

Fire Prevention Officer

Position Type: Permanent Full-time (Monday to Friday, 8:30 am to 4:30 pm)

Location: Port Elgin, Ontario

Salary: \$79,606 to \$90,461 per year (depending on qualifications and experience)

Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth, located on the shores of Lake Huron. We pay careful attention to all we value: our beautiful natural environment, our waterfront and beaches, our community spirit and sense of pride, our inspired residents, and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively, and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, comprehensive health and wellness benefits, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

What we offer you:

- 10 paid personal days in addition to a generous number of vacation days annually.
- Comprehensive extended health care and dental benefits.
- Enrollment in the OMERS pension plan.
- Flexible work arrangements.
- Access to an Employee and Family Assistance Program.
- A passion for investing in our workforce through continuous learning and development.

About the Role:

We’re looking for a passionate and community-minded **Fire Prevention Officer** to join our Fire Services team. Reporting to the Director, Fire Services/Fire Chief, you will lead the prevention and/or reduction of fire incidences within the Saugeen Shores community through regular inspections, investigations, and public education, in accordance with applicable safety legislation, by-laws and standards. You lead by example and are skilled at building and maintaining key relationships to prevent or mitigate community fire risk.

Key Responsibilities:

- Ensure compliance with Ontario Fire Code, Ontario Building Code, municipal bylaws, regulations, and standards by responding to requests for and/or initiating inspections of commercial/industrial/residential/public buildings and contents (i.e., materials, systems, and equipment) and reviewing fire safety plans/building plans.
- Perform the duties of inspector and Assistant to the Fire Marshal, as described in the Fire Protection and Prevention Act or successor legislation.

- Assist with the investigation of fires/explosions; determine origin/cause/damage estimate; collect evidence; commence prosecutions when appropriate; interact with law enforcement. provide testimony/evidence in court.
- Support pre-plan preparation and fire investigations on a regular basis.
- Actively participate in the public education program; deliver current and engaging fire prevention education/training for the public, co-workers, and agents of the Corporation to improve safety; attend meetings to share knowledge and skill.
- Maintain current knowledge of new/amended legislation, regulations, by-laws, and standards and recommend and/or take appropriate action.
- Prepare fire loss data/inspection/investigation reports; accurately complete and securely manage all reports/documents/records.
- Assist in the identification/development and implementation of process improvements in a team environment.
- Assist the Community Emergency Management Coordinator (CEMC) with various activities including the annual emergency response exercise, research and maintenance of Hazard Identification and Risk Assessment (HIRA) and critical infrastructure lists, and maintenance and potential operational issues in the Emergency Operations Centre (EOC).

Competencies and skills you bring to the role:

- **Attention to Detail:** You have strong attention to detail by exhibiting thoroughness and accuracy in accomplishing a task.
- **Communication:** You can effectively and confidently communicate with others and provide detailed presentations, reports, and information sessions that are professionally researched and suited to the needs of the audience.
- **Confidentiality:** You can use and exercise discretion and tact, while maintaining a high degree of confidentiality.
- **Conflict Management:** You identify steps to resolve negative conflicts sensibly, fairly, and efficiently. You exhibit strong conflict resolution, negotiation, and mediation skills.
- **Initiative:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You challenge the status quo and work proactively to achieve organizational goals rather than waiting for others to lead.
- **Interpersonal Skills:** You exhibit strong interpersonal skills that allow one to work effectively with key stakeholders.
- **Organizational Skills:** You are highly organized, and you process detailed information effectively and consistently.
- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve organizational and departmental goals. You exhibit a strong understanding of corporate governance issues and the political environment in which you make decisions.
- **Time Management:** You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.

Education and Training:

- High School Diploma
- Post-secondary education in Emergency Management, Fire Protection or a related discipline is preferred.
- NFPA 1031 – Fire Inspector Level I certification plus Ontario Fire Code specific content is required.
- NFPA 1031 – Fire Inspector Level II certification plus Ontario Fire Code specific content is preferred.
- NFPA 1033 Fire Investigator certification is preferred.
- IMS 200 certification is preferred.
- Possess a valid Ontario Class G Driver's License

Experience and Knowledge:

- A minimum of three (3) or more years as a Fire Prevention Officer or related role in Fire Services.
- Applied technical knowledge of the Ontario Fire Protection and Prevention Act, Fire Code, the *Building Code Act* and Ontario Building Code, NFPA and CAN/ULC Standards, *Occupational Health and Safety Act*, *Municipal Freedom of Information Act*, Municipal By-laws, and other applicable legislation.
- Applied technical knowledge of building design, systems, and construction, fire prevention and suppression techniques and systems, current inspection, investigations, evidence collection, law enforcement and record keeping techniques/procedures.
- Experience working within a public sector environment is considered a strong asset.

Application Process:

If you're interested in joining our team, click the "Apply Now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

Application deadline: Friday, November 24, 2023, at 4:30 pm EST

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act* (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.

Posted November 3, 2023