



JOB DESCRIPTION

Job Title:	Fire Prevention Inspector & Life Safety Educator	Affiliation:	IAFF Local 4841
Reports To:	Deputy Fire Chief	Hours	As per Collective Agreement
		Approval Date:	

Position Summary

Reporting to the Deputy Fire Chief, the Fire Prevention Inspector & Life Safety Educator is responsible for carrying out fire prevention inspections and associated tasks to ensure that the fire safety goals of the department are accomplished. The position takes a leadership role with all FireSmart Initiatives and activities within the district that are supported, developed, and implemented in accordance with FireSmart BC. The Fire Prevention Inspector & Life Safety Educator will follow Provincial guidelines and the direction, procedures, and policy provided by the District of Sooke. This position will be required to work occasional evening and weekend shifts as necessary.

Nature and Scope of Work

1. Conducting comprehensive fire prevention inspections of various premises to determine compliance and respecting applicable Codes and Regulations. Investigating corrective or legal action where necessary.
2. Investigating fires to determine origin and assists in gathering and presenting evidence in suspected arson cases, as required.
3. Testifying and presenting evidence in court.
4. Preparing for and delivering public fire safety and fire prevention programs.
5. Preparing and maintaining a variety of records, reports, statistics, and correspondence of administrative and operational nature.
6. Reviewing building plans for compliance with applicable Codes and Bylaws, pertaining to fire protection and life safety system design, installation, and operation.
7. Performing field inspections of new buildings and fire protection installations to ensure compliance with the approved plans, the Fire Code, Building Code, related regulations, and other applicable codes and standards, as required.
8. Lead, deliver, and facilitate FireSmart introductory sessions within the targeted audiences in the District of Sooke.
9. Review of existing Community Wildfire Protection Plans and relevant Emergency Program plans.
10. Representing the Sooke Emergency Program and Fire Department at appropriate events to support further public education and Fire Prevention Initiatives.
11. Delivering public education programs for all age groups.
12. Plans and participates in events to accomplish the goal of greater awareness and educating the public about the FireSmart principles.
13. Work closely in collaboration with the District of Sooke Communications Coordinator.
14. Traveling and working in rural and remote areas with respect to the District's working alone policy.
15. Drive Fire Department small utility vehicles to access high risk properties on rural roads.
16. Perform other related work as directed by the Deputy Fire Chief.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Thorough knowledge of business English.
3. Thorough familiarity and proficiency with Microsoft Office.
4. Thorough knowledge of adopted District document management practices.
5. Thorough knowledge of the operations and functions of other District departments.
6. Strong written and verbal communication skills.
7. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
8. Shall possess excellent organizational skills and interpersonal skill sets with a strong work ethic and ability to lead and mentor others.
9. Demonstrates strong interpersonal skills and the ability to deal appropriately with elected officials, co-workers, community representatives and public on various matters.
10. Background of experience with written and oral communications skills including strong presentation and public speaking skills.
11. Time management skills to effectively deliver educational and outreach materials to a range of residents.
12. Familiarity with the use of information technologies (computers, mobile devices, mapping software etc.) including familiarity with presentation visual aids, educational software, and social media platforms.
13. Physically capable to perform the duties of the position, which includes walking and hiking rural properties in a variety of weather conditions.
14. Consistently punctual, well organized, and dependable with time management.
15. Demonstrate proficiency in the core competencies of:
 - Adaptability: Willingness to be flexible in a changing environment.
 - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
 - Effective Communication: Communicates effectively with others.
 - Problem Solving: Recognizes and acts to resolve problems.
 - Organization: Organizes work so that others will understand it, in order to achieve District goals.
 - Customer Focus: Provides excellent service to both internal and external customers.

Training and Experience Requirements

1. Completion of Grade 12 or recognized equivalent.
2. Post-secondary diploma in Fire Protection or related discipline or NFPA 1031 Fire Inspector II.
3. Minimum three (3) years of related work experience; or an equivalent combination of education and experience to the satisfaction of the Fire Chief.
4. Qualification under the Building Code Act to conduct plan reviews and inspections relating to fire detection, suppression, and fire safety.
5. Demonstrates working knowledge of the BC Fire Code, Fire Safety Act, BC Building Code, and related NFPA, CSA, and ULC Standards, automatic fire suppression and protection systems and general fire behaviour.
6. Ability to evaluate and approve Fire Safety Plans.
7. Demonstrates experience in, delivering, and evaluating public education programs for all age groups.
8. Demonstrates experience in analyzing data and creating reports.
9. Understanding of Community Wildfire Protection Plans, FireSmart principles and practices.
10. Must be able to attain Local FireSmart Representative qualifications.

11. Must be able to attain NFPA 1035 Public Educator Level I and Level II
12. Experience with personal computers and computer-based applications including advanced level MS Office, SharePoint, and Databases.
13. Satisfactory Completion of a Police Information Check.
14. Highly motivated and able to work independently, and as part of a diverse team.
15. Excellent writing skills and ability to compose reports and letters.
16. Strong communication skills and the ability to deal with the general public and representatives of the business community in a courteous and professional manner.
17. Demonstrates organizational skills and attention to detail.
18. Medically and physically fit to perform the duties of the position.
19. Valid Class 5 Driver's Licence in good standing.
20. Valid First Aid/CPR certification is an asset.

The previous statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Edward (Ted) Ruiters
Director of Community Safety/Fire Chief

Date

Raechel Gray
Interim Chief Administrative Officer

Date