



HIRING FIRE PREVENTION OFFICER

The Bluewater Fire Services is seeking a Fire Prevention Officer to join our team on a contract basis. Under the direction of the Fire Chief, the Fire Prevention Officer's primary responsibility will be conducting fire code inspections, enforcing and ensuring compliance with legislation, codes and coordinating and conducting fire safety programs and events.

The wage range for this position is \$48.34 to \$60.43 per hour.

The successful candidate should possess:

- 3 years' experience in a municipal administrative and fire prevention role.
- Experience conducting plans examination of new construction, delivering public education programs and facilitating prosecutions.
- Secondary School Diploma.
- Building Code Identification Number (BCIN): General Legal and Fire Protection, or willingness to obtain.
- NFPA 1031, Level I Fire Inspector Certification.
 - Legislation;
 - NFPA 472 or NFPA 1072 Hazardous Material Awareness;
 - OFC Part 2 & 6;
 - OFC Part 3 & 5,
 - OFC Part 4;
 - OFC Part 9;
 - Courtroom Procedures;
 - *PSHSA Vulnerable Occupancy training.
- NFPA 1035, Level I Public Educator Certification, and willingness to obtain level 11.
- Current certification in Standard First Aid and CPR Level C.
- Valid "G" Class Drivers Licence and clean "Drivers Abstract"
- Vulnerable Sector Check

Interested persons please submit resumes to:

Municipality of Bluewater

Jodi Overholt, Executive Assistant

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Zurich ON, N0M 2T0

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E: joverholt@municipalityofbluewater.ca

Resumes will be accepted until 4:00 pm on Friday, June 6, 2025.

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Fire Prevention Officer

DEPARTMENT: Fire

REPORTS TO: Fire Chief

POSITIONS SUPERVISED: 0

PAY STATUS: Hourly (Part Time), Contract up to 450 hours – to be scheduled with Supervisor

Position Summary

The Fire Prevention Officer will be required to complete fire safety inspections and provide public fire safety education programs to prevent or reduce the incidence of fire. These responsibilities are performed in accordance with provincial legislation and regulations and the Municipality of Bluewater's policies and programs.

Major Responsibilities:

Maintains computerized departmental and confidential records management documents, ensuring that monthly summary reports, as well as year-end documentation are completed.

Conduct fire safety inspections.

Provides in-service inspections, and a smoke alarm program.

Participates in the preparation and review of fire safety plans.

Creates unique fire safety programs based on the needs of group and disseminates fire safety information through the media, website, social media and other appropriate means.

Acts as an Assistant to the Fire Marshal of Ontario under the provisions of the Fire Protection and Prevention Act (FPPA).

Enforces of municipal by-laws relating to fire safety matters, the Ontario Fire and Building Codes, (where applicable) and other applicable codes and standards.

Causes information to be laid and prosecutes infractions of all applicable by-laws, codes, acts, standards and statutes.

Acts as a witness in court where there are prosecutions under the FPPA, municipal by-law codes, acts, standards and statutes.

Coordinates and conducts fire safety programs and events; develops training material and programming for fire safety programs and events. Speaks on fire safety and fire prevention topics to internal and external clients/customers;

More Details:

The Fire Prevention Officer will work cooperatively with team members and staff in other departments.

Assists in establishing, maintaining and achieving goals, objectives and work plans.

Remains current on and adheres to corporate and departmental policies and procedures.

Ensures that work is performed in a safe manner according to health and safety guidelines and procedures.

Engages with other professionals and associations to ensure the department is staying current with developments in the field.

Responds to internal and external inquiries in a timely and professional manner.

Qualifications:

Three years experience in a municipal administrative or fire prevention role. Experience with emergency management would be considered an asset.

Experience conducting plans examination of new construction, delivering public education programs.

Secondary School Diploma.

Building Code Identification Number (BCIN); General Legal and Fire Protection.

NPFA 1031, Level I Fire Inspector Certification.

Legislation:

- NFPA 472 or NFPA 1072 Hazardous Material Awareness
- OFC Part 2 & 6
- OFC Part 3 & 5
- OFC Part 4
- OFC Part 9
- Courtroom Procedures
- PSHSA Vulnerable Occupancy training

NFPA 1035, Level I Public Educator Certification.

Current certification in Standard First Aid and CPR Level C.

Valid "G" Class Driver's license and clean "Drivers Abstract"

Vulnerable Sector Check.

Working Conditions:

Work is typically performed in a standard office environment and off-site meetings with minimal exposure to hazards.

The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information. There are constant interruptions and deadlines.

Problems to be addressed require specialized knowledge and skill to solve.

Required to interact politely and effectively with the general public and required to respond to questions and minor complaints from the public.

Will be required to deal with questions and complaints from concerned and sometimes angry residents.

Compensation:

The incumbent would be eligible to participate in OMERS pension plan. There are no extended health benefits included in this contract position.

Start date and works hours to be negotiated.

Approvals:

Incumbent

Date

Manager

Date