

	<b>Title:</b> Fire Prevention Officer	<b>Date:</b> January 2025
	<b>Department:</b> Fire	<b>Replaces:</b> October 2021
	<b>Classification:</b> IAFF	<b>Pay Grade:</b>

## Nature and Scope of Work

Under the overall direction of the Deputy Fire Chief, the Fire Prevention Officer (FPO) ensures enforcement of municipal, provincial and federal fire prevention codes, regulations and bylaws, and regularly inspects occupancy types in accordance with appropriate legislation. The FPO is responsible for the development and delivery of a wide array of educational programs to the public and staff. The FPO also conducts fire investigations, acts upon public complaints and inquiries and reviews new construction plans of all applicable buildings. The FPO makes regular reports to the Deputy Fire Chief on all matters related to fire inspections, investigations and public education. The FPO responds to emergencies as required.

## Illustrative Examples of Work

1. Plans, develops, conducts, supervises, coordinates and evaluates a comprehensive fire safety inspection program;
2. Coordinates and conducts inspections and enforcement of federal, provincial and local jurisdictional codes, bylaws and regulations on applicable occupancies and properties for unsafe fire and life safety conditions;
3. Plans, develops, conducts, coordinates and evaluates a comprehensive fire and life safety education program;
4. Responds to emergency calls as required in support of suppression personnel;
5. Researches, develops and implements procedural methods and practices for comprehensive review of proposed building plans, in cooperation with the building and planning departments; and associated professionals;
6. Acts as the departmental point of contact for all issues related to fire prevention. Respond to complaints and requests for information with respect to fire prevention issues;
7. Develops and maintains a variety of written and electronic records;
8. Conduct fire loss investigations as a Local Assistant to the Fire Commissioner of BC utilizing current and recognized investigative techniques;

### **Illustrative Examples of Work (continued)**

9. As directed represents the Fire Department before Council and Committees on fire prevention matters;
10. Assists the Training Officer in delivery of fire prevention, public education and other training to firefighters;
11. Undertakes and assists with special projects, reports and studies;
12. Performs the duties of Court Witness on behalf of the department;
13. Performs other related duties as assigned by the Fire Chief, or designate.

### **Required Knowledge, Abilities and Skills**

1. Experience in the field of fire prevention;
2. Strong knowledge and experience in the interpretation and application of Fire Prevention Bylaws, BC Fire Services Act and BC Fire Code;
3. Working knowledge of the BC Building Code, various NFPA Standards, the National Fire Code of Canada, the National Building Code of Canada and all other related codes pertaining to fire safety;
4. Knowledge of regulations pertaining to fire safety and installation of flammable liquid, as well as commercial cooking installations;
5. Ability to prepare and maintain concise records and reports using Microsoft Office software and FDM fire department record management software;
6. Ability to write technical reports and other forms of correspondence in support of interpretations made to Fire Prevention Bylaws, BC Fire Services Act and BC Fire Code;
7. Ability to read and interpret building plans and specifications;
8. Ability to exercise strong judgment and initiative, and to deal tactfully and effectively with contractors, engineers, architects, police, municipal officials and the general public;
9. Ability to conduct presentations and courses to the general public and staff;
10. Considerable knowledge of department Operational Guidelines and municipal procedures with respect to business licencing as well as the construction planning and approval process;
11. Proven ability to work in a team environment.

## **Desirable Training and Experience**

1. Firefighter Certification and experience in the field of fire prevention;
2. Building trades experience;
3. Post-Secondary Degree or other designation related to the fire service;
4. Certifications / Training in the following:
  - Fire Inspector
  - Fire Investigator
  - Fire & Life Safety Educator
  - Fire Service Instructor
  - Plan Checking
  - BC Building Code – Part 3;
5. Equivalent combination of training and experience.

## **Required Licenses, Certificates and Registrations**

1. Valid and subsisting full-privilege Class 5 BC Driver's Licence. A Class 3 BC Driver's License with air brake endorsement is desirable;
2. First Responder Level 3 with AED and Spinal Endorsements.