

# CITY OF HAMILTON

## HEALTHY & SAFE COMMUNITIES DEPARTMENT (FIRE PREVENTION - LOCATION - 55 KING WILLIAM ST.)

### FIRE INSPECTOR- LOCAL 288

#### SUMMARY OF DUTIES

Reporting to the Chief Fire Prevention Officer or designate, perform all aspects of fire prevention duties including building inspections, code enforcement, code prosecution (including court attendance and providing evidence) and public education. Preparation of inspection reports, general correspondence and legal documents relating to code enforcement as necessary.

#### GENERAL DUTIES

Conduct building inspections with respect to fire prevention and enforce regulations in accordance with Municipal and Provincial By-laws and Ontario Fire Code.

Initiate enforcement process including laying of charges and court attendances related to non-compliance with codes and by-laws. Prepare legal documents and act as witness in prosecutions when necessary.

Prepare building inspection reports in accordance with appropriate legislation.

Produce and maintain comprehensive documentation and reports related to all activities.

Inspect buildings for licence applications and occupancy clearances.

Answer requests for information and investigate complaints pertaining to fire prevention or fire protection issues. Investigate problems associated with chemicals, electrical components, structures and other safety related matters.

Plan inspection programs from intake through completion and reviewing site or building plans as submitted with respect to code compliance and fire safety.

Prepare and deliver fire safety education programs and conduct lectures, demonstrating use of life safety equipment to the general public, schools, community organizations and other City departments.

Perform other duties as assigned which are directly related to the duties of this position.

#### QUALIFICATIONS

1. Demonstrated experience in fire protection and fire safety enforcement normally obtained through the completion of a Community College Diploma in Architectural Technology or Fire Protection Engineering Technology and/or Graduate of a Fire Safety Certificate Program and/or equivalent combination of education and experience.
2. Experience in preparing and delivering public education initiatives through good research and the ability to prepare clear, concise written reports and presentations.
3. Computer literacy in a Windows environment including proficiency in word processing, spreadsheets and presentation software.
4. Experience in developing and delivering community fire and life safety educational programs which are age and target-audience appropriate utilizing statistical information and/or community risk information.
5. Previous customer service experience with the ability to interpret and enforce legislation, by-laws and

codes.

6. Demonstrated superior level of communication skills, both verbal and written in English and the ability to foster good interpersonal relations internally and with the public.
7. Demonstrated organizational skills and the ability to manage multiple tasks simultaneously.
8. Demonstrated ability to work independently and in a team environment.
9. Must be physically fit and must possess and maintain a valid Class "G" Drivers' Licence.
10. Must undertake job related in-house and external training programs and courses.
11. Certification in NFPA 1031 and 1035 is considered an asset.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

As a condition of employment, the successful applicant(s) will be required to obtain a Police Vulnerable Sector Check, at their own expense, prior to beginning work in this position.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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