

<b>Job Title:</b>	Fire Prevention Officer
<b>Department:</b>	Fire & Rescue Services Department
<b>Reports To:</b>	General Manager of Emergency / Protective Services / Fire Chief
<b>Salary Range</b>	Band 9, 35 hours per week
<b>Last Update:</b>	January 2026

### **Job Summary:**

The Fire Prevention Officer position is an exciting opportunity to apply your strong plan review skills and experience in the fields of fire prevention and protection as part of the Ramara Fire and Rescue Services team, which strives to provide the highest level of life safety and property protection to those who live, work and play in our community. Reporting to the Fire Chief, you will be responsible for the daily administration, operation, annual budget input, and staff assigned to the Fire Prevention/Education Division. Assess building plans and inspect premises within the community for compliance with relevant codes and standards as it relates to fire protection. Prepare inspection orders, review fire safety plans, investigate fires, testify and give evidence in court, prepare and deliver fire and life safety presentations to various stakeholders.

### **Primary Duties and Responsibilities:**

1. Conduct comprehensive fire prevention inspections of all classes of buildings and occupancies for compliance to both the Township of Ramara by-laws and the Ontario Fire Code.
2. Preparing Provincial Offences Act documents, swearing and serving information, preparing disclosure statements, and testifying in Provincial Offences court as required.
3. Attend and investigate the origin and cause of fires and explosions that occur within the municipality in accordance with the provisions of the FPPA and OFM directives and local operating guidelines.
4. Deliver, supervise, and evaluate the Public Education and Fire Prevention Programs for the Municipality.
5. Maintain complete and accurate notes of all incidents attended and any personnel matters that will be forwarded through the chain of command.
6. Report findings to the appropriate authorities, make recommendations to improve building and occupancy fire safety, and initiate appropriate corrective or enforcement action as necessary.
7. Prepare inspection orders, court documents and other records to fully document inspection processes and outcomes.
8. Follow up on inquiries and complaints related to fire safety and investigate.
9. Review and approve applications for fireworks displays, AGCO permits etc.
10. Conduct building code inspections of fire and life safety systems and components in conjunction with the Chief Building Official, as required.

11. Conduct annual inspections on existing care and treatment and retirement home buildings for compliance with the Ontario Fire Code, and any other relevant legislation and coordinate fire inspection/prevention reports in conjunction with such inspections.
12. 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.
13. 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.
14. Liaise with and assist other investigative agencies including but not limited to the OFM, OPP, TSSA, ESA, Coroner's Office, in the case of unusual or significant fires/explosions that fall under other jurisdictional parameters.
15. Coordinate joint initiatives with other area fire departments/other emergency services on fire safety and prevention programs, education, and training.
16. Prepare public fire safety information, including but not limited to media releases and social media communication in conjunction with Corporate and Departmental communications policies/guidelines, conduct presentations to businesses, public groups, institutions, schools etc.,
17. Prepare and deliver fire prevention related material to fire department personnel and assist Training Division staff with the delivery of related training.
18. Prepare reports and manage files within the Fire Prevention Division.
19. Provide input and recommendations on Fire Prevention Division budget allocations.
20. Respond to emergency calls.

**Supervisory Responsibilities:**

- N/A

**Education, Experience and Qualifications:**

- The qualified applicant will have five years' experience as a Fire Prevention Officer.
- NFPA 1001 Firefighter I & II
- NFPA 1002 Fire Apparatus Driver / Operator.
- NFPA 1021 II (Preferred)
- NFPA 1031 Fire Inspector II
- NFPA 1033 Fire Investigation (Preferred)
- NFPA 1035 Fire Life Safety Educator II (Preferred)
- NFPA 1041 Fire Instructor I (Preferred)
- Building Code Identification Number (BCIN)
- OBC General legal & Fire Protection
- OFC Courtroom Procedures, Fire Code Part 2 & 6, Fire Code Part 9 (Preferred)
- Class D(Z) Licence or willing to obtain

**Skills and Abilities:**

- Strong knowledge of the Ontario Fire Code, Fire Protection and Prevention Act (FPPA), and relevant municipal by-laws, with the ability to interpret and apply legislation accurately.
- Excellent investigative and analytical skills, including the ability to assess fire origins and causes, evaluate hazards, and recommend corrective actions.
- Effective communication skills, with the ability to prepare clear written reports, inspection orders, court documents, and deliver public education presentations.
- Sound judgment and decision-making abilities, especially in high-pressure or emergency response situations.
- Strong interpersonal and customer service skills, with the ability to work collaboratively with residents, businesses, partner agencies, and internal departments.
- Ability to manage multiple tasks and maintain detailed, accurate documentation, including inspection files, investigation notes, and legal records.

This job description outlines the general nature and level of work for this position and is not an exhaustive list of duties. Additional responsibilities may be assigned as necessary to meet organizational needs. Duties and requirements may be modified to reasonably accommodate individuals with disabilities.