

**CITY OF GRANDE PRAIRIE  
JOB DESCRIPTION**

**A. IDENTIFICATION:**

POSITION TITLE: Fire Prevention Officer - Level 1, Level 2, Level 3  
DEPARTMENT: Fire  
SUPERVISOR: Chief Fire Prevention Officer  
SUPERVISES: N/A  
CLASSIFICATIONS: Fire Prevention Officer

**B. PURPOSE:**

The primary responsibility of the Fire Prevention Officer is for the safe and efficient provision 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 Fire Prevention Officer may also assist in the co-ordination, direction and planning of department operated programs.

**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. Conduct routine inspections of buildings and properties as per Department policies and within the authority of the Safety Codes Officer (Fire Discipline) Inspector.
3. Provides Code enforcement follow-up, writes Orders and follows up to and including Court proceedings.
4. Conducts fire cause and injury investigations within the authority of the Safety Codes Officer Investigator and completes reports/records.
5. Provide input into plans examinations as prescribed by the Safety Codes Act.
6. Researches Codes and companion documents to maintain proficiency.
7. Prepare and maintain accurate records, reports and correspondence as it pertains to his/her assigned Fire Prevention activities.
8. Provide input into the short, medium, and long term planning of prevention activities and make recommendation to the Chief Fire Prevention Officer.
9. Conducts support activities to enhance inspection and public education activities of the fire department and provides fire safety education services for priority areas.
10. Maintains all public education materials and resources for delivery by Fire Department Staff.
11. Conducts training for the department and outside agencies in fire prevention subjects and practices.
12. Responds to fire prevention inquiries and requests from the public.
13. Prepares media releases and provide media interviews in accordance with Department Policies.

14. May serve as the Fire Department representative on local, regional and/or provincial fire prevention and public education organizations as approved by Fire Administration.
15. Be available for emergency call back to perform duties for which he/she is qualified.
16. Attend and participate in appropriate job and career related training and educational events as well as appropriate department related planning and informational meetings.
17. Maintains proficiency in the operation of all necessary technology to fulfill job requirements.
18. May participate on Department Committees.
19. Actively participates in City of Grande Prairie Individual Performance Plans and reviews. Meets department standards of performance.
20. Support the Fire Department Business Plan within the scope of the employee’s job description as provided for in Career Development Agreement.
21. 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)**

- First Class Firefighter or four (4) years as First Class Dispatcher.
- Standard First Aid.
- CPR Level “C”.
- Valid Class 5 driver’s license.
- 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 2
- Safety Codes Officer Investigator – Level 2