

Job Opportunity

(revised)

Position:	Fire Prevention Officer	Wage Range:	\$79,290 - \$142,768
Job Posting:	021-026-2026	Job Class:	8
Department:	Fire	Shifts:	42 hours/week
Division:	Fire Education, Prevention & Emergency Management	Posted:	March 3, 2026
Status:	Full Time	Closes:	March 10, 2026, 4:30pm

Primary Duties and Accountabilities include, but are not limited to:

- Conduct regular fire safety inspections, prepares inspection reports and maintains records ensuring premises meet or exceed of Ontario Fire Code and other relevant legislation and acceptable degree of life safety and property protection is achieved; including enforcement.
- Conduct specialized inspections upon request, complaint, or if evidence suggests a hazardous situation exists ensuring compliance with applicable fire safety legislation and a minimum level of life safety and property protection is achieved.
- Evaluate and monitor fire safety plans, reviewing, modifying and recommending for approval, submitted plans verifying implementation to ensure compliance with the Ontario Fire Code.
- Assist in implementation, delivering public education programs for community groups, schools, businesses, industry, etc.
- Perform public relations duties.
- Prosecute offenders of fire safety legislation by reviewing relevant Acts, regulations and municipal by-laws establishing ownership, preparing and swearing an information providing a written summary of the case for the Crown Attorney or City Solicitor and presenting evidence in court so that all relevant evidence is accurate and complete.
- Evaluate development proposals including site plans, subdivision plans, zoning and official plans and prepares written recommendations for incorporating adequate fire protection measures.
- Under the direction of the Fire Chief, serves as an Assistant to the Fire Marshal as per the Fire Protection and Prevention Act.
- Participate in an on call rotational schedule to investigate fire scene(s) to determine origin and cause.
- Provide technical support and training for Fire Services' personnel as directed.
- Perform administrative duties preparing reports and correspondence, organizing and maintaining administrative files, records and data in accordance with Department and Corporate policies and procedures.
- Attend and successfully complete work-related courses and training as directed.
- Respond to fires, if required.
- Act as a Court witness on matters relating to the employer's business.
- Maintain a thorough working knowledge of, and work in compliance with, the Occupational Health and Safety Act and the City's health and safety policies and procedures.
- Perform all other duties as assigned.

Qualifications:

- Secondary School Diploma
- College Diploma and/or University Degree in a related field; e.g. Fire Prevention Technology, Fire Sciences, Architectural Engineering Technology, etc., is an asset.
- NFPA 1031 Fire Inspector Level I (or ability to complete within 12 months, may be considered).
- Class G license, with an excellent driving record (driver's abstract is requested upon offer).
- First Aid and CPR certification.
- Five years' experience in Fire Services, preferred.
- Successful completion of the following:
 - Courtroom Procedures, Legislation, Fire Code Division B Part 2, 6 & 9
 - NFPA 472 or 1072 Hazardous Materials Awareness
 - NFPA 1031 Fire Inspector Level II which includes: Fire Code Division B Part 3 & 5, Fire Code Division B Part 4
 - NFPA 1033 Fire Investigator and / or NFPA 921 Fire and Explosion Investigator (maintain)
 - NFPA 1035 Standard on Fire and Life Safety, Public Information Officer
 - (Ability to complete within required time frame, may be considered)
- Knowledge and understanding of legislation, standards, and codes, pertaining to fire protection, prevention and safety education.
- Computer literacy in Microsoft including experience in Excel, Word, PowerPoint and Outlook.
- BCIN- General Legal Process and Fire Protection, is an asset.
- Knowledge of Fire System/Software; e.g. Cymis, is an asset.
- Present information and materials in a professional and structured manner, public speaking and presentation skills.
- Read, write and communicate to perform the duties of the position.
- Interpret by-laws and regulations.
- Work effectively and efficiently both individually and as a team member in a fast paced environment.
- Ability to meet and interact with people in a pleasant, professional, responsible and reassuring manner.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 021-026-2026 Fire Prevention Officer

- ❖ *This position is covered by a collective agreement, SSMPFFA 529. Application from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.*
- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*