



Position Description

Position Title:	Fire Prevention Inspector	Department	Emergency Services – Fire
Effective Date:	September 2022	Revised:	
Reports To:	Division Chief of Fire Prevention/Public Education	Status:	Full-time
Direct Reports:	None	Indirect Reports:	• None

Position Summary / Main Purpose

Under the direction of the Division Chief of Fire Prevention/Public Education, the Fire Prevention Inspector, acting as an Assistant to the Fire Marshal under the provisions of the Fire Protection and Prevention Act, is responsible to conduct fire prevention inspections of all classes of building and occupancies and enforce the Ontario Fire Code and other relevant legislation and standards.

The Fire Prevention Inspector will assist with fire prevention and educational activities to schools, service clubs, businesses, the general public and other community groups.

Key Duties and Responsibilities

1. Conduct inspections and enforce the Ontario Fire Code and other relevant legislation and standards.
2. Ensure compliance and perform all duties in accordance with Provincial legislation and related regulations (i.e. Fire Protection and Prevention Act, Municipal Act, Occupational Health and Safety Act) as well as municipal policies, procedures, guidelines and established operational work plans and directives provided by supervisor or designate.
3. Utilizing applicable legislation, selects the appropriate action to ensure fire and life safety compliance, including enforcement proceedings Part I and Part III under the Provincial Offence's Act.
4. Ensure the security, integrity, and completeness of all records.
5. Maintain fire prevention/inspection records and submit monthly and yearly summaries to the Division Chief of Fire Prevention/Public Education.
6. Inspect and witness testing for fire protection systems.
7. Examine, review and comment on fire safety plans, drawings and specifications for buildings to be erected, modified or demolished.
8. Provide the Division Chief of Fire Prevention/Public Education with support in the implementation and evaluation of fire prevention and public education programs.
9. Enforce violations of the Corporation's Burning By-laws, fire access route, Ontario Fire Code, and other applicable municipal by-laws.
10. Maintain knowledge of and adheres to all Township of Tiny Policies and Procedures.
11. Required to work in compliance with the Occupational Health and Safety Act and regulations and all related Township policies and procedures.
12. Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Working Relationships



Inside the Corporation:

Paid-on-Call firefighters, other municipal employees from operations level to Director position and Council.

Outside the Corporation:

Office of the Fire Marshal and Emergency Management, Ministry of the Environment, Conservation and Parks, Technical Standards and Safety Authority, Electrical Safety Authority, legal counsel, service clubs and community groups and the general public

Education / Experience / Skills Training

1. High school diploma or recognized equivalent required.
2. Completion in a post-secondary certification or diploma in Fire Prevention Technology or a related discipline are considered assets.
3. NFPA 1031 Fire Inspector I is required.
4. NPFA 1035 Fire and Life Safety Educator I certification is considered an asset.
5. Thorough working knowledge of provincial and municipal fire prevention by-laws statutes, codes, regulations and standards is required including the Ontario Fire Code; NFPA, ULC and CSA and other legislation.
6. Knowledge of records management.
7. Excellent communication, presentation and report writing skills.
8. Commitment to the values of professionalism, efficiency, empathy, sensitivity, cooperation and teamwork.
9. Valid CPR/First Aid certification.
10. Valid Class "G" Ontario driver's license in good standing.
11. Must maintain a clear criminal history.
12. Intermediate level skill in Microsoft Office and Microsoft Outlook.

Outcomes of Error

Strategic errors made by this position can result in loss of life and property, increased risk of municipal litigation or liability (legal and financial), the loss of Council's and public confidence, increased risk or danger or injury to others, the loss of trust in management, poor employee morale, reduced public safety and increased health and safety risks.

A lack of due diligence in the area of Occupational Health and Safety and/or workplace harassment prevention could result in corporate fines and personal criminal charges.

Physical and Mental Demands

Physical Environment:

Working conditions vary from a standard office environment to on-site visits to residential, retail, and industrial properties for the purposes of completing inspections.

Physical Effort:



Position Description

The role requires spending long hours sitting and using office equipment, which can lead to repetitive motions and muscle strain; lifting, carrying equipment and supplies weighing up to 50 kg.

Sensory Demands:

The position requires extensive reading, and long periods of concentration with the use of the computer, which may cause eyestrain and occasional headaches.

May be required to work odd or long hours and to complete special requests and or/projects, inspections, and meetings.

Mental Demand (Stress):

The role involves pressures associated with meeting tight deadlines, handling frequent interruptions and handling public complaints.

Working Conditions

Normal hours of work are 35 hours per week. Work hours may be modified by the Fire Chief for attendance at afterhours meetings, conducting inspections and other duties as required.

Confidentiality

The position requires maintenance of confidentiality on legal and financial matters germane to the municipality. The above confidential matters are subject to Provincial and Federal legislation including but not limited to Personal Information Protection and Electronic Documents Act (PIPEDA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Health Information Protection Act (PHIPA).

Health and Safety

- Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Review

Supervisor: Division Chief Fire Prevention Officer

Date: August 2022