



Fire Prevention Officer

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

The Fire Prevention Officer reports to the Deputy Fire Chief or designate and is responsible for administering the fire prevention and public fire safety education programs in the Town of Grimsby, in order to prevent or reduce the incidence of fire by ensuring compliance with all applicable fire safety legislation, by-laws, codes and standards, and through public education.

The Candidate

The ideal candidate will have a post-secondary degree or diploma in Building Construction, Engineering, Fire Protection Technology, or a related field. They must hold Ontario Fire Prevention Officer Certification or an equivalent NFPA 1031 Fire Inspector Certification, along with NFPA certifications including 1031 I & II, 1033, 1035 I & II, 1041 I & II, and 1021 I & II. A Building Code Identification Number (BCIN) in Fire Protection, Small Buildings, and Large Buildings is required, along with certification, or eligibility for certification, with the National Association of Fire and Explosion Investigators (CFEI).

The role requires a minimum of five (5) years of progressive experience in fire suppression, fire prevention, construction trades, building inspection and plans examination, and fire protection systems. The successful candidate will demonstrate strong knowledge of relevant legislation and standards, including the Ontario Building Code, Fire Protection and Prevention Act, Fire Code, NFPA standards, and other applicable regulations.

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.

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 **March 23, 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

Duties and Responsibilities:

1. Fire Prevention Activities (65%)

- 1.1. Ensures compliance with provincial fire safety statutes and regulations, provincial building code statutes and regulations, municipal by-laws, and other applicable standards and legislation by conducting comprehensive fire and life safety inspections of all classes of buildings and occupancies in response to complaints, upon request, and as otherwise initiated, and reports findings and issues orders as required to ensure compliance and to improve fire safety in premises.
- 1.2. Acts as an Assistant to the Fire Marshal under the provisions of the Fire Protection and Prevention Act, enforces provincial statutes and municipal by-laws applicable to fire safety, collects evidence and commences prosecutions of offenders when appropriate. Testifies as a witness in court.
- 1.3. Conducts and/or assists with investigations of fires and explosions to determine origin and cause and collaborates with insurance and OFMEM fire investigators, law enforcement and other agency officials.
- 1.4. Interview owners, tenants, landlords, residents and witnesses complete witness statements to ascertain cause of a fire or explosion
- 1.5. Maintains appropriate notes and documentation of all inspections, investigations, and other fire prevention activities, prepares complete and accurate inspection, investigation, statistical and other reports, and securely manages all records and files in accordance with corporate and departmental policies/guidelines and legislative requirements.
- 1.6. Collaborates with supervisor, internal staff and outside agencies to assess and conduct a community risk assessments 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.
- 1.7. Review and assesses Fire Safety Plan submissions for compliance with the Fire Code, and provides reviewed plans to the Chief Fire Official for approval or comments back to outside agencies to correct submissions.
- 1.8. Examines and collaborates with internal department and external agencies on building plans and specifications, site plans, rezoning applications, and subdivision agreements for Code compliance and comments on fire safety issues.
- 1.9. Coordinates and assists with fire prevention initiatives involving fire suppression personnel, by providing supervision and expert advice to fire suppression staff when performing in-service fire safety inspections, and in the preparation and review of pre-incident plans.
- 1.10. Attends incident scenes when required, conveys technical information and support to fire suppression personnel in the suppression of fires and mitigation of emergencies, and wears appropriate personal protective equipment and safety equipment.

- 1.11. Advises Deputy Chief on fire safety issues, providing recommendations to Deputy Chief on the assessment of fire prevention program effectiveness, while analyzing the fire loss data and reports that will lead to the development and implementation of program improvements in a team environment.

2. Public Education (25%)

- 2.1. Develops, manages, coordinates and deliveries public fire safety education programs and events, speaks on fire safety topics to internal departments and external clients/customers, and disseminates fire safety and emergency preparedness information through the media, social media, website, and other appropriate means.
- 2.2. Coordinates, develops, assists and assigns with public education initiatives involving fire suppression personnel, including fire station tours, in-service inspections, and residential smoke alarm programs; provides guidance to fire suppression staff when performing in-service fire safety inspections, home smoke alarm surveys, and assisting with other fire safety education tasks.
- 2.3. Advises Deputy Chief on fire safety issues; Corresponds with Deputy Chief on the assessment of public education program effectiveness, and with the development and implementation of program improvements in a team environment.

3. Training (5%)

- 3.1. Maintains current knowledge of new and amended legislation, regulations, by-laws, standards, and principles.
- 3.2. As approved by the Deputy Chief, attends and participates in meetings, training, and educational conferences for professional development and to share knowledge and skills.
- 3.3. Creates lesson plans and assists in the delivery of in-house training of fire personnel

4. Other (5%)

- 4.1. Ensures fire prevention vehicle and inventory assigned are maintained and secured in accordance with town policies/guidelines, legislative requirements and manufacturer's instructions.
- 4.2. Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 4.3. Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-Secondary degree or diploma in Building Construction, Engineering, Fire Protection Technology, or a related field.

License, Registration and Training

- Ontario Fire Prevention Officer Certification or equivalent NFPA 1031 Fire Inspector Certification.

- NFPA 1031 I, II Certification – Standard for Professional Qualification for Fire Inspector and Plan Examiner
- NFPA 1033 Certification – Standard for Professional Qualification for Fire Investigator
- NFPA 1035 I, II Certification – Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications
- NFPA 1041 I, II Certification – Standard for Fire and Emergency Service Instructor Professional Qualifications
- NFPA 1021 I, II Certificate – Standard for Fire Officer Professional Qualifications
- Building Code Identification Number (BCIN) – Fire Protection, Small buildings ,Large buildings
- Certified, or capable of being certified, with National Association of Fire and Explosion Investigators (CFEI)
- Valid First Aid/CPR certification.
- Valid and unrestricted Class “G” driver’s licence with a clean Driver’s Abstract to the satisfaction of the Town.
- Police Vulnerable Sector Check (Level 3) to the satisfaction of the Town.

Experience

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

Knowledge/Skills/Abilities

- Knowledge of relevant codes and legislation including the Ontario Building Code, FPPA, Fire Code, NFPA Standards, UL/CSA standards, TSSA, etc.
- Knowledge of the technical aspects of fire protection and life safety systems including, but not limited to, fire alarm, voice communication, sprinkler, hose and standpipe, emergency lighting and power, fire pumps, water supply and fire suppression systems, fire fighters' elevators, smoke control measures, the storage, use and handling of dangerous goods, hazardous processes and activities, storage configurations of commodities, as well as building construction and occupant types.
- Knowledge of blueprints / installation guidelines.
- Knowledge of installation or maintenance/design of sprinkler and fire alarm systems.
- Knowledge and ability on how to prepare and provide evidence for legal proceedings.
- Knowledge and ability of educating / training others and how to create lesson plans
- Knowledge and ability of public speaking and presentation building and set-up of displays
- Knowledge of creation of media items like newspaper ads/articles/press releases, social media postings and messaging, etc.
- Excellent interpersonal skills are required with the ability to establish and maintain effective working relationships with fellow employees, internal and external clients. Experience in achieving excellence in customer service and customer experience
- Knowledge and ability to use programs to complete work (Fire Pro, presentation software, office (email, Word, Excel, PowerPoint, etc.).

A combination of education, training, and experience may be considered.