

Fire Prevention Officer

Fire Department
Permanent Full-Time

The Opportunity

The Grimsby Fire Department has proudly served the Grimsby community since 1879. The department embraces three lines of defense for service delivery: public fire and life safety education, fire safety standards and enforcement, and emergency response. The Grimsby Fire Department prioritizes educating the public and encouraging the practice of fire safety.

The Portfolio

Reporting to the Chief Fire Prevention Officer or designate, the Fire Prevention Officer is responsible for delivering fire prevention, inspection, enforcement, and public education programs within the Town of Grimsby.

This position supports community risk reduction by promoting compliance with applicable legislation, codes, and standards, while advancing public education initiatives that enhance life safety.

The Candidate

The ideal candidate is a knowledgeable and community-focused professional with experience in fire prevention, inspection, or related discipline, and a demonstrated commitment to public safety and continuous learning.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary between **\$101,048 and \$122,939**, and a comprehensive benefits plan.

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees.

Position Details:

- Monday to Friday, 8:30 a.m. to 4:30 p.m. (40 hours per week)
- Primary work location: Fire Department Headquarters, 261 Ontario Street, Grimsby
- Occasional evening, weekend, and after-hours work may be required to support inspections, public education, and emergency response.

Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✔ Complimentary access to recreation facilities, including the fitness centre
- ✔ Three personal float days each year for flexibility and balance
- ✔ Industry-leading benefits covering health, dental, and wellness support
- ✔ Corporate training and career development programs to support lifelong learning
- ✔ A collaborative, inclusive workplace that values innovation and service excellence
- ✔ Opportunities to engage with the community and make a meaningful impact
- ✔ Employee recognition programs that celebrate achievements and contributions
- ✔ A secure pension plan to support long-term financial well-being

More than a job. A place to grow, belong and thrive.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **May 22, 2026, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

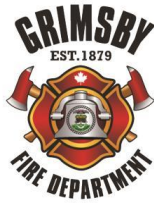
Posting #: 23-2026

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Fire Prevention Officer

Fire Department

Position Summary

The Fire Prevention Officer is responsible for the delivery of fire prevention, inspection, enforcement, and public education programs. The position supports compliance with applicable legislation and contributes to community safety through proactive risk reduction and public engagement.

Duties and Responsibilities:

1. Fire Prevention, Inspection and Enforcement – 45%

- Conduct comprehensive inspections of a wide range of occupancies (e.g., residential, commercial, industrial, institutional) to ensure compliance with the Fire Protection and Prevention Act, Ontario Fire Code, municipal by-laws, and other applicable legislation.
- Evaluate buildings and operations for fire hazards, life safety risks, and code deficiencies; assess levels of risk and recommend corrective actions based on professional judgment and legislative requirements.
- Issue inspection reports, orders, and notices of violation; monitor compliance timelines and follow up to ensure deficiencies are addressed in a timely manner.
- Apply enforcement measures, including the preparation of legal documentation and supporting materials for prosecutions when voluntary compliance is not achieved.
- May assist with fire investigations by supporting origin and cause determination, evidence collection, scene documentation, and coordination with other agencies (e.g., police, insurance investigators, Office of the Fire Marshal).
- Collaborates with supervisor, internal staff and outside agencies to assess and conduct a community risk assessment and needs analyses to identify the fire safety needs of the municipality and implements and maintains fire prevention and public fire safety education programs in accordance with community fire safety needs.
- Review and evaluate fire safety plans, building permit submissions, site plans, and development applications to ensure fire and life safety requirements are incorporated at the design stage.
- Provide technical guidance and interpretation of fire codes, standards, and best practices to property owners, contractors, consultants, and internal staff.
- Maintain accurate, detailed, and defensible records of inspections, enforcement actions, and correspondence in accordance with departmental procedures and legal requirements.
- Prepare professional reports, correspondence, and briefing materials, and provide testimony in court or at hearings as required.
- Liaise and collaborate with internal departments (e.g., Building, Planning, By-law, Public Works) and external stakeholders to support coordinated enforcement and community safety initiatives.

2. Public Education – 35%

- Design, implement, and evaluate public education programs aimed at reducing fire risk and increasing community awareness of fire prevention practices.
- Deliver presentations, workshops, and training sessions to diverse audiences including schools, businesses, community groups, and vulnerable populations.
- Support and participate in public safety campaigns, special events (e.g., Fire Prevention Week), and community outreach initiatives.
- Develop educational materials, digital content, and communication tools to promote fire safety messaging across multiple platforms.
- Engage with residents and stakeholders to address concerns, provide guidance, and foster a culture of fire safety and prevention within the community.
- Identify emerging community risks and trends, and recommend targeted education or enforcement strategies to mitigate those risks.

4. Training and Development – 15%

- Maintain current knowledge of applicable legislation, codes, standards, and industry best practices related to fire prevention, inspection, and investigation.
- Participate in ongoing training, certification programs, and professional development opportunities to enhance technical and regulatory expertise.
- Contribute to internal knowledge sharing and continuous improvement initiatives within the department.
- Assist in the development and delivery of internal training programs, procedures, and standard operating guidelines.

5. Health and Safety – 5%

- Perform all duties in compliance with the Occupational Health and Safety Act, departmental policies, and established safe work practices.
- Properly use, maintain, and inspect required personal protective equipment (PPE), including Self-Contained Breathing Apparatus (SCBA) and other respiratory protection.
- Maintain assigned equipment, tools, and vehicles in a safe, clean, and operational condition; report deficiencies as required.
- Respond to emergency or after-hours situations as required, supporting fire department operations in inspection, investigation, or public safety roles.

The successful candidate will possess the following:

Education

- Post-secondary diploma in Fire Protection Technology, Fire Prevention, Building Science, Engineering, or a related field.

License, Registration and Training

- Certification as Fire Inspector Level I in accordance with NFPA 1031; certification must be maintained in good standing.
- Demonstrated commitment to obtaining NFPA 1031 Level II certification within twelve (12) months of appointment.

- Certification in Public Fire and Life Safety Educator Level I (NFPA 1035) or equivalent.
- Valid Ontario Class “G” driver’s license in good standing with a satisfactory driver’s abstract.
- Ability to successfully obtain and maintain a Vulnerable Sector Check as a condition of employment.
- Additional certifications such as Fire Investigator (NFPA 1033), Incident Management System (IMS), or related credentials are considered assets.

Additional Qualifications—Considered Assets

- NFPA 1031 Level II (Fire Inspector II)
- NFPA 1035 Level II (Fire and Life Safety Educator II)
- NFPA 1033 (Fire Investigator)
- Building Code Identification Number (BCIN)
- First Aid and CPR Certification
- Experience in municipal or regulatory environments

Experience

- Five (5) years of progressive experience in fire suppression, fire prevention, construction trades, building inspection and plans examination, and fire protection systems.

Knowledge and Experience

- Demonstrated knowledge of the Fire Protection and Prevention Act, Ontario Fire Code, and associated regulations, with the ability to interpret and apply legislative requirements in a practical enforcement environment.
- Working knowledge of the Ontario Building Code, applicable municipal by-laws, and relevant NFPA standards and guidelines.
- Experience conducting fire inspections, plan reviews, fire investigations, or code enforcement activities within a municipal or regulatory environment.
- Familiarity with building construction, fire protection systems (e.g., alarms, sprinklers, standpipes), and fire safety planning principles.
- Experience preparing inspection reports, orders, and legal documentation, with an understanding of evidentiary requirements and court processes.
- Knowledge of community risk reduction strategies and public fire safety education principles.
- Proficiency in using computer applications and inspection/reporting software (e.g., Microsoft Office, records management systems).

Skills and Abilities

- Strong verbal and written communication skills, with the ability to clearly convey technical information to a variety of audiences including the public, business owners, and internal stakeholders.
- Effective interpersonal and relationship-building skills, with a demonstrated ability to engage, educate, and influence compliance in a professional and respectful manner.
- Sound analytical and problem-solving abilities, with the capacity to assess risk, interpret codes, and make defensible decisions under varying conditions.
- High level of organization and time management skills, with the ability to manage multiple priorities, meet deadlines, and maintain accurate records.

- Strong report writing and documentation skills, producing clear, concise, and legally defensible records.
- Ability to exercise discretion, professionalism, and sound judgment in sensitive or potentially contentious situations.
- Self-motivated with the ability to work independently as well as collaboratively within a team environment.

An equivalent combination of education, training, and progressive experience in fire services may be considered.

Working Conditions and Hours of Work

- Standard work schedule is Monday to Friday, 8:30 a.m. to 4:30 p.m. (40 hours per week), with flexibility required based on operational needs.
- Primary work location is Fire Department Headquarters, 261 Ontario Street, Grimsby, with regular travel throughout the municipality.
- Required to work occasional evenings, weekends, and statutory holidays, and to respond to urgent or emergency situations as needed.
- Work is performed in a combination of office, field, and incident environments, including exposure to adverse weather, hazardous conditions, and active emergency scenes.
- Physical demands include climbing ladders and stairs, lifting and carrying equipment, and working in confined, elevated, or otherwise challenging environments.
- Must be medically and physically capable of safely wearing and operating respiratory protection equipment, including Self-Contained Breathing Apparatus (SCBA) and/or Powered Air-Purifying Respirators (PAPR) and wearing Personal Protective Equipment.
- The Town recognizes the valuable service of volunteer firefighters and permits employees in this full-time position to respond to emergency calls outside regular working hours or in the case of significant or declared emergency events with approval from Senior officers.