

## **EMPLOYMENT OPPORTUNITY NOTICE EO13-439 \*REVISED**

**\*Extended Closing Date**

### **THE CITY OF GREATER SUDBURY**

**requires a**

### **FIRE PREVENTION OFFICER REPORTING LOCATION: 193 VAN HORNE**

**CONTRACT POSITION**

**ESTIMATED PROBABLE DURATION: FIVE (5) YEARS**

**84 HOURS BI-WEEKLY  
(SHIFT WORK REQUIRED)**

### **START DATE TO FOLLOW SELECTION PROCESS**

The Fire Services Division, Emergency Services Department of the City of Greater Sudbury, requires a Fire Prevention Officer. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$87,038.28 to \$94,865.15 per year.

#### **QUALIFICATIONS:**

- Successful completion of Secondary School (Grade XII) Education.
- Additional education initiatives to update and expand competencies (e.g. fire investigation courses, building inspection).
- Minimum of five (5) years in a related field (e.g. building inspection, fire inspection).
- Knowledge of By-Laws, applicable legislation and related regulations (e.g. *The Fire Protection and Prevention Act*, *The Occupational Health and Safety Act*, The Ontario Fire Code).
- Possess and maintain CPR Certification.
- Possess and maintain First Aid Certification.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely and possess a valid driver's licence.

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200 BRADY STREET  
SUDBURY ON P3A 5P3

CP 5000 SUCCA  
200, RUE BRADY  
SUDBURY ON P3A 5P3

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[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

**EMPLOYMENT OPPORTUNITY EO13-439 \*REVISED  
FIRE PREVENTION OFFICER  
(CONTRACT POSITION)**

**DUTIES:** UNDER THE GENERAL DIRECTION OF THE CHIEF FIRE PREVENTION OFFICER:

1. Conduct periodic fire prevention inspections of all premises within CGS.
2. Make recommendations for compliance regarding any occupancy where a deficiency or deviation from the approved plans exists.
3. Advise the Chief Fire Prevention Officer of any outstanding fire risks within CGS as they become apparent.
4. Be familiar with and enforce By-Laws, Acts, Codes and Legislation pertaining to fire prevention.
5. Issue preliminary violation orders as required, in consultation with the Chief Fire Prevention Officer.
6. Advise the Director of Building Services/Chief Building Officer, in writing, of any infraction pertaining to the Ontario Building Code.
7. Participate in familiarization tours of large occupancies within CGS with members of the Fire Suppression Section.
8. Provide in-service training to fire suppression staff regarding fire prevention techniques.
9. Conduct investigations, as directed, to determine the cause of fires. Provide findings and recommendations to the Chief Fire Prevention Officer.
10. Conduct fire evacuation drills annually in schools and co-ordinate with school authorities to educate students in fire prevention.
11. Assist administration of local hospitals, nursing homes and other institutions in staff training.
12. Continually upgrade knowledge of fire prevention methods, devices, alarms and extinguishing systems, public education, building construction and plans, and the hazards of occupancies, materials and manufacturing processes.
13. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
14. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **MONDAY, JULY 29TH, 2013 at 4:30 p.m. to: Citizen Service Centre, c/o The City of Greater Sudbury, P. O. Box 5000, Station "A", Sudbury, Ontario, P3A 5P3, Facsimile number: (705) 673-7219 or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca)**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EO13-439 \*REVISED)** on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.