



## Job Specification

**Position Title:** Fire Protection Adviser  
**Job Code:** OPSEU - Fire Services Advisor 1, 05700  
**Job ID:** 13809

### **Purpose of Position:**

As an agent of the Ontario Fire Marshal in the undertaking of legislative duties and responsibilities under the Fire Protection and Prevention Act, 1997 (FPPA), to provide consultative expertise, leadership, advice, issues resolution and training on a range of fire and life safety matters, fire related legislation and other services to local municipalities, other levels of government, fire departments, unincorporated communities and other internal and external stakeholders. To monitor, conduct review and advise municipalities and territories without municipal organization to ensure compliance with the FPPA. To conduct or assist with fire safety inspections, to participate in OFM led fire investigations, including conducting post incident building audits and evaluation of fire department emergency operations and assist in the development of emergency management plans to mitigate the impact of fires and other natural or human caused emergencies.

### **Duties/Responsibilities:**

Working in, or from, a District Office and/or regional office and normally within an assigned geographical area, the job requires:

1. As a local adviser, acting as the Ontario Fire Marshal's primary local contact and liaison with municipal governments, the fire service, other government agencies and the public to promote, disseminate, co-ordinate and deliver OFM programs and to gather local information/data (e.g., environmental scanning, municipal fire protection information surveys) for OFM use in support of monitoring and advisory functions.
2. Providing theoretical and practical education, training and information sessions to a variety of stakeholders including: fire chiefs and fire department staff members, community fire safety officers and teams, chief administrative officers, heads of council, municipal councilors and local service board members to build awareness, understanding and skills in fire safety, prevention, public education, inspection and code enforcement. Facilitating sessions with municipal council, Fire Chiefs and/or fire department staff, leading Train-the-Trainer sessions, participating in the delivery of courses at the Ontario Fire College and elsewhere, and providing field-level advice and assistance to fire service managers. Assisting with the development and delivery of OFM-supported training programs and evaluation systems in order to certify firefighters and fire prevention officers meeting recognized provincial job performance standards.
3. Providing fire protection and life safety advisory services and programs including: supporting the development and implementation of Mutual Aid System plans and programs; providing mentoring, mediation and conciliation in the resolution of a range of issues; advising on fire management planning and emergency response; assisting in the creation of new fire departments and advising and assisting in the organization/management of existing fire departments and fire protection, prevention and public education services, and advising on fire department operations. Providing advice and assistance in fire station location studies, apparatus and equipment selection and administrative file management systems.
4. Providing information and advice regarding legislative requirements as it relates to the fire service in Ontario, including the intent and application of various fire related legislation, public fire safety guidelines, codes & standards and best practices (e.g., Fire Protection and Prevention Act and Ontario Fire Code, Municipal Act, Building Code Act and Ontario Building Code, Occupational Health and Safety Act- Health and Safety Guidelines).
5. Conducting assigned fire inspections, including follow-up and enforcement of premises such as: hotels, motels, nursing homes, homes for the aged, special care facilities, and assisting fire department officials with inspections of all possible occupancy types, at their request, to assess legislative compliance and assist in the development and preparation of various types of inspection reports and orders under the authority of the FPPA.
6. Monitoring, reviewing and assessing fire protection services and programs delivered by municipalities and/or communities to identify and assess strengths, deficiencies, non-compliance with the FPPA, serious threats to public safety, gaps in program and service delivery, including identifying trends and issues, analyzing and interpreting municipal emergency response data and statistics and preparing reports on findings with action plans and recommendations for issue mitigation and resolution, including appropriate follow up. Conducting municipal risk assessments, surveys (e.g. Municipal Fire Protection Information Survey), fire service reviews, leading to the creation of municipal master fire plans.
7. Participating as a member/adviser on various committees and working groups (e.g. Fire Marshal's Public Fire Safety Council, other ministry committees requiring OFM input, master fire planning committees, selection panels, long service recognition investitures and other various fire related

functions) to represent the interests of the OFM in relation to local, regional and provincial fire safety issues and concerns by promoting and delivering fire prevention and public fire safety education programs and public information literature in support of municipal fire departments and other stakeholders.

8. Coordinating, providing advice and assistance in the development and implementation of mutual aid plans in response to fires and other emergencies involving community wide and environmental concerns or situations that pose a threat to public safety, including working with other ministries and agencies (e.g. MOE, MNR, OPP, municipal and aboriginal police, health and safety representative, ambulance operators, First Nations representatives) during the process of response. Providing support as required to the Provincial Operations Center during declared emergencies, e.g. Eastern Ontario Ice-Storm and response to 911.

9. Performing administrative responsibilities for District and Regional Offices and in support of advisory and related activities including: preparing administrative, investigative and evaluative documentation, developing and maintaining municipal/community and fire safety inspection files, preparing expense accounts, ensuring and recording vehicle maintenance, and maintaining office equipment.

10. Supporting the OFM led fire investigations, in accordance with established policy and protocols, including participating as a member of a larger team during phase 2 and 3 fire evaluations, by conducting reviews of fire prevention and emergency response practices, records, documents, communication tapes and conducting post-incident building audits and inspection of emergency scenes. Providing support to the Coroners Jury inquest process as assigned.

11. Ability to work unconventional hours.

#### **Knowledge:**

Job requires knowledge of:

- fire sciences, fire and life safety principles, theories, techniques, methods and practices to provide fire advice and assistance to internal and external stakeholders in the development and delivery of fire prevention programs, fire public safety education programs, fire suppression techniques, fire service training programs and fire department administration and management.
- fire department establishment, development, organization and management to advise fire departments and municipal corporate management regarding the effective and efficient fire protection services, including organizational structure, management practices and design of fire safety services and programs.
- governance issues relating to municipal, regional and other forms of government and the relationship of fire departments within those structures.
- mandate of the Office of the Fire Marshal, relevant federal, provincial and municipal legislation (e.g. Fire Protection and Prevention Act and Ontario Fire Code, Municipal Act, Building Code Act and Ontario Building Code, Occupational Health and Safety Act and Health and Safety Guidelines) as well as all associated guidelines and standards to provide advice and assistance in the application of legislation, standards and best practices and to promote the compliance and enforcement of fire and life safety legislation by fire departments.
- fire inspection methods and techniques and building construction and built in systems to conduct fire inspections of hotels, nursing homes, homes for the aged and special care facilities and to assist municipal fire departments with inspections at their request.
- use, operations and maintenance of fire suppression equipment to respond to operational queries from the fire service and others regarding fire related equipment.
- adult education theory, principles, practices and training methods to provide education, training and information sessions to a variety of stakeholders.
- leadership techniques to promote and disseminate OFM information, promote fire safety programs and contribute to the recognition and acceptance of contemporary perspectives and attitudes regarding fire safety to influence stakeholders in their provision of effective fire services.
- use and operations of various software programs (e.g. word processing, spreadsheet, power-point ) to utilize programs in support of report preparation, municipal reviews and survey documents, training programs, presentations and data maintenance.

#### **Staffing and Licensing Requirements:**

Valid Driver's License. DZ license required for staff assigned to Northern Fire Protection Program and/or CBRN support to move/operate fire apparatus.

#### **Skills:**

Job requires:

- analytical skills and problem solving skills to evaluate a range of issues and challenges faced by fire service providers and providing appropriate advice in such areas as risk assessments, master fire planning, administration, public fire safety education, fire prevention and code enforcement, resource management, liability reduction, staffing concerns and performance measurement and benchmarking.
- data gathering, auditing and analytical skills to monitor, review and assess fire protection services and

programs delivered by municipalities and/or communities to identify and assess strengths, deficiencies, non-compliance with the Fire Protection and Prevention Act, 1997, serious threats, gaps in program and service delivery, trends and existing and emerging issues Job requires:

- verbal and written communication and interpersonal skills to effectively deal with a range of ongoing stakeholder contacts, which at times include individuals and groups with competing interests, behaviours and priorities regarding the provision of fire protection services and programs, including conflict resolution and negotiation skills to facilitate the resolution of disputes that pose a potential threat to public safety.
- verbal and written communication skills to provide a range of fire protection advisory services to heads of council and municipal councils, municipal administrative officials, fire chiefs and their staff, police, property owners, and the general public in response to queries, as part of ongoing advisory services and training initiatives.
- written communication skills to prepare a range of technical documents including status reports, issue notes, Municipal Fire Protection Information Survey summary reports, post incident building audits and inspection reports, presentations, municipal fire service reviews, activity reports and letters regarding information, processes and legislative requirements.

**Freedom of Action:**

Job requires working within legislative and regulatory authorities of the Ontario Fire Marshal as specified under the FPPA, within recognized fire protection service guidelines and standards and internal policy and procedures Job requires latitude in decision making by: acting as the Ontario Fire Marshal's primary local contact and liaison with municipal governments, the fire service, other government agencies and the public to provide advice and assistance on fire protection issues, promote and disseminate OFM information and programs; determining priorities amongst competing demands for services and support; identifying which issues and trends may pose serious threats to a community and recommending appropriate action to municipal officials, after consultation with immediate supervisor, to ensure mitigation and resolution of the threat; and in understanding and applying legislation to a range of issues. Job requires conducting or assisting with fire safety inspections and reporting on compliance issues. Job requires, when appropriate, seeking advice of, or referring such matters as: serious threats issues and/or significant gaps in service within a community, required OFM action resulting from Municipal Fire Protection Information Survey and subsequent follow-up requests, matters outside of OFM policies and procedures and requests from the media to the Supervisor or Operations Manager. Ability to work unconventional hours as required.