



## Central York Fire Services Fire Prevention Inspector 40-hour work week

*Central York Fire Services is a consolidated fire service that strives to provide excellence in public fire education, prevention and emergency fire/rescue services to the residents of Aurora and Newmarket. These two growing, vibrant communities have a combined population of over 140,000 and cover an area of approximately 78 square kilometers. Operating from 4 fire stations, with a full-time staff of 139, Central York Fire Services responds to over 4000 calls for assistance per year, and participates in mutual aid with all other fire services in York Region, ensuring sufficient emergency response capabilities for any event. In addition, Central York Fire Services is proud to offer a high level of leadership, opportunities for professional development and the chance to contribute to two of the most dynamic and livable communities in Canada.*

Reporting to the Fire Prevention Officer, your responsibilities will include **Fire Prevention Inspections**: enforcing fire safety legislation by conducting inspections and fire safety plan review for buildings and occupancies within the communities of Newmarket and Aurora; inspecting fire protection equipment and systems, preparing reports, issuing orders, testifying and giving evidence in court. **Plans Review**: conducting comprehensive plans review for Ontario Building Code permit applications, draft plan of subdivisions and site plans as they relate to fire safety.

### **GENERAL DUTIES AND RESPONSIBILITIES (Not an Inclusive list):**

In consultation with the Fire Prevention Officer, the Fire Prevention Inspector will:

- Conduct fire inspections of all types of buildings to enforce fire code compliance with all applicable legislation and standards
- Issue orders requiring compliance with regulations.
- Lay charges respecting violations of codes / provincial regulations and provide evidence in court proceedings.
- Read and interpret building permits, manufacturers installation manuals and construction plans
- Prepare reports and maintain records detailing information about the property, violations observed and corrective measures to be taken
- Prepare information for court and appear in court to testify and give evidence.
- Interview members of the public, as it relates fire safety
- Investigate fires to determine origin and cause. Liaise with other agencies. ( i.e. Ontario Fire Marshal / York Regional Police in determining origin and cause.)
- Deliver effective fire prevention education programs, including the preparation and delivery of public seminars and demonstrations.
- Liaise with other municipal departments in fire prevention and safety related issues

### **QUALIFICATIONS REQUIRED:**

- Post-secondary degree or diploma in Fire Protection Technology, Ontario Fire College Certified Fire Prevention Officer, NFPA 1031 Fire Inspector Level I or working towards, OR an equivalent combination of related education and experience.
- Demonstrated experience of property inspections, codes, by-laws, acts and related regulations.
- Demonstrated experience of reading building permits, standards, and manufacturers installation manuals.
- Demonstrated experience of the installation or maintenance / design of fire protection systems. i.e. sprinkler, fire alarm and kitchen suppression systems.
- Demonstrated experience or knowledge of Public Fire & Life Safety Education Programs.
- Thorough knowledge of appropriate regulations and legislation. ( i.e. Fire Protection and Prevention Act, Ontario Fire Code, Ontario Building Code, etc.)
- Demonstrated experience or knowledge in investigating fires for the determining origin and cause.
- Successful candidate will be able to communicate courteously and effectively both verbally and written, productive in a team setting, possess excellent interpersonal and organizational skills and willing to upgrade education to achieve and maintain professional competency.
- Proficient in the use of MS Office (e.g. Word, Excel, PowerPoint and Outlook), Internet, and fire department management software (e.g. Firehouse) etc.
- Candidates must have a valid Class "G" drivers Licence in good standing.
- Be legally entitled to work in Canada (must be either a Canadian Citizen, permanent resident, landed immigrant, or hold a valid work permit.)
- Ability to work a flexible work schedule including occasional evenings and weekends
- Successful candidate will be required to take and pass the Ontario Building Code exams under subsection 2.16.4 within their first year of employment.
- Successful candidate will need to provide a satisfactory Police Information Check.

Qualified applicants will be asked to undergo a written test to determine eligibility for an interview.

Please apply online at [www.newmarket.ca](http://www.newmarket.ca) by the end of business day on **September 25, 2017** quoting the file number **17-104**. For more information, please visit the Central York Fire Services website at [www.cyfs.ca](http://www.cyfs.ca).

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. If you need assistance, please call Human Resources at ext. 2050.