

SUNSHINE COAST REGIONAL DISTRICT

JOB DESCRIPTION

FIRE PREVENTION & LIFE SAFETY OFFICER

REPORTS TO: Fire Chief, GDVFD
APPROVED BY: Fire Chief, GDVFD
EXEMPT (Y/N): No
SALARY LEVEL: Band 14
Replaces: Fire Prevention Officer

DATE: April 2024
SECTION: Fire Services
DIVISION: Protective Services
DEPARTMENT: Planning and Development
Date: May 2020

SUMMARY: Under the general direction of the Fire Chief, the Fire Prevention & Life Safety Officer is primarily responsible for carrying out fire and life safety inspections to ensure conformity with the BC Fire Services Act.

KEY RESPONSIBILITIES *include:*

1. Conducts fire and life safety inspections as necessary on a variety of public, commercial and industrial facilities to ensure compliance with all local and provincial fire safety regulations.
2. Prepares pre-incident plans.
3. Conducts fire investigations as necessary and files reports with the Office of the Fire Commissioner.
4. Examines plans, drawings, and site layouts for new residential buildings, building renovations and other proposed structures to provide referral comments to the necessary requesting authority.
5. Provides work guidance, shares information, and identifies training needs for Fire Prevention staff.
6. Provides public education about fire prevention.
7. Prepares and submits periodic summary reports on the status of fire prevention activities.
8. Ensures Sunshine Coast Regional District bylaws and policies, and all applicable WorkSafeBC regulations are followed.
9. Complies with, and promotes, safe work practices and procedures in order to maintain a safe and healthy work environment.
10. May be appointed as Local Assistant to the Fire Commissioner (LAFC) to assist the fire commissioner in the administration of fire legislation.

TYPICAL ACTIVITIES *include:*

1. Develops schedules and conducts site fire and life safety inspections.
2. Prepares inspection reports and other related documentation as required.
3. Issues orders to require compliance with regulations. Local Assistant to the Fire Commissionaire (LAFC).
4. Notifies property owners of results of inspections.
5. Advises property owners, or operators, of safe operating procedures and methods in eliminating fire hazards.
6. Makes recommendations to the Fire Chief on methods and/or equipment available which will enable owners or occupants of inspected occupancies to achieve compliance.
7. Provides general information to the public.
8. Examines plans, drawings and site layouts for new buildings, building renovations and other proposed structures.

9. Collects, updates and complies data and statistics.
10. Maintains fire department property and infrastructure as required.
11. Other related duties as assigned.

QUALIFICATIONS EDUCATION, AND EXPERIENCE

- Completion of Grade 12 or equivalent.
- Completion of NFPA 1001 level II, NFPA 1021 level I, NFPA 1031 level I, NFPA 1033 level I and First Responder level III or a one-year certificate in related program such as emergency management or life safety.
- Supplementary courses in fire prevention and fire investigations preferred, or an equivalent combination of education and experience.
- Minimum four (4) years' recent, relevant work experience, including a minimum of 2 years in fire inspection and/or investigation experience.
- Valid Class 5 BC driver's license.
- Preference may be given to individuals who are actively engaged in fire suppression.

OTHER SKILLS/KNOWLEDGE/ABILITIES

- Ability to work effectively as a team member.
- Ability to work under minimum supervision.
- Ability to interact and deal effectively and professionally with clients, staff, and members of the public.
- Basic level of computer literacy including word processing and spreadsheet software.
- Ability to communicate effectively, orally and in writing.
- Working knowledge of BC Building Code and BC Fire Code regulations and documents; and bylaws related to fire protection.
- Understands the BC Fire Services Act relating to Fire Prevention investigations, responsibilities, liabilities of the LAFC.
- Ability to read and interpret blueprints and/or technical drawings.
- The incumbent is expected to support corporate sustainability and workplace safety objectives.