



DISTRICT OF METCHOSIN JOB POSTING

POSTING ID # 24-02
POSITION TITLE: FIRE PREVENTION OFFICER / FIREFIGHTER
DEPARTMENT: EMERGENCY SERVICES
POSITION TYPE: PERMANENT FULL TIME UNION POSITION (40 hours per week)
POSTING TYPE: INTERNAL/EXTERNAL
SALARY: PAY GRADE 9 / \$42.92HR (2024 rate)

Effective Date: April 11, 2024

Reports to: Fire Chief

Positions Supervised: N/A

POSITION SUMMARY

The position of Fire Prevention Officer/Firefighter is a multi-faceted position requiring a good working knowledge of all aspects of the fire service, particularly experience and education in fire prevention, education, and inspection services. As a public liaison for the department, a strong emphasis will be based on personal relation skills.

Under the direction of the Fire Chief, the Fire Prevention Officer/Firefighter conducts and assists senior management with the administration of the fire department. Considerable independence of action and judgment is required in the interpretation and enforcement of applicable bylaws and codes.

This position is based on a 40-hour work week.

KEY JOB DUTIES

- Conducts fire inspections of public buildings for conformity to the fire codes or local bylaws and determining needs for upgrading of deficient properties to ensure public safety.
 - Conducts fire inspections as directed by the Fire Chief for building permit, business licenses and health authority approvals.
 - Conducts driveway, water & access recommendations for new construction – specific to emergency response needs.
 - Responds to public inquiries or complaints, bylaw infractions associated with local fire regulations, with strong communication skills imperative.
 - Reviews and provides written reports, when requested, to the Fire Chief on building plans and development designs in cooperation and consultation with the District of Metchosin Building Inspector and other staff as required.
 - Maintains accurate records of all inspections and preplanning information obtained during their duties.
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- Answers all emergency fire, rescue and medical calls during normal working hours and performs all duties of a Firefighter under the direction of the Fire Chief or senior officer. If responding to an emergency call after hours, it shall be on a volunteer basis. If during a response spans the normal working hours the Fire Prevention Officer/Firefighter reverts to volunteer status after normal working hours.
 - Assists in the preparation and upkeep of pre fire information and fire safety plans.
 - Supports in the role of Volunteer Coordinator, assisting in the management, recordkeeping, and organization of firefighting membership.
 - Assists as required with the routine activities involved with the operation of the fire stations and grounds.
 - Organizes, develops, and assists the Fire Chief with the administration and promotion of all safety functions, education, or initiatives.
 - Assists the Fire Chief when required with all fire investigations and associated reporting systems.
 - Provides administrative support to Chief Officers.
 - Is responsible for fire department Occupational Health & Safety Program.
 - Assists the Fire Chief in the maintenance and updating of department Operational Guidelines.
 - Shall participate in the Emergency Program as part of Operations Unit when required and shall assist in the coordination of training, organization, and meetings to facilitate capabilities.
 - Participates fully in fire department training and drill every Thursday evening for two hours as part of ongoing training as a volunteer.
 - Assists the Fire Chief and other staff with the scheduled after-hours Duty Officer responsibilities on a rotational basis.
 - Attends meetings, upon request, as an advisor to provide technical advice and direction on matters related to fire prevention and safety.
 - Coordinates public education and fire prevention activities: school fairs, extinguisher training and liaison for residents.
 - Additional projects and duties as directed by Chief Officers.
 - May be assigned duties related to bylaw enforcement as deemed necessary by the Fire Chief or CAO.
 - Assist with the maintenance of fire apparatus & equipment upon the direction of the Fire Chief.
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PREFERRED QUALIFICATIONS

Education, Certification and Training (in progress/within 1 year):

- NFPA 1031 Fire Inspection Level I
- NFPA 1033 Fire Investigation Level 1
- WETT (Wood Energy Technology Transfer) Inspectors Certification
- Fire and Life Safety Educator
- Fire Officer I
- Must possess a valid Class 5 Driver's License with Air Endorsement
- NFPA 1002 Pump Operator

EXPERIENCE

- 5 years' experience as a firefighter in a career or volunteer department, or
- an equivalent combination of education and experience

SKILLS AND OTHER REQUIREMENTS

- Good working knowledge of Federal, Provincial, Acts and Municipal Bylaws relevant to Fire Prevention and Suppression operations.
- Organizational and communication skills, with good decision-making abilities, proven leadership, with the desire to work closely with others in a team environment.
- Excellent interpersonal relationship skills with the public, with the ability to educate on matters of fire safety and meet objectives for the community.
- Current IT knowledge with Microsoft Office and excellent report writing capabilities.
- Must maintain license as a valid First Responder or Emergency Medical Responder.
- Must continue to further education and upgrade skills to stay current with firefighting practices and procedures.

JOB PROVISOS

- May be required to perform additional duties as assigned by Chief Officer/CAO.
 - May be required to attend Council or other meetings.
 - Must for reasons of operational efficiency reside in the vicinity of Metchosin and be an active member in good standing of the Metchosin Volunteer Firefighters Society.
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HOW TO APPLY

Using the subject line **POSTING ID# 2024-02_FIRE PREVENTION OFFICER / FIREFIGHTER**, please submit your resume and cover letter, in confidence to Stephanie Dunlop, Fire Chief at firechief@metchosinfire.ca

DEADLINE:

This posting will remain open until filled, but a review of applications will begin after 4:00 p.m. on Thursday, April 25, 2024.

Thank you for your interest. Only those invited for an interview will be contacted.

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