

CITY OF GRANDE PRAIRIE

JOB DESCRIPTION

A. IDENTIFICATION:

POSITION TITLE: Chief Fire Prevention Officer
DEPARTMENT: Fire
SUPERVISOR: Deputy Fire Chief
SUPERVISES: Fire Prevention Officers
CLASSIFICATIONS: Chief Fire Prevention Officer

B. PURPOSE:

The primary responsibility of the Chief Fire Prevention Officer is for the safe and efficient co-ordination, direction, planning and support of all department fire prevention programs and for the delivery of selected fire prevention programs, fire investigation and public fire safety education functions of the Grande Prairie Fire Department.

The Chief Fire Prevention Officer is responsible and accountable for clear communications to Fire Prevention personnel, the overall supervision of Fire Prevention personnel and Fire Prevention program results.

The Chief Fire Prevention Officer is responsible to ensure the Department Web Site is maintained with current and relevant information. Represents the Grande Prairie Fire Department at various public events and meetings.

C. DUTIES AND RESPONSIBILITIES:

1. Responsible and accountable for knowing and working in accordance with the department's Health & Safety Policy. The employee must work in such a way as not to endanger himself/herself, fellow employees or the public.
2. Conducts evaluations and performance appraisals of Fire Prevention Officers. Ensures evaluations and performance appraisals are of quality and are completed in a timely fashion.
3. Ensure that the Department inspection program is carried out on a consistent basis to meet the Department goals and objectives.
4. Co-ordinates and may conduct routine inspections of buildings and properties as per Department policies and within the authority of the Safety Codes Officer (Fire Discipline) Inspector.
5. Oversees enforcement follow-up, reviews written Orders and follows up to and including Court proceedings.
6. Reviews all fire cause and injury investigations conducted by Fire Prevention Officers.
7. Co-ordinate and may conduct on-site inspections in certain buildings prior to special functions as requested or required.
8. Conducts the more complex fire cause and injury investigations within the authority of the Safety Codes Officer Investigator and completes reports/records.
9. Responsible for establishing and maintaining effective liaison and working relationships with the provincial government departments, municipal departments and businesses.
10. Responsible for plans examinations as prescribed by the Safety Codes Act.
11. Participates on the City's development review processes.
12. Co-ordinates the development of fire drills and evacuation plans in public buildings.

13. Researches Codes and companion documents and provides input into Fire Prevention planning and activities.
14. Prepare and maintain accurate records, reports and correspondence as it pertains to Fire Prevention activities.
15. Provide input into the short, medium, and long term planning of prevention activities and make recommendation into the budgeting process.
16. Responsible for the continuous improvement of inspection and public education activities of the fire department and provides fire safety education services for priority areas.
17. Responsible to ensure that all public education materials and resources are professionally prepared, up-to-date and ready for delivery by Fire Department Staff.
18. Co-ordinates and, where appropriate, delivers training for Platoon members to ensure competency in providing routine platoon inspections.
19. Oversees media releases and provide media interviews in accordance with Department Policies.
20. May serve as the Fire Department representative on local, regional and/or provincial fire prevention and public education organizations as approved by Fire Administration.
21. Be available for emergency call back to perform duties for which he/she is qualified.
22. Attend and participate in appropriate job and career related training and educational events as well as appropriate department related planning and informational meetings.
23. Maintains proficiency in the operation of all necessary technology to fulfill job requirements.
24. May participate on Department Committees.
25. Actively participates in City of Grande Prairie Individual Performance Plans and reviews. Meets department standards of performance.
26. Support the Fire Department Business Plan within the scope of the employee's job description as provided for in Career Development Agreement.
27. Performs such other tasks necessary to maintain the continuity of the Fire Department within the scope of the employee's job.

D. QUALIFICATIONS:**MINIMUM QUALIFICATIONS (Required to apply for this position)**

- Fire Officer
- Standard First Aid.
- CPR Level "C".
- Valid Class 5 driver's license.
- City of Grande Prairie approved Leadership Training Certificate.
- Meets the requirements of the City of Grande Prairie Health & Safety Program Training.

FULL QUALIFICATIONS (To be attained through Individual Performance Plans)

- NFPA 1035 (Public Fire and Life Safety Educator Professional Qualifications) Level II.
- Safety Codes Officer Inspector – Level 3
- Safety Codes Officer Investigator – Level 2
- City of Grande Prairie approved Advanced Leadership Training Certificate
- City of Grande Prairie approved Leadership for Safety Excellence Training Certificate.