

**Township of Cavan Monaghan
Job Description**

Position: Fire Prevention Officer/Training Officer Protective Services

Reports to: Fire Chief

This Job Description is revised: January 2024

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Job Summary

Fire Prevention Officer

Reporting to the Fire Chief, the Fire Prevention Officer (FPO) is responsible for all aspects of the Fire Prevention and Public Education activities that include the planning, organizing, coordinating, and conducting inspections, enforcement of Codes, prosecutions where necessary, internal suppression staff training relative to prevention issues, complaint follow-ups and life safety education programs.

Training Officer

This position encompasses the role as Training Officer for the Department and will be responsible for all aspects of training department members by submitting lesson plans for approval and meeting with appropriate staff to ensure training objectives are met.

- A) Establish a Fire Department training program.
- B) Submit lesson plans for approval and conduct training for all personnel of the Department in fire administration, fire prevention, firefighting, and other rescue operations.
- C) Notify personnel and inform staff of training sessions and courses, giving sufficient and adequate lead time.
- D) Attends and administers training programs at or in locations required.
- E) Prepare and conduct examinations of members as required.
- F) Prepare an annual training statistics summary.

Duties and Responsibilities

- Confers with the Fire Chief and Deputy Fire Chief to ensure the implementation of short and long term plans for the program, including goals, objectives and action plans which support Departmental and Council strategic directions and policies.
- Ensures that the training of fire fighting, fire prevention, rescue, life and property saving functions are being taught with accepted practices within the province of Ontario.
- Performs the duties of Inspector & Assistant to the Fire Marshall Pursuant to the Fire Protection and Prevention Act.
- Reviews Fire safety plans in accordance with the Fire Code
- Maintains and analyses of Municipal Fire Protection Information Survey (MFPIS) or other such programs as per the Office of the Fire Marshal and updates annual

simplified risk assessment for the Township.

- Developing training manuals, lesson plans, guide sheets and an annual training syllabus for suppression staff to ensure they meet and maintain performance levels established by the department.
- Monitoring and evaluating ongoing training programs to ensure they are current, meet legislated and department requirements and address department training objectives; recommending candidates to attend courses and specialty training programs.
- Coordinating the delivery of fire service training programs such as recruit training, officer development, emergency patient care, vehicle driver/operator training and fire suppression.
- Maintaining comprehensive training records in the department data management system for all personnel.
- Ensuring obligations under the Occupational Health and Safety Act, Section 21 Guidance Notes, and other applicable legislation are met, coordinating with the Fire Chief on the development and maintenance of pre-incident plans.
- Supervises training programs and develops lesson plans for the Fire Department and ensures instruction and sign offs of Fire Department personnel on equipment used by the department.
- Attends conferences, seminars and ongoing training to keep abreast of changes in Fire Prevention methods and trends in the Fire Service. Ensures that changes in equipment and methods of operation are being taught to department personal at all levels to ensure that the department will maintain and, where possible, improve the level of service in the municipality.
- Ensures effective records Management related to fire prevention inspections, investigations, fire loss records and Training activities.
- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Attends all other meetings and committees as required to keep abreast of changes and advancements in fire service.
- Participates in activities of the Fire Department Health and Safety Committee.
- Conducts fire and life safety inspections, pursuant to the powers prescribed in the Fire Protection and Prevention Act on all types of building.
- Address Fire Code contraventions and fire and life safety hazards within the authority of the Fire Protection and Prevention Act and applicable regulations and Fire Marshall directives.
- Complies with all directives issued by the Ontario Fire Marshal.
- Conducts fire inspections pursuant to the limitations set out in the delegation of the Fire Chief and pursuant to the powers prescribed in the Fire Protection and Prevention Act.
- Issues Orders pursuant to the Fire Protection and Prevention Act
- Reads and interprets building plans, blueprints, installation guides, site plans, construction plans and specifications.
- Receives complaints and inspects and tests fire protection equipment and systems.
- Prepares reports and maintains records detailing information about the property, contraventions observed and actions to be taken.

- Performs public relations activities Presents seminars on fire prevention and life safety to groups and members of the public.
- Additional duties and special projects as assigned based on department and organizational needs.

Work Environment

Position has an immediate exposure to the public and other emergency personnel. Exposure to physical and potentially fatal hazards, including fire and smoke, traffic accidents and chemicals. Exposure to inclement weather conditions, ice and water, electrical shock, heights. Requires working outside normally scheduled office hours, including evenings and weekends.

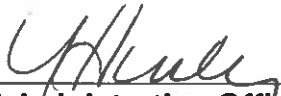
Job Knowledge/Education

- Post-secondary education in Fire Protection Technology, Building Science, Law Enforcement, Criminal Justice and Legal Studies, Criminology, or an equivalent combination of education and experience is required.
- The following certifications are considered assets: NFPA 1041 Fire Instructor Level 2 or equivalent, NFPA 1021 Fire Officer Level 2 or equivalent, NFPA 1521 Incident Safety Officer, NFPA 1033 Fire Investigator.
- Current and valid minimum level C, CPR, First Aid and AED.
- Certified Training Officer Accreditation by the Ontario Fire Marshal's Office or Certified NFPA 1041 - Fire Service Instructor Level I with ability to achieve Level II within 3 years, or equivalent combination of training, education and experience.
- Demonstrated capability in developing, delivering, evaluating, monitoring and recording effective fire service training programs.
- Experience in instructing/demonstrating and participating in areas of specialized rescue training.
- Experience in preparing and delivering training in a variety of styles, e.g. lectures, interactive sessions and demonstrations.
- Proficiency in use of computer including MS Office, Internet, and fire department management software (e.g. FP2) etc.
- Well-developed interpersonal, excellent presentation, organization skills, and communication skills, both written and verbal.
- Knowledge of the Fire Protection and Prevention Act, Ontario Fire Code, Provincial Offences Act and related legislation and related By-laws.
- Knowledge in powers and duties of OFMEM Directives, Fire Protection and Prevention Act, OFM Technical and Public Fire Safety Guidelines and related standards and legislation.
- Demonstrated knowledge of the operation and maintenance of all equipment and apparatus, as well as policies, procedures, and guidelines of the Fire Department
- The successful candidate must be able to pass a Police security clearance including a criminal reference check as well as vulnerable screening,.
- Must possess as a minimum a valid Class "DZ" Ontario Drivers License and maintain a satisfactory driving record.


- Requires advanced knowledge of modern firefighting and fire prevention methods.
- Requires advanced knowledge of the municipality and surrounding areas protected by agreements.
- Requires advanced knowledge of the type and structure of buildings in the municipality.
- Requires advanced knowledge of rescue and first aid procedures.
- Requires advanced knowledge of safety procedures, rules and equipment.
- Demonstrate ability to supervise emergency personnel and maintain discipline.
- Demonstrate ability to make sound judgments and be resourceful.
- Maintain good physical condition to perform physical requirements.
- Requires advanced technical ability and knowledge of specialty equipment.
- Requires advanced knowledge of Fire Protection and Prevention Act.
- Requires mandatory additional training at the Ontario Fire College, EOVC, and Norwood Regional Fire School or educational seminars to constantly update and expand skills.
- Maintain a high standard of professionalism, integrity, reliability, and credibility, which are fundamental requirements for this position.
- Function as an integral member of the Cavan Monaghan Fire Service workforce to support corporate vision and mission statements.
- Function as an integral member of the Cavan Monaghan Fire Service workforce to deliver and support Division specific vision and mission statements.
- Function as an integral member of the Cavan Monaghan Fire Service emergency response team to deliver and support Division specific goals of emergency response and preparedness.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

Reviewed By:



Chief Administrative Officer



Date