



Chief Fire Prevention Officer

Grimsby Fire Department
Permanent Full-Time

The Opportunity

The **Town of Grimsby** is growing fast and offers an exciting opportunity to be part of a community that is truly on the rise. Nestled between the Niagara Escarpment and the shores of Lake Ontario, and bordering Hamilton, Grimsby blends small-town charm with big-city connectivity.

With more than 29,900 residents and an expected \$4 billion in new development over the next decade including major residential, industrial, and commercial projects, Grimsby is transforming into a hub of opportunity. This rapid growth, combined with planned transit expansions like the proposed Grimsby GO Station, positions the Town as a key player in the Greater Toronto and Niagara regions.

As the Town evolves, so too does the need to ensure safety, resilience, and preparedness across our growing community. This is where the Chief Fire Prevention Officer (CFPO) plays a vital role. This leadership position offers an opportunity to shape the future of fire prevention, life safety, and community risk reduction during one of the most dynamic periods in Grimsby's history. Joining our team means contributing directly to the protection, education, and well-being of residents, businesses, and visitors—helping to make Grimsby not only a great place to live and work, but a safe and resilient one.

The Portfolio

The Chief Fire Prevention Officer (CFPO), reporting to the Deputy Fire Chief, is a senior leadership role responsible for directing all aspects of fire prevention, code compliance, investigations, public education, and media relations. The CFPO provides strategic leadership in enforcing the Ontario Fire Code and Fire Protection and Prevention Act, conducting and overseeing inspections and fire cause investigations, and driving community risk reduction initiatives that protect residents, businesses, and visitors.

This role also plays a pivotal part in firefighter development by managing the Regional Training Centre and partnering with the Ontario Fire College to deliver certified NFPA-based training programs. Acting as a departmental spokesperson, the CFPO ensures clear and consistent public communication while fostering strong inter-agency partnerships. Through effective leadership, technical expertise, and a commitment to education and community engagement, the CFPO contributes to the overall safety, resilience, and well-being of the Town of Grimsby.

Key Responsibilities:

- Provide strategic leadership to the Fire Prevention Division, fostering a culture of professionalism, collaboration, and continuous improvement.
- Oversee inspections, investigations, and code enforcement to ensure community safety and compliance with the Ontario Fire Code and Fire Protection and Prevention Act.
- Champion proactive fire prevention and life safety education programs that engage residents, schools, and businesses.
- Lead the Regional Training Centre, coordinating NFPA-based firefighter training in partnership with the Ontario Fire College.
- Serve as the department's Public Information Officer, delivering clear, timely, and accurate communication to the public and media.
- Build strong partnerships with municipal departments, agencies, and community stakeholders to advance community risk reduction.
- Manage divisional budgets, policies, and performance to ensure effective, efficient, and accountable service delivery.

The Candidate

You hold a degree or diploma in Fire Protection & Public Safety or a related field, along with certifications including NFPA 1031, 1035, 1041, 1021, 1001, 921, and 1033, IMS 300, BCIN Fire Protection, General Legal, and Plans Review, and CMM Level II – Fire Prevention and/or Training Professional.

With a minimum of eight years of progressive experience in fire prevention, inspection, or investigation including five years in a supervisory role, preferably within a municipal fire service, you bring proven expertise in training program delivery, public education, and media relations. You are a collaborative, strategic leader committed to advancing fire prevention, life safety, and community resilience.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary range which is currently **under review**.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment.

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

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
- ✔ Flexible work arrangements available to promote work life 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 **October 31, 2025, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 45-2025

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

Chief Fire Prevention Officer

Fire Department

Fire Prevention, Code Compliance, Investigations & Public Education (45%)

- Provide overall leadership to the Fire Prevention Division, ensuring effective enforcement of the Ontario Fire Code, the Fire Protection and Prevention Act, and applicable municipal by-laws.
- Plan, conduct, and oversee inspections of residential, commercial, industrial, and institutional occupancies, ensuring compliance through the issuance of orders, detailed documentation, and participation in hearings, tribunals, or court proceedings as required.
- Direct and carry out fire and explosion investigations to determine origin and cause, ensuring adherence to best practices established in NFPA 921 (Guide for Fire and Explosion Investigations) and NFPA 1033 (Standard for Professional Qualifications for Fire Investigator).
- Collaborate closely with the Office of the Fire Marshal and Emergency Management (OFMEM), law enforcement, insurance representatives, legal counsel, and other external agencies to support investigations and prosecutions.
- Prepare comprehensive incident, inspection, and compliance reports; provide expert testimony when required.
- Design, manage, and deliver public fire and life safety education programs tailored to diverse demographics, including youth, seniors, schools, businesses, and vulnerable populations.
- Lead community risk reduction initiatives by planning, implementing, and evaluating campaigns in alignment with provincial and national strategies (e.g., carbon monoxide awareness, smoke alarm initiatives, home escape planning).
- Coordinate special public safety programming such as school fire safety visits, youth camps, community open houses, and outreach to high-risk groups.

Training, Development & Public Information (30%)

- Administer and maintain the Regional Training Centre, ensuring it operates as a hub for firefighter training, development, and certification.
- Partner with the Ontario Fire College and external training providers to deliver certified NFPA-based programming (e.g., Fire Officer, Fire Instructor, Fire Inspector, Fire Investigator).
- Support organizational succession planning by identifying training needs, mentoring personnel, and fostering a culture of continuous professional development within the fire service.
- Ensure training programs incorporate best practices in health and safety, incident command, emergency preparedness, and specialized operations.
- Act as the department's Public Information Officer (PIO), serving as the primary spokesperson on matters related to fire prevention, community risk reduction, and during emergency incidents.
- Lead the coordination of public information, including media releases, press conferences, interviews, and social media updates.

- Work closely with municipal communications staff to ensure public messaging is timely, accurate, transparent, and aligned with organizational standards.
- Provide subject matter expertise during major incidents, ensuring residents, stakeholders, and media are informed with consistent and factual information.

Leadership, Administration & Strategic Management (20%)

- Provide supervision, mentorship, and performance management for Fire Prevention Officers, Inspectors, and assigned staff, fostering a professional, accountable, and high-performing team environment.
- Oversee all administrative aspects of the division, including staffing schedules, workload management, budget preparation and monitoring, and resource allocation.
- Develop, implement, and review fire prevention policies, operational guidelines, and procedures to ensure compliance with legislation, best practices, and municipal objectives.
- Prepare and present reports, briefings, and recommendations to the Deputy Fire Chief, Fire Chief, Council, and senior management as required.
- Contribute to the Fire Department's strategic and business planning processes, including policy development, long-term prevention strategies, and performance measurement.
- Engage in interdepartmental and interagency collaboration to advance community safety and well-being planning, ensuring fire prevention and emergency management considerations are integrated.
- Promote innovation, continuous improvement, and evidence-based decision-making within the Fire Prevention Division and across the broader organization.

Other

- Ensures fire prevention vehicles and inventory assigned are maintained and secured in accordance with town policies/guidelines, legislative requirements and manufacturer's instructions.
- 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.
- Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Degree or diploma in Fire Protection & Public Safety, or a related field.

License, Registration and Training

- NFPA 1031 Fire Inspector Levels I & II (IFSAC, Pro Board, or OFM Equivalency).
- NFPA 1041 Fire Instructor Level II.
- NFPA 1035 Public Fire & Life Safety Educator Levels I & II and Public Information Officer.
- NFPA 1021 Fire Officer Level III (or greater).
- NFPA 1001 Firefighter Level II.
- IMS 300 – Incident Management System.
- BCIN Certification in Fire Protection, General Legal, and Plans Review.

- NFPA 921 & 1033 Fire Investigation training and certification.
- Certified Municipal Manager (CMM) Level II – Fire Prevention and/or Training Professional.
- Valid Ontario “G” Drivers License.
- Valid Ontario DZ Driver’s License, in good standing is preferred.

Experience

- Eight (8) years progressive experience in fire prevention, inspection, or investigation.
- Five (5) years in a supervisory capacity, preferred within a municipal fire service environment.
- Considerable experience in developing, instructing, and coordinating training programs (OFC experience considered an asset)
- Proven experience in public speaking, media engagement, and community education on fire and life safety topics.
- Emergency management experience is an asset.

Knowledge/Skills/Abilities

- Strong knowledge of the Ontario Building Code, Fire Protection and Prevention Act (FPPA), Ontario Fire Code, NFPA Standards, UL/CSA standards, and TSSA regulations.
- Proven leadership in fire prevention, investigations, training, and staff management.
- Effective communicator with skills in public speaking, media relations, and presentation delivery.
- Experience in policy development, inter-agency collaboration, and strategic planning.
- Commitment to diversity, equity, inclusion, community service, and youth mentorship.
- Ability to supervise staff, provide performance feedback, and coach for growth.
- Technical knowledge of fire protection and life safety systems (alarms, sprinklers, standpipe, emergency power/lighting, fire pumps, suppression, elevators, smoke control, hazardous materials, building construction, occupancy types).
- Ability to read and interpret blueprints, plans, and installation guidelines.
- Knowledge of installation, maintenance, and design of sprinkler and fire alarm systems.
- Skilled in investigations, evidence preparation, and providing testimony for legal proceedings.
- Knowledge of adult education and training delivery, including lesson planning and program coordination.
- Ability to create and deliver public education campaigns and media content (press releases, social media, newspaper articles, displays).
- Excellent interpersonal and relationship-building skills with a focus on customer service and community engagement.
- Proficient in Fire Pro and standard office applications (Word, Excel, PowerPoint, Outlook, presentation software).

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