and Public Education role requires standing, sitting at desk/computer/workstation, and walking on construction sites and other workplace sites, standing during inspections and presentations, and visual attention for health and safety compliance and personal safety on job sites. Physical dexterity required for walking, bending and lifting as required. Working conditions vary between a standard office environment to conducting on-site work and inspections; exposure to inclement weather conditions, mud, dirt, noise; and exposure to public criticism/abuse.
- Normal hours of work are 37.5 hours per week with some evenings and/or weekend attendance required to attend meetings or community events, plus call out for emergency situations.
- Mandatory availability for 'on call' response which requires carrying a cell phone (24/7 operation) as scheduled and responding to after-hours for emergencies that arise requiring oversight and extra staffing; available for overtime hours, when necessary.

**Submission Deadline: Wednesday July 2<sup>nd</sup>, 2025 at 4:30pm**

Please submit your cover letter and resume to:

Helena Snider, [hsnider@townofgrandvalley.ca](mailto:hsnider@townofgrandvalley.ca)