



## **LANARK HIGHLANDS FIRE SERVICE**

### **JOB DESCRIPTION**

<b>DEPARTMENT:</b>	Fire
<b>DIVISION:</b>	Fire Prevention
<b>JOB TITLE:</b>	Fire Prevention and Community Safety Officer
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY BAND:</b>	F
<b>SUPERVISOR:</b>	Fire Chief
<b>REVISION DATE:</b>	June 2025

#### **POSITION SUMMARY:**

Reporting to the Fire Chief, the Fire Prevention and Community Safety Officer will oversee the development, planning, coordination, and support of a broad range of progressive programs comprising of municipal emergency management, community safety, fire prevention, and fire protection services as defined by the Fire Protection and Prevention Act.

This position also ensures operational readiness and provides supervision as necessary, to all levels of firefighters, while actively working alongside them. A key focus of the position is remaining committed to ensuring the safety of fire responders and the public through prevention and mitigation of fire incidents in the Township of Lanark Highlands.

Fire Protection Services include fire suppression, fire prevention, and fire safety education.

#### **DUTIES AND RESPONSIBILITIES:**

1. Participates as an active part-time-on-call firefighter, including participating in weekly evening Department training (as scheduled). Must reside in, or in close proximity to the Township of Lanark Highlands (with approval from the Fire Chief).
2. Responds to emergency and non - emergency incidents, assumes the role of Incident Commander, as required.
3. Conducts fire safety inspections on all types of buildings pursuant to the powers prescribed in the Fire Protection and Prevention Act.
4. Addresses Fire Code violations and fire safety hazards within the authority of the Fire Protection and Prevention Act, applicable Regulations, and Fire Marshal directives.
5. Provides technical advice to other Departmental offices/staff, business owners and the general public on the interpretation or application of fire safety, Building Code and regulations, and ensures compliance with same.
6. Reads and interprets building plans, blueprints, installation guides, construction plans and specifications, as well as conducts inspections, pursuant to the requirements and powers prescribed in the Building Code Act.

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7. Prepares reports and maintains accurate records detailing information about properties, any violations observed and actions to be taken as well as for Fire Prevention activities.
8. Manage fire prevention and education budgets, programs, and assets.
9. Exercises all powers as an Assistant to the Fire Marshal prescribed in the Fire Protection and Prevention Act.
10. Supports enforcement actions in accordance with the FPPA, Provincial Offences Act and Criminal Code of Canada.
11. Reviews and recommends to the Fire Chief the approval of Fire Safety Plans.
12. Develops pre-incidents plans and reviews with all fire personnel.
13. Prepares and presents public fire and life safety programs that meet the needs of the citizens of the Township of Lanark Highlands.
14. Ensures all public education materials and resources are professionally prepared, up-to-date, and ready for delivery.
15. Collaborates on projects with peers and more senior-level personnel in other departments, agencies, levels of government and stakeholders (EMS, OPP, Schools).
16. Assists the Building and By-Law departments when required.
17. Assists the senior management team with administering the day-to-day activities of the Fire Department and community safety functions.
18. Analyzes short-and long-term staffing and organizational requirements and implements plans for the continuing efficiency of the Fire Prevention Division
19. Initiates and directs the review of policies, programs, processes, procedures, and performance measures to ensure their relevance, effectiveness, and efficiency, and initiates or recommends development or changes, as required.
20. Acts as alternate Community Emergency Management Coordinator (CEMC) and fulfills all associated responsibilities and duties, including attending Municipal, County, Provincial and Sector meetings, and other requirements as set out in the Emergency Management & Civil Protection Act and Regulation of Ontario.
21. Supervises fire prevention and community safety staff. Performs Human Resource functions such as recruitment, training, supervision, performance evaluation, discipline, and attendance management in accordance with Township Policies. Monitor performance levels, assign duties, and provide guidance fostering a teamwork environment.
22. Acts as the Fire Chief and CEMC in the absence of the Fire Chief.
23. Acts as an “On Call” Chief Officer for emergency incidents after hours and weekends as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature. Employees will be required to perform duties in addition to the above from time to time as directed by the Fire Chief.

### **POSITION QUALIFICATIONS:**

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1. Post-secondary education in a related field, or equivalent combination of education, experience, and training or an acceptable combination of education, experience, and training in a fire service position.
2. NFPA certifications:
  - NFPA 1001, Firefighter Level I and II or equivalent
  - NFPA 1021- Fire Officer I
  - NFPA 1031, Fire Inspector Level I
  - NFPA 1041, Fire Instructor Level I
3. Must possess and maintain valid Ontario driver's licenses at Classes D and Z or above
4. Must possess and maintain certification in CPR and Standard First Aid
5. Strong knowledge of relevant legislation: FFPA, Fire Code, Building Code, POA, OHSA, HTA, NFPA standards, TSSA, and ESA.
6. The following qualifications are considered an asset:
  - NFPA 1002 – Pump Apparatus Driver/Operator
  - NFPA 1033 Fire Investigator
  - NFPA 1035 Fire & Life Safety Educator Level I
  - Emergency Management – CEMC Designation (or ability to obtain)

#### **EXPERIENCE:**

- Familiarity working with municipal by-laws, Standard Operating Guidelines, and municipal policies.
- Ability to adapt to change and strive for excellence in customer service
- 3-5 Years of progressive related experience in a fire service with practical experience as a firefighter in a leadership role preferred, with experience assisting with fire safety inspections, enforcement, public fire & life safety education and special programs.

#### **SKILLS AND COMPETENCIES:**

1. Demonstrated technical knowledge in inspections, plan review, public education, OFM directives and technical and public safety guidelines.
2. Demonstrated leadership skills with the ability to coach, motivate, and develop employees, and encourage teamwork.
3. Ability to build trust and credibility in a politically sensitive role while demonstrating tact and diplomacy.
4. Ability to make timely decisions taking into account facts, goals, constraints, and risks of a situation.
5. Demonstrated excellent interpersonal/public relations/teamwork skills.
6. Excellent verbal (courtesy, tact, discretion, explanation, judgement, and presentation skills) and written communication skills including grammar/spelling skills for proofreading, editing, and writing reports/correspondence.
7. Ability to conduct competent fire safety site inspections on a wide range of complex occupancies and capable of conducting post fire investigations in

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- accordance with industry standards.
8. Demonstrates strong organizational and time management skills.
  9. Strong computer and social media skills, including working knowledge of Microsoft Office software, FirePro 2, and social media platforms.
  10. Demonstrated commitment to personal and professional development.
  11. Participate as a part-time-on-call firefighter after scheduled shifts and maintain the required minimum average.
  12. Demonstrate competencies operating all departmental equipment and apparatus.

### **COMPENSATION**

The salary range for this position is \$37.96 to \$44.66 based on a thirty-seven and a half (37.5) hour work week, along with pension and benefits.

### **SAFETY**

The Township of Lanark Highlands believes that all accidents can be prevented. To achieve this goal, supervisors must ensure that employees make safety an integral part of every task and job. As a supervisor, you must be familiar with the Townships safety policy and understand your staff's:

- Right to Participate.
- Right to Know.
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work

#### **And:**

- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware.
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
- take every precaution reasonable in the circumstances for the protection of a worker.
- conduct regular safety meetings with workers.
- correct substandard acts or conditions.
- commend good health and safety performance; and
- maintain a log of their crew visits. All employees must follow the Townships Health and Safety Policy and comply with the Occupational Health and Safety Act.

### **WORKING CONDITIONS:**

1. Must meet the physical demands of this position and the ability to preform the physical aspects of a certified firefighter.
2. Duties include both office environment and outdoor responsibilities, including

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- some exposure to outside elements such as inclement weather, fire, heat, smoke, chemicals, noise.
3. On-call twenty-four hours (24), seven (7) 4days per week
  4. Typical Work week is comprised of 37.5 hours, Monday-Friday 8:30 p.m. - 4:30 p.m.
    - Services may include after regular office hours including evenings and or weekends, subject to service needs.
  5. Required to attend meetings, training, property inspections, incidents, investigations, and legal proceedings as required.
  6. Position required to carry a municipally issued cell phone, pager, and radio for the proper discharge of duties.

### **PHYSICAL DEMANDS:**

The position may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations, and being involved in physically dangerous situations. Physical ability to conduct inspections and post fire investigations as required

### **ENVIRONMENTAL DEMANDS:**

The position may have to serve a number of people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues with staff and the public. Exposure to noxious smoke and fumes as a result of fire and unpleasant scenes which may include victim injury or death.

### **SENSORY DEMANDS:**

The position requires the frequent use of a computer, photocopier, printer and other like office equipment and different types of equipment used in firefighting. The position will require extreme levels of concentration during a firefighting situation.

### **MENTAL DEMANDS:**

Very high levels of mental and emotional stress will be caused by the requirement to manage and control firefighting in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and possibly loss of life, injury, and property. Excellent organization and time-sensitive skills will be needed to complete some required tasks.

### **WORKING RELATIONSHIPS:**

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Community Safety Officer**

<b>INTERNAL</b>	CAO, Department Heads, Support Staff, Fire Officers, Firefighters, Members of Council.
<b>EXTERNAL</b>	Lawyers, Professional Consultants, General Public, Trades and Construction Professionals, Agency Partners (Health Unit, Conservation Authority, Ministry Representatives)

**APPROVED:**

\_\_\_\_\_  
Department Head

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Employee

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C.A.O.