

Fire Prevention Specialist

The Opportunity

The Grimsby Fire Department has proudly served the Grimsby community since 1879. The department embraces three lines of defense for service delivery: public fire and life safety education, fire safety standards and enforcement, and emergency response. The Grimsby Fire Department prioritizes educating the public and encouraging the practice of fire safety.

The Portfolio

Reporting to the Deputy Chief, the Fire Protection Specialist is responsible for delivering fire prevention and public fire safety education programs in the community including reviewing submitted plans for compliance with relevant codes and by-laws pertaining to fire protection and fire safety systems, performing inspections of buildings and fire protection installations to verify conformance with approved plans and compliance with provincial regulations regarding fire safety, municipal by-laws, and other applicable laws and standards, and providing fire safety education to the public.

The Candidate

As a candidate for this position, you possess a post-secondary degree or diploma in any of the related fields Building Construction, Architecture, Engineering, or Fire Protection Technology. You have five (5) years of experience in inspections/ enforcement for the Ontario Fire Code and/or Ontario Building Code regulations. The successful candidate also must obtain the following NFPA certifications within 24 months of appointment. Training may be provided during working hours, with scheduling arranged by Fire Management. The required certifications include: NFPA 1031 I and II Certification for Fire Inspector and Plan Examiner, NFPA 1035 I and II Certification for Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager, NFPA 1041 I and II Certification for Fire and Emergency Service Instructor, and NFPA 1021 I and II Certification for Fire Officer. Additionally, the candidate must obtain a Building Code Identification Number (BCIN) and successfully complete examinations in accordance with the Building Code Act to qualify as an Inspector in Fire Protection for Small and Large Buildings.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary between **\$99,066 and \$120,529**, and a comprehensive benefits plan.

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **January 27, 2025, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

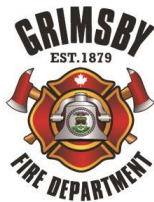
Posting #: 12-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Fire Prevention Specialist

Fire Department

Duties and Responsibilities:

1. Fire Prevention, Inspections, and Enforcement (45%)

- 1.1 Conducts fire and life safety inspections of all classes of buildings and occupancies in response to complaints, upon request, and as otherwise initiated, and addresses Fire Code violations and fire safety hazards under the authority of the Fire Protection and Prevention Act and within the powers delegated by the Fire Chief.
- 1.2 Prepares reports and maintains detailed records regarding fire inspection activities, properties inspected, Code violations and fire safety concerns observed, and actions taken.
- 1.3 Acts as an Assistant to the Fire Marshal pursuant to the Fire Protection and Prevention Act and exercises prescribed powers as a Provincial Offences Officer pursuant to the Provincial Offences Act; enforces provincial statutes and regulations and municipal by-laws pertaining to fire safety and complies with all Fire Marshal directives.
- 1.4 Issues Inspection Orders in accordance with the Fire Protection and Prevention Act, collects evidence, prepares and swears Information and Summonses pursuant to the Provincial Offences Act, and provides evidence and testifies at Court, Fire Safety Commission hearings, Coroner's Inquests and tribunals, and other criminal and civil proceedings.
- 1.5 Maintains detailed notes of all fire inspection and enforcement activities, prepares complete and accurate reports and records detailing fire inspections, properties inspected, Code violations and fire safety concerns observed, and actions taken, and securely keeps all records in accordance with corporate and departmental policies and legislative requirements.
- 1.6 Conducts community risk assessments and needs analyses to identify fire safety needs of the municipality and implements and maintains fire prevention and public fire safety education programs in accordance with identified community fire safety needs.
- 1.7 Advises Fire Chief and Deputy Chief on fire safety issues, provides recommendations on fire prevention program effectiveness, contributes to the development and implementation of program improvements in a team environment.

2. Plans Examinations (25%)

- 2.1 Examines and interprets building plans and specifications for compliance with relevant Codes and By-laws pertaining to fire safety and fire protection.
- 2.2 Examines site plan submissions, rezoning applications, and subdivision agreements for Code compliance and collaborates with internal departments and external agencies during the approval process and comments on fire safety issues
- 2.3 Reviews and makes recommendations for the approval of alternative compliance solutions pursuant to with the Fire Code
- 2.4 Reviews Fire Safety Plan submissions for compliance with the Fire Code and makes recommendations to the Chief Fire Official for approval or returns non-compliant plans back to the submitter with comments for resubmission.

2.5 Inspects new buildings and fire protection installations during construction and upon completion and acceptance to ensure conformance with approved plans and compliance with fire safety Codes, regulations, and by-laws.

3. Public Education (20%)

3.1 Prepares and delivers public fire safety education programs; participates in public relations activities and speaks on fire safety topics to internal and external clients/customers; disseminates fire safety information at presentations and public events, and through news media, social media, website, and other appropriate means.

3.2 In a team environment, participates in public education initiatives involving fire suppression personnel, including fire station tours, in-service inspections, and residential smoke alarm programs; provides guidance to fire suppression staff when performing in-service fire safety inspections, home smoke alarm surveys, and assisting with other fire safety education tasks.

4. Training (5%)

4.1 Maintains current knowledge of new and amended legislation, regulations, by-laws, standards, and principles.

4.2 As approved by the Deputy Fire Chief, attends and participates in meetings, training, and educational conferences for professional development and to share knowledge and skills.

4.3 Assists in the delivery of in-house training of fire service personnel.

5. Other (5%)

5.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, and other applicable legislation, by-laws, policies, and guidelines.

5.2 Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-Secondary degree or diploma in Building Construction, Architecture, Engineering, Fire Protection Technology, or a related field.

License, Registration and Training

- Have or attain the following NFPA Certifications within 24 months of appointment. If required, training may occur during working hours and will be scheduled by Fire Management.
 - NFPA 1031 I, II Certification – Standard for Professional Qualification for Fire Inspector and Plan Examiner
 - NFPA 1035 I, II Certification – Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications
 - NFPA 1041 I, II Certification – Standard for Fire and Emergency Service Instructor Professional Qualifications
 - NFPA 1021 I, II Certificate – Standard for Fire Officer Professional Qualifications
 - Building Code Identification Number (BCIN) and successful completion of examinations pursuant to the Building Code Act for qualification as an Inspector in Fire Protection, Small Buildings, Large Buildings

- Valid and unrestricted Class “G” driver’s licence with a clean Driver’s Abstract to the satisfaction of the Town.

Experience

- Five (5) years of progressive experience in inspections and enforcement of the Ontario Fire Code and/or Ontario Building Code regulations.

Knowledge/Skills/Abilities

- Knowledge of relevant codes and legislation including the Ontario Building Code, FPPA, Fire Code, NFPA Standards, UL/CSA standards, TSSA, etc.
- Knowledge of the technical aspects of fire protection and life safety systems including, but not limited to, fire alarm, voice communication, sprinkler, hose and standpipe, emergency lighting and power, fire pumps, water supply and fire suppression systems, fire fighters' elevators, smoke control measures, the storage, use and handling of dangerous goods, hazardous processes and activities, storage configurations of commodities, as well as building construction and occupant types.
- Knowledge of installation or maintenance/design of sprinkler and fire alarm systems.
- Knowledge and ability of preparing and presenting evidence for legal proceedings.
- Knowledge and ability of public speaking and presentation building and set-up of displays.
- Knowledge of creation of media items like newspaper ads/articles/press releases, social media postings and messaging, etc.
- Ability to read and interpret building plans specifications, blueprints, and installation guides.
- Ability to use computer software to complete work (Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.), FirePro).
- Excellent interpersonal skills with the ability to establish and maintain effective working relationships with fellow employees, internal and external clients. Ability to achieve excellence in customer service and customer experience.

A combination of education, training, and experience may be considered.