

MORRIS-TURNBERRY POSITION PROFILE

Position Title Community Fire Safety Officer

Department Administration

Report to Title Administrator Clerk-Treasurer / Council

This job description last updated on.....July 12, 2011.....

Position status: **Casual employee**
Pay method: **Hourly**
2011 pay range: **\$20.66 to \$25.82**

Normal workweek: **8-16 hours, as required**
Overtime 40 to 44.0 hours in a week: **as required**
Overtime greater than 44.0 hours in a week: **as required**

A – POSITION DESCRIPTION

1. Scope of Position:

The Community Fire Safety Officer will ensure that an effective community fire safety program is implemented and maintained for the Municipality of Morris-Turnberry and the officer will ensure that the residents of the Municipality are aware of the program and service levels provided, in accordance with the Fire Protection and Prevention Act, 1997 Section 2 Subsection 1 (a). The Community Fire Safety Officer will also prepare and monitor the fire suppression agreements with municipalities for Fire Emergency Protection Services for fire suppression. The Community Fire Safety Officer reports to the Administrator Clerk-Treasurer on a daily basis as the direct supervisor and Council at council meetings, as required. The Community Fire Safety Officer is an assistant to the Fire Marshall.

Agree.....

2. Key Responsibilities

Program Delivery:

- (a) To be responsible for the coordinating and direction of the activities of the fire inspection division for the municipality;
- (b) To be responsible for conducting fire inspection of premises in the Municipality;
- (c) Develops and enforces fire prevention codes and by-laws for the Municipality;
- (d) Examines fire safety plans /building plans, if required;
- (e) Develops and implements an in-service fire inspection program;
- (f) Maintains the Simplified risk assessment for the Municipality;
- (g) Receives, Processes and follows up reports of the fire inspections;

- (h) Maintains agreements with municipalities for fire suppression services;
- (i) Meets on a regular basis with the fire chiefs of municipalities supplying fire suppression services;
- (j) Reports to the Council on a regular basis;
- (k) To perform other duties as may be assigned by Administrator Clerk-Treasurer and or Council.

Agree.....
Agree -----

Material & Information Resources

- (l) The Community Fire Safety Officer performs the following duties:
 - (i) attends Council meetings to present Public Works issues, as required
 - (ii) doing research, as required, for fire issues
 - (iii) communicating decisions and actions to the Administrator Clerk-Treasurer and or Council.

Agree -----

Financial Resources

- (m) The Community Fire Safety Officer performs the following duties:
 - (i) to prepare the fire budget for the municipality and present the budget to the council for review and approval.
 - (ii) to monitor the annual operating budget

Agree -----

Other:

- (hh) To perform any other duties as may be assigned by the Administrator Clerk-Treasurer / Council
- (ii) To perform all other duties as required by Statute.

Agree -----

3. Key Relationships

Internal

Council members: interaction as required

Administrator Clerk-Treasurer: interaction re fire issues of Municipality, as required.

External

Public: Residents and property owners in the Municipality of Morris-Turnberry

Municipal Fire Chiefs & other professionals: as required

Agree.....

Strong interpersonal and communication skills are essential to perform this position competently.

4. Decision Making (includes Judgement & Problem Solving)

The Community Fire Safety Officer is expected to direct all fire activities. As a result, the Community Fire Safety Officer will make most of the strategic and management decisions concerning fire prevention and inspections. The Community Fire Safety Officer makes many decisions on their own within the framework of the Municipal policies and procedures as determined by the by-laws of the Municipality and the direction of Council. Judgement is required concerning maintenance and project completion. Major decisions will require the approval of the Administrator Clerk-Treasurer and/or the Council.

The Community Fire Safety Officer is required to solve many complex and varying problems. Often the problems require detailed analysis and research. Data must be collected from various sources. Projects often will take weeks or months to complete. Often problems must be solved and recommendations made autonomously and quickly.

Agree.....

B – POSITION SPECIFICATIONS (QUALIFICATIONS & SKILL)

To perform the **Community Fire Safety Officer** position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under “3. Other Skills”. This will involve taking seminars, courses and reading current publications.

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation but have compensating work experience.

1. Formal Education and Training

Minimum required:

- *Completion or Enrollment in the fire prevention officers program at the Ontario Fire College*
- *Secondary School Diploma is a requirement*
- *Driver’s Licence – Class G*
- *Acceptable Driver’s Abstract*
- *Basic computer knowledge is an asset*
- *CPR, First Aid, WHMIS, and the required certificates as per policies and procedures.*

Agree.....

Preferred Knowledge:

- advanced knowledge of modern fire prevention methods
- advanced knowledge of the FPPA and Ontario Fire Code
- advanced knowledge of fire inspection procedures and reports
- advanced knowledge of the municipality and surrounding areas protected by agreements
- advanced knowledge of the types of buildings in the municipality

2. Work Experience

Minimum Years Required

Experience as a fire prevention officer

Five

Experience with fire services

Five

Agree.....

3. Communication & Interpersonal Skills (includes Written & Oral)

- Ability to express themselves concisely and precisely in writing
- Ability to express themselves concisely and precisely in orally one on one or in to large groups.
- Good at public speaking.
- Ability to present information clearly to council and at public hearings (as required).
- Ability to project a professional appearance and image to the public, at all times.

Agree -----

4. Motor Skills

- Manual motor skills are required to operate a keyboard and other office equipment, as required.
- Operate a motor vehicle

Agree -----

5. Other Key Skills

- Strong interpersonal skill.
- Strong written and oral communication skills.
- Strong time management skills.
- Strong supervisory skills.
- Computer literate with knowledge of software used.
- Well organized.
- In depth knowledge of the fire by-laws.
- In depth knowledge of the Fire Protection and Prevention Act, 1997, specifications & regulations
- In depth knowledge of Ontario Health & Safety Act.
- Physical ability to perform inspections
- Valid class G driver's license
- The position requires extensive travelling within Morris-Turnberry.

Agree.....

C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

- ◆ The Community Fire Safety Officer is responsible to the Administrator Clerk-Treasurer / Council
- ◆ A person performing this position competently is in charges of the fire services for the Municipality
- ◆ A person performing this position must be cautious in relaying municipal information to the public. Discretion must be used to concur with the Rules of Conduct in the Personnel Policy.

Agree.....

2. Supervisory Responsibility

Directly does not supervise any employees.

Agree.....

D – WORKING CONDITIONS

1. Physical Effort and Environment

- ◆ The Community Fire Safety Officer may have to respond to emergency situations.
- ◆ The physical working environment can be demanding while on inspections There is a risk of injury.

Agree.....

2. Mental Effort

- ◆ The mental strain resulting from the work of the Community Fire Safety Officer is considerable and constant.
- ◆ Problems to be addressed are complex and varied.

Agree.....

I have reviewed the above job description and ticked off each section indicating my agreement. It is accurate and complete except as I have noted at _____

Direct Supervisor _____ Signature _____

Date: _____

I have reviewed the above job description and initialed each section indicating my agreement. It is accurate and complete except as I have noted at _____

Name Staff _____ Signature _____

Date: _____