



Township of East Zorra-Tavistock
Job Description
Fire Prevention Officer / Inspector

1. Position Title:

Fire Prevention Officer / Inspector

2. Date Approved:

April 2022

3. Pay Grid:

- a. Grade 12 – Step 1 (depending on education and experience)
- b. Based on 35 Hours per Week, Full Benefits, OMERS

4. Reporting Relationships:

- a. Reports to:
 - i. Fire Chief - East Zorra-Tavistock
 - ii. Indirect reporting to each Fire Chief when working at the other municipalities.

5. Purpose:

- a. The Fire Prevention Officer/Inspector will rotate to the municipalities of Blandford-Blenheim, Zorra, Norwich, Southwest Oxford, with the home base at East Zorra-Tavistock, and will conduct fire prevention/inspections, public education, and fire investigations as needed. While in each municipality they will work under the direction of the Fire Chief for that municipality.

6. Scope of Position:

- a. Work is varied and often in response to legislative requirements in addition to the ongoing operations of the fire service of each municipality.
- b. All work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize workflow and work independent of close supervision

7. Responsibilities:

- a. Fire Prevention/Inspection
 - i. Conduct comprehensive fire prevention inspections of all classes of buildings and occupancies for compliance for all Township' by-laws and the Ontario Fire Code, as required
 - ii. Report findings to the appropriate authorities, make recommendations to improve building and occupancy fire safety, and initiate the appropriate corrective or enforcement action as necessary.
 - iii. Follow up on requests and complaints related to fire safety and investigate, as required.
 - iv. Prepare inspection orders, court documents and other records to fully document inspection processes and outcomes.
 - v. Review and approve applications for fireworks displays, AGCO permits etc.
 - vi. Review selected building plans and conduct inspections on some new construction for compliance with the Ontario Building Code, in conjunction with the Chief Building Official, as required.
 - vii. Examine and approve fire safety plans, drawings, and specifications for new and existing buildings; review and comment on site plan agreements, zoning amendments and other planning related matters as required.
 - viii. Assist in the creation of pre-plans and water source mapping for the municipality.

- ix. Conduct mandated annual inspections on existing care, care and treatment and retirement home buildings for compliance with the Ontario Fire Code, and any other relevant legislation, such as witnessed fire drills, and coordinate fire inspection/prevention reports in conjunction with such inspections.
- x. Participate in mandatory vulnerable occupancy inspections and drills
- xi. Conduct building code inspections of fire and life safety systems and components in conjunction with the Chief Building Official, as required.
- xii. Perform the duties of “Chief Fire Official” under the Ontario Fire Code subject to the parameters of the delegation.
- xiii. Conduct routine inspections as per municipal policy on all classes of buildings on a regular and ongoing basis.
- xiv. Generate activity reports, time sheets, logs, detailed inspection reports and various other documents related to inspection and enforcement activities.
- xv. Prepare Provincial Offences Act documents, swearing and serving information’s, preparing disclosure statements, and testifying in Provincial Offences court as required.
- xvi. Prepare reports and manage files within the Fire Prevention Division (electronic & hard copy) in compliance with the municipal records and retention policies.
- xvii. Accept and participate in training opportunities as they are provided.
- xviii. Liaise with the Office of the Fire Marshal and Emergency Management and other agencies as require

b. Public Education

- i. Assist with delivery, supervision and evaluation of the Public Education and Fire Prevention Programs.
- ii. Coordinate joint initiatives with other area fire departments/other emergency services on fire safety and prevention programs, education, and training.
- iii. Attend scheduled training sessions of all Municipal Fire Departments in the County of Oxford when required.
- iv. Identify skill development needs and assist with coordinating training and professional development programs.
- v. Support in the preparation and delivery of fire prevention related material to fire department personnel and assist with the delivery of related training.
- vi. Provide input and recommendations on Fire Prevention budget allocations.
- vii. Accountability of public education materials and consistent centralized programming opportunities.

c. Fire Investigation

- i. Conduct fire cause and determination investigations and assist Office of the Ontario Fire Marshal and Emergency Management to investigate fires, as required.

d. Other

- i. Completes special projects as assigned
- ii. Other duties as assigned and consistent with the responsibilities set out in this job description.

8. Working Conditions:

- a. Work is subject to shifting priorities
- b. Some risk due to stress and verbal abuse when dealing with irate ratepayers who will not or cannot accept Township by-laws and regulations.
- c. Certain sense of urgency due to public service

9. Hours of Work:

- a. Thirty-five (35) Hours per Week
- b. Normal hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.
- c. Attendance at occasional meetings or public events outside of the normal working day may be required

10. Working Relationships:

- a. With Fire Chiefs - Receives direction and guidance for non-routine and special assignments, overall direction, workload management, general supervision
- b. With other Staff - Exercises courtesy and co-operation for harmonious working relationships
- c. With the Public - Provides information and assistance; maintains a high level of tact and courtesy

11. Knowledge and Skills:

- a. Possess a satisfactory Criminal Record Check with Vulnerable Sector Screening
- b. Must have a valid Ontario Driver's License (minimum Class "G") with a clean drivers abstract
- c. Intermediate computer literacy utilizing Microsoft Office Suite (Excel, Word, Outlook)
- d. Knowledge of Community Risk Assessments and ability to complete as needed
- e. Previous experience working with FirePro would be an asset
- f. Excellent written and verbal communication skills
- g. Physical ability to wear SCBA and respirator mask while performing work for long periods of time
- h. Relevant work experience in the fire service or fire safety industry conducting inspections
- i. Working knowledge of the Ontario Building Code in respect to Part 3 buildings on Fire & Life Safety Protection Systems, plans review examination and blueprint drawings

- j. Knowledge of Farm fire safety public education and associated fire risks of farms
- k. NFPA 1031 – Fire Inspector Levels I and II (Includes all Ontario Fire College supplemental courses: Part 4, Part 9, Parts 2 and 6, Parts 3 and 5, Courtroom Procedures)
- l. NFPA 1035 – Fire and Life Safety Educator Levels I and II and PIO
- m. NFPA 1033 – Fire Investigator and/or NFPA 921 Fire and Explosion Investigator
- n. NFPA 1041 – Fire Instructor Level I
- o. Additional Speciality Fire Protection or Life Safety System Courses
- p. Knowledge of the Ontario Building Code Act and regulations.
- q. Administration/Legal Process/Courtroom experience.

12. Formal Education:

- a. Secondary School
- b. Post-secondary education and/or job related training and development

13. Impact of Errors:

- a. Errors in judgement and conduct may result in a possible risk to public safety, possible risk of employee safety, possible lawsuit against employee and corporation and/or costly insurance claims against the corporation.
- b. At a minimum, errors would result in lost credibility and poor public relations.

14. Licences and Certifications

- a. Must hold a valid Class “G” Drivers Licence.

15. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.