



## **JOB DESCRIPTION**

**TITLE:** FIRE PREVENTION OFFICER/INSPECTOR  
**DEPARTMENT:** Social & Protective Services  
**DIVISION:** Community Services

Position Last Evaluated: May 2001  
Job Desc Last Updated: Sep 2015

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### **JOB SUMMARY**

This is regulatory and investigative work in the Fire Loss/Prevention Division of Nanaimo Fire Rescue. The incumbent is responsible for the inspection of buildings and properties, including those of a residential, industrial, commercial, and public nature to ensure compliance with fire laws and regulations and to enhance safety for the user/occupant. The incumbent is also responsible for the investigation of fire. There is the inherent responsibility to promote fire prevention and fire safety at all times through talks, lectures to service clubs, schools and interested parties, and the providing of advice and guidance to the general public.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

As a member of the Fire Loss/Prevention Division of Nanaimo Fire Rescue, the Fire Prevention Officer/Inspector is required to perform routine inspections of buildings and properties including those of a residential, industrial, commercial, and public nature to ensure compliance with fire regulations and codes and to enhance safety for the residents. The Fire Prevention Officer/Inspector is also required to conduct fire investigations to determine cause and origin of fires. The position also requires the writing of in-depth fire reports and considerable record keeping.

The Fire Prevention Officer/Inspector will also have the responsibility for promoting fire safety and prevention through fire safety talks and lectures to schools, service clubs, and other interested parties. The Fire Prevention Officer/Inspector must also deal with numerous requests from the general public for information and guidance in interpreting the British Columbia Fire Code.

The Fire Prevention Officer/Inspector will work under the direction of the Captain, Fire Loss and Prevention Division and will be evaluated in terms of the incumbent's ability to perform the required duties to the department standard and for the quality of service to the public. The Fire Prevention Officer/Inspector will also be evaluated on their personal quality and quantity of work and good conduct as well as the ability to perform as a member of the team.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the City of Nanaimo, location of streets and major buildings.

Knowledge of the operations and policies and procedures of Nanaimo Fire Rescue.

Good working knowledge of business English, spelling, etc., and the ability to compose quality letters and reports

Ability to exercise considerable independent judgment and action in daily work activities.

Ability to meet and deal tactfully, efficiently and effectively with other government and municipal agencies, the police, Court, business and members of the general public.

Ability to interpret report and provide advice and guidance on a variety of regulatory matters.

Ability to understand and follow written and verbal instructions or orders.

Interest and willingness to assist in community efforts throughout the City of Nanaimo.

Willingness to become a member of a progressive team.

Ability to communicate effectively.

These abilities, along with the required technical knowledge, the achieving of departmental objectives and the quality of service rendered to the public will be the basis for work evaluation.

Good working knowledge of computers.

Typing speed of 25 wpm.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of Grade 12 or equivalent and NFPA Fire Inspector Level 1 certification.

Minimum three (3) years' experience in the building or mechanical trades or in dealing with regulations, inspections or enforcement.

Or an equivalent combination of education, training, or experience that provides the required knowledge, skill and abilities to perform duties and responsibilities.

Valid B.C. Class 5 Drivers License.

Satisfactory Criminal Record Check.

**DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION**

Fire Prevention Officer Courses

Fire Service Inspector or Fire Investigator Certifications

**DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION (Cont)**

Building or Mechanical Trades Certification

Building Inspector Level 1 Certification

Fire & Life Safety Educator

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City’s core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

**SIGNATURE**

I have reviewed this job description.

Employee’s Name	Employee’s Signature	Date
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