

# Job Title: Fire Inspector

## Fire Inspector

Posting Id	2340
Department	Community Services
Division	Fire Services
Rate of Pay	\$58,761.45 - \$106,839.00 Annual
Job Type	Permanent Full Time
Posting Type	Internal and External
Posting Date	11/16/2023
Application Deadline	11/30/2023

### Position Summary

Reporting to the Captain of Prevention, the Fire Inspector is responsible for: ensuring the fire and life safety of Richmond Hill occupants by promoting fire safety within the community and ensuring buildings and premises comply with the *Fire Protection and Prevention Act* (FPPA) and regulations thereunder; inspecting and commissioning new construction under the *Building Code Act* (BCA); and educating residences/owners on fire safety in carrying out their inspection duties.

### Key Duties and Responsibilities

- Enforce the *Fire Protection and Prevention Act* and regulations thereunder, and other applicable legislation
- Perform inspections of buildings and premises; inspect, test and evaluate fire protection systems; evaluate provisions for firefighting; analyze egress elements of a structure; and assess occupant loads
- Assess and investigate complaints
- Review and approve fire safety plans/specifications and compliance alternatives
- Conduct fire investigations
- Prepare, document and maintain related reports, orders, records, statistics and correspondence
- Prosecute offenders; prepare and provide evidence in judicial proceedings
- Provide technical support and training for department personnel
- Liaise with fire protection professionals and outside agencies
- Administer fire related permits
- Participate in public education initiatives

### Education and Experience

- 3 years post-secondary degree or diploma in Fire Protection Technology, Building Construction, Architecture, Engineering or equivalent
- 2 years of recent building/fire inspection related experience
- NFPA 1031 Fire Inspector Level I and II an asset
- Possess a Ministry of Municipal Affairs and Housing (MMAH) Building Code Identification Number (BCIN) with certification in "Fire Protection" and "Legal", or equivalent an asset

### Required Skills/Knowledge

- Demonstrated aptitude for fire prevention, and inspections
- Demonstrates experience or knowledge of the design, installation and maintenance of fire protection systems
- Excellent written, communication and presentation skills
- Excellent customer service skills with the ability to communicate with honesty, openness, respect, and trust
- Expertise in reading blueprints and details; understands building construction
- Proficient with FPPA and BCA, and regulations thereunder
- Well-developed investigative, analytical and problem-solving skills to identify and resolve fire safety hazards
- Computer literacy utilizing MS Office software applications with proficiency in word processing, basic ability in spreadsheet and data base software applications
- Demonstrates good judgment and makes sound decisions
- Physically able to climb stairs and ladders; kneel, bend and walk for prolonged hours; lift and carry objects of varying weights
- Demonstrate the City's corporate values of care, collaboration, courage and service

- Requires satisfactory Police Vulnerable Sector Check
- Meet normal colour vision and acuity standards
- Must be willing and able to transport yourself to City work sites as required (mileage compensated)

### **Leadership Competencies**

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

**Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the 'View Jobs for Current Employees' link on the City's Careers Page.**

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.