



The Municipality of  
**SOUTH DUNDAS**



## Municipality of South Dundas Employment Opportunity

<b>Position:</b>	Fire Prevention Officer - Captain (1 Position)
<b>Department:</b>	Fire & Emergency Services
<b>Wage Level:</b>	\$64,798.92 - \$78,546.49 (Band F)
<b>Type:</b>	Permanent, Full-Time (Non-Union)
<b>Hours:</b>	35 Hour Work Week, Monday to Friday

Are you passionate about making a difference in the community? If you are looking for a workplace that values teamwork, professional growth, and service excellence, the Municipality of South Dundas wants you! With the support of an experienced team and a positive work atmosphere, we encourage employees to build their skills through training and development. South Dundas values work-life balance and offers flexibility to support the needs of our employees. South Dundas offers a competitive salary and a modern benefits package.

South Dundas is a growing municipality located along the St. Lawrence River in eastern Ontario. With a population of 11,000 residents, South Dundas is comprised of three urban centers (Morrisburg, Iroquois and Williamsburg), and several charming rural hamlets. South Dundas is conveniently located close to Ottawa, Brockville, Cornwall and Montreal, and is connected by major transportation corridors (Hwy 31, Hwy 401 and Hwy 416).

We are looking for a dynamic individual who wants to be part of a service-oriented team for the position of **Fire Prevention Officer – Captain** for Fire & Emergency Services. The Fire Prevention Officer performs community-based duties in providing public education, Fire Life Safety Inspections, as well as assisting the fire chief in plans review. Under the direction of the Fire Chief, the Fire Prevention Officer will be responsible for the overall function of the Fire Prevention Division including inspecting premises within the municipality for compliance with applicable legislation and taking the necessary enforcement action where required; preparing and delivering fire safety and prevention programming; conducting fire investigations and preparing and maintaining reports, records, statistics, and correspondence.

### **Compensation and Benefits**

The Municipality of South Dundas strives to be an employer of choice for strong talent, dedicated to serving our community, and offer the following:

- Flexible work schedules to support work-life balance;
- 2025 salary range \$64,798.92 - \$78,546.49 (Band F) ;
- Comprehensive and Modern Benefits package;
- Enrolment in Ontario Municipal Employees Retirement System (OMERS);
- Substantial internal and external training and development opportunities;
- Paid vacation and personal days.
- Compassionate and caring organization that promotes and embraces a culture of teamwork.

### **Application Process**

Interested and qualified candidates are invited in confidence to submit their resume. Please visit the Careers page of our website at [www.southdundas.com/job-opportunities](http://www.southdundas.com/job-opportunities). A copy of the job description is available on our website.

**Application Deadline: Monday, February 17, 2025 at 12:00 p.m. (noon). This vacancy will remain open until the position is filled.** Please send resume and cover letter to [hr@southdundas.com](mailto:hr@southdundas.com). We thank all candidates for their interest, however, only those selected for an interview will be contacted. *Please indicate on your cover letter which position you are applying for.*

The Municipality of South Dundas is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are asked to make their needs known via email at [hr@southdundas.com](mailto:hr@southdundas.com). Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.

## **JOB DESCRIPTION**

### **POSITION SUMMARY**

The Fire Prevention Officer performs community-based duties in providing public education, Fire Life Safety Inspections, as well as assisting the fire chief in plans review. Under the direction of the Fire Chief, the Fire Prevention Officer will be responsible for the overall function of the Fire Prevention Division including inspecting premises within the municipality for compliance with applicable legislation and taking the necessary enforcement action where required; preparing and delivering fire safety and prevention programming; conducting fire investigations and preparing and maintaining reports, records, statistics, and correspondence.

### **DISTINGUISHING FEATURES OF THE RANK**

- Community based role providing support and education to the community while obtaining fire code compliance.
- Visiting many venues throughout the year providing communication on public safety and conducting inspections.
- Working with EMS, OPP, Schools, and other organizations cooperatively to enhance public education.

### **CERTIFICATION:**

- Possession of a valid Ontario G license with an acceptable driving record
- Certified First Aid/CPR/AED/ Oxygen Administration
- Certified – NFPA 1031 Level 1
- Certified – NFPA 1033 or able to obtain in 12 months of hire
- Certified – NFPA 1035 Level 1

### **ROLE AND RESPONSIBILITIES**

1. Conducts fire and life safety inspections;
2. Enforces the Ontario Fire Code and other applicable provincial codes and any authorized municipal fire prevention by-laws;
3. Prepares prosecution briefs, attends Provincial Offenses Court and testifies in the prosecution of offences under the Fire Protection and Prevention Act, 1997;
4. Evaluates, approves and enforces fire and life safety plans and observes fire evacuation drills;
5. Communicates fire and life safety messages with the public and assists in the delivery of public education programs;

6. Performs public relations, liaises and collaborates with other city divisions, partner agencies and community organizations;
7. Delivers internal training to department personnel to raise awareness of fire prevention & public education programs and activities;
8. Conducts fire investigations, documents fire scenes and reports on origin, cause and circumstances;
9. Evaluates development proposals;
10. Reviews building plans for compliance with relevant codes and standards;
11. Conducts inspections of new or renovated buildings;
12. Issues plans approvals for compliance equivalencies;
13. Provides technical support and training for fire department personnel;
14. Performs administration duties;
15. Performs Fire Records Searches;
16. Maintains professional competency;
17. Required to attend, and successfully complete, any training required by the Fire Chief or designate which may be internal, off site or out of Municipality;
18. Performs after-hours fire prevention programs, fire investigations and public education activities, as required; and
19. Performs other duties as assigned.

## **REQUIRED SKILLS AND ABILITIES /WORK DEMANDS**

1. Demonstrated knowledge of the Ontario Fire Code and Ontario Building Code.
2. Physical ability to lift and carry equipment and supplies weighing up to 50 kg, push and pull equipment and parts weighing up to 100 kg; to walk, stand, lift from floor to waist, lift from waist to shoulder, climb stairs, and climb ladders and any other physical ability required to perform assigned duties.
3. Ability to maintain knowledge of all pertinent legislations and regulations through independent studies and courses.
4. Ability to work in an office environment as well as outdoors in varying weather conditions.
5. Ability to work days, evenings or weekend, as required.
6. Ability to deal effectively with complaints from the public and the skill to direct their concerns to a member of the municipal personnel who is best able to respond to the inquiry.
7. Ability to receive and comprehend instructions; work in a team environment or independently; interact positively with supervisor, other staff, and the public; as well as support and project values compatible with the organization.
8. Demonstrated excellent interpersonal and communication skills, both oral and written.
9. Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
10. Must be willing and able to wear all required uniform clothing and/or personal protective equipment as assigned/required.
11. Proficient with Microsoft Office.

*This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.*