

Fire Prevention/Training Officer



The Municipality of Northern Bruce Peninsula has a permanent population of over 4,000. That number swells during the summer as people arrive looking to escape the city and enjoy beautiful Northern Bruce Peninsula.

As our Municipality continues to grow, we are currently seeking a **Full-time Fire Prevention/Training Officer** to fill this newly created position. The successful candidate will report to the Fire Chief.

Why join our team?

- Competitive remuneration package;
 - Annual salary range: \$70,746 – \$88,432
- Our municipality values a work life balance;
- Your family will enjoy a slower, richer pace of life;
- Be steps away from a national park;
- Easily access and explore Bruce trails; and
- Live in a community where you can enjoy outdoor activities, in all four seasons.

As our Fire Prevention/Training Officer, you will:

- Enforce the Ontario Fire Code and Municipal By-laws.
- Provide public fire and life safety education.
- Conduct inspections of various properties.
- Prepare warning, compliance, and other correspondence.
- Appear in court as required.
- Answer inquiries regarding fire safety and Ontario Fire Code enforcement.
- Provide expertise, guidance, and assistance with the preparation and amendment of Municipal By-laws when required.
- Liaise with legal teams on enforcement of Ontario Fire Code and Municipal By-laws.
- Maintain organized filing systems as directed.
- Develop, coordinate and oversee the fire department's training plans. Delivery and/or coordinate training.
- Apply knowledge of Ontario Firefighter certification legislation in Ontario.
- Deliver or coordinate delivery, of training for the fire department.
- Liaise with the Ontario Fire College for certification program implementation and delivery for firefighter training.
- Coordinate with other fire departments on joint training and certification testing.
- Identify and develop training needs for departmental improvement.
- Assess equipment needs to support training delivery and emergency response.
- Inspect equipment to ensure operational readiness for training and emergencies.
- Assess equipment needs for training and emergency response.
- Ensure operational readiness of equipment.

You have:

- Minimum secondary school graduation: post-secondary education in a related field is preferred.
- Minimum of 2 years of progressive experience in Fire Prevention, or Municipal Fire Department Training, or an equivalent combination of education and experience
- Certify to NFPA 1001 Level II standards, including NFPA 1072 HAZMAT Operations.

- Knowledge of the Ontario Fire Code, Ontario Building Code, and fire related standards and legislation.
- Strong organizational, written/oral communication, public relations, and interpersonal skills.
- Valid driver's license and clear driver's abstract.
- DZ driver's license, is considered an asset.
- Clear vulnerable sector criminal record check.
- Additional training considered an asset:
 - Certification as a Fire Prevention Officer under the former Ontario Fire Service Standards, or NFPA 1031 Fire Inspector Level II, with the supplemental courses prescribed by the OFM is considered an asset.
 - Certification as a Public Educator under NFPA 1035 Public Fire and Life Safety Educator is considered an asset.
 - NFPA 1041 Instructor 1 and 2 certifications is considered an asset.
 - Certification as a Fire Investigator under NFPA 1033 or NFPA 921 Fire and Explosion Investigator through NFAI is considered an asset.
 - Knowledge and/or certification in technical rescue disciplines, is considered an asset.

A full job description can be found at www.northbrucepeninsula.ca

To Apply

If you are interested in a challenging position at a great municipality, please submit a **resume** in confidence via email by **May 27, 2025 at noon:**

Ward & Uptigrove HR Solutions

Attention: Tonya Wilson

Email: HRresults@w-u.on.ca



No phone calls please. We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. Various background checks will be performed on the successful candidate. We are dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. If accommodation is required during the selection or interview process it will be available upon request. This job posting is available in an accessible format upon request.

Municipality of Northern Bruce Peninsula

Job Description

Position Title: Fire Prevention Officer/Training Officer

Department: Fire Services



Purpose of this Position

The Fire Prevention Officer/Training Officer provides public education concerning fire safety and fire prevention; conducts inspections and enforces the Ontario Fire Code, other relevant legislation, and standards, including Municipal By-laws; performs or assists with fire investigations to determine origin, cause, and circumstances in accordance with the Ontario Fire Marshal directives. The Fire Prevention Officer/Training Officer will also oversee the fire department's training program for firefighters, including scheduling and the development of training and lesson plans in accordance with applicable legislation and departmental policies. This position reports to the Fire Chief.

Key Responsibilities

Fire Prevention Officer:

- Enforcement of the Ontario Fire Code and Municipal By-laws, including writing Orders, Provincial Offences Notices, Summons, etc.
- Provides public fire and life safety education to the residents, businesses, and visitors of Northern Bruce Peninsula.
- Performs inspections of various properties in Northern Bruce Peninsula.
- Preparation of warning, compliance, and other correspondence.
- May be required to appear in court from time to time.
- Answers telephone, written, and in-person inquiries regarding fire and life safety and Ontario Fire Code enforcement.
- Provides expertise, guidance, and assistance with the preparation and amendment of Municipal By-laws when required.
- Liaise with the Crown Law Office and Municipal legal team regarding the enforcement of the Ontario Fire Code and Municipal By-laws.

Training Officer:

- Demonstrated ability to develop training plans, training schedules, and the coordination of training activities in the fire service.
- Delivery, or the coordination of delivery, of training for the fire department.
- Liaising with the Ontario Fire College for the implementation and delivery of certification programs for Firefighter training in Northern Bruce Peninsula.
- Liaising with other fire departments on the coordination of training and certification testing.
- Development of training needs for the department.
- Assessing equipment needs to meet the expectations of training delivery and emergency response.
- Inspection of equipment to ensure operational readiness and training needs.

Other Duties and Responsibilities:

- Maintains an organized and functional filing system as directed by the Fire Chief.
- Must be willing and able to wear all required uniform clothing and/or personal protective equipment as assigned/required.
- Enforces the provisions of Municipal By-laws as applicable.
- Excellent organizational, interpersonal, and public relations skills and strong written and oral communication skills.

Experience, Education, Skills and Abilities

- Minimum secondary school graduation
- Preferred graduation from community college or the Ontario Fire College in a related field.
- Certification to the NFPA 1001 Level II standard, including NFPA 1072 HAZMAT Operations.
- Minimum of 2 years of progressive experience in Fire Prevention, or Municipal Fire Department Training, or an equivalent combination of education and experience.
- Knowledge and/or certification in technical rescue disciplines is considered an asset.
- Knowledge of legislation for the certification of Firefighters in Ontario.
- Experience in Emergency Management and program development is considered an asset.
- General knowledge of municipal government and of provincial offences, municipal by-laws and other laws, statutes and acts as they relate to the administration and enforcement of the Ontario Fire Code and Municipal By-laws.
- Previous experience as a Fire Prevention Officer or Training Officer in the Municipal fire sector is considered an asset.
- Previous clerical experience and computer skills, especially Microsoft Office, Word/Excel, and other custom software that may be in use from time to time.
- Certification as a Fire Prevention Officer under the former Ontario Fire Service Standards, or NFPA 1031 Fire Inspector Level II, with the supplemental courses prescribed by the OFM is considered an asset.

- Certification as a Public Educator under NFPA 1035 Public Fire & Life Safety Educator is considered an asset.
- Demonstrated knowledge of the Ontario Fire Code, Ontario Building Code, and fire related standards and legislation.
- Certification as a Fire Investigator under NFPA 1033 or NFPA 921 Fire and Explosion Investigator through NFAI is considered an asset.
- NFPA 1041 Instructor 1 and Instructor 2 certification is considered an asset.
- Possession of a DZ class Ontario driver's license is considered an asset.

Working Conditions

- Valid driver's license and clear driver's abstract.
- Clear vulnerable sector criminal record check.
- A vehicle will be provided for use while performing duties.
- Clothing will be provided as appropriate; identification badge will be provided.
- Will be required to maintain a professional and courteous attitude.
- Will be required to maintain a neat and tidy appearance.
- Physical fitness is required to permit walking, standing, driving, or firefighting activities for prolonged periods of time.
- Equipment to perform duties in a safe manner will be provided as appropriate.
- There is a possibility for repeated exposure to difficult and/or upset people.
- Ability to work in an office environment as well as outdoors in varying weather conditions.
- Physical demand requires computer work concentration and sitting in an office environment; lifting, carrying equipment and supplies weighing up to 50 kg; pushing and pulling equipment and parts weighing up to 100 kg, independently or assisted; walking, standing, lifting from floor to waist, lift from waist to shoulder; climbing stairs and ladders and any other physical ability required to perform assigned duties including the use of self-contained breathing apparatus.
- Working conditions vary from indoor office environment, inspections of various buildings and properties, fire station/training rooms to outdoor inclement weather conditions with exposure to emergency scene trauma.
- Regular hours of work are Monday to Friday 8:30 a.m. to 4:30 p.m. with additional evening hours and weekends as necessary for training sessions and emergency response as required. Hours will be flexible (37.5 hours weekly). Ability to work scheduled day shifts, evenings, or weekends, as required.