

By-law Enforcement Officer/Fire Prevention Officer



Municipality of East Ferris

Task List

2023-12-20 17:39:01

Summary:	The By-law Enforcement Officer is responsible for the enforcement of all Municipal by-laws, program initiatives through public education and, when required, the issuance of warnings, violation notices and penalties. This job will conduct investigations and inspections, respond to complaints in a professional and timely manner and work to achieve voluntary compliance whenever possible, utilizing excellent customer service skills. The Fire Prevention Officer is responsible for the safe and efficient coordination, planning and support of all fire prevention programs and for the delivery of inspections, public fire and life safety education. The Fire Prevention Officer conducts investigations on all types of new/existing buildings and ensures conformity with applicable by-laws, codes and regulations. It is expected that equal amounts of time will be directed to by-law enforcement matters and fire prevention matters.		
Location:	East Ferris	Group:	
Department:	-	Family:	
Scenario:	-	Reports To:	Director of Community Services
Job Id:	45	Last Update:	2023-12-20

Tasks:

Administration

1. Maintains inventory of by-law and fire prevention supplies and equipment.
2. Prepares reports and correspondence, compiles statistical information
3. Maintains complete filing system and keeps accurate records.
4. Attends Committee and Council meetings as requested.
5. Performs other duties as required.

Bylaw Enforcement

6. Assists in the preparation of court briefings and represents the Municipality in court proceedings under the general direction of the Municipal Solicitor.
7. Carries out the duties of a Property Standards Officer by conducting investigations and providing enforcement utilizing the Provincial Offences Act.
8. Communicates effectively with members of the public to educate, mediate and negotiate with residents with respect to by-law violations, providing adequate opportunity and time to the residents to bring the violation to compliance.
9. Assists in the development of new initiatives and programs geared towards increasing compliance, including by-law amendments and/or policy changes.
10. Enforces/administers all Municipal bylaws, including but not limited to, property standards, yard clean-up, fences, short-term rentals, etc.
11. Provides By-law enforcement for other municipalities on behalf of the Municipality of East Ferris (shared service).
12. Schedules and conducts routine compliance and enforcement checks.
13. Takes appropriate action based on investigative results, policies and procedures including issuing notices, orders, tickets and summonses.
14. Maintains an accurate and up to date database of information related to non-compliance issues and offenders.
15. Makes recommendations to revise or develop new by-laws for approval.
16. Performs other duties as required.

Fire Prevention

17. Attends weekly Fire Department evening training sessions.

Fire Prevention

18. Conducts inspections on new/renovated buildings in the Municipality for Code enforcement and to ensure that the premises meets the requirements of the Fire Protection and Prevention Act, Ontario Fire Code, municipal by-laws and any other relevant legislation.
19. Establishes goals and objectives for fire and life safety inspections and public education programs.
20. Evaluates, approves and enforces Fire Safety Plans in compliance with the Ontario Fire Code.
21. In consultation with the Fire Chief, estimates costs to develop, deliver and maintain fire and life safety inspections and public education programs.
22. Maintains accurate records and statistical data in accordance with corporate regulations, policies and guidelines.
23. Provides evidence through appearances in Provincial Offenses Court, before the Fire Safety Commission, at Coroners inquests and tribunals related to Fire persecutions, when required.
24. Provides public education with respect to fire and life safety.
25. Issues orders requiring compliance with regulations.
26. Lays charges respecting violations of codes, provincial legislation and municipal by-laws.
27. Deliver effective fire prevention education programs, including the preparation and delivery of public seminars, demonstrations and fire hall tours.
28. Investigate fires to determine origin and cause.
29. Performs other duties as required.

Skills and Knowledge

30. 1-3 years of relevant experience as a Municipal By-Law Enforcement Officer or Fire Prevention Officer.
31. Post secondary degree or diploma in Fire Protection Technology, Ontario Fire College Certified Fire Prevention Officer, OR an equivalent combination of related education and experience.
32. NFPA 1001 Firefighter I and Firefighter II mandatory or willing to obtain.
33. NFPA 1031 Fire Inspector Levels I and II mandatory or willing to obtain.
34. NFPA 1033 Fire Investigator mandatory or willing to obtain.
35. NFPA 1035 Public Fire and Life Safety Educator mandatory or willing to obtain.
36. DZ and/or AZ license.
37. Class "G" driver's license with the ability to use personal vehicle for work purposes
38. Ability to identify hazards and provide guidance for the safety of the public and staff.
39. Excellent interpersonal and organizational skills.
40. Excellent oral and written communication skills and ability to explain complex issues.
41. Good time management skills and ability to prioritize.
42. Must use high degree of tact and diplomacy when dealing with Council, staff and the public.
43. Proficiency in computer software applications and keyboarding, including Microsoft Office Suite.
44. Strong investigative skills and knowledge of developing reports for enforcement purposes and possible court required compliance orders.
45. Applied technical knowledge of Ontario Fire Prevention and Protection Act, Ontario Fire Code, Ontario Building Code, Municipal Act, Occupational Health & Safety Act
46. Applied technical knowledge of inspection, investigation, evidence collection and record keeping.
47. Demonstrated experience of property inspections, codes, by-laws, acts and related regulations.
48. Demonstrated experience of reading building permits, standards and manufacturers installation manuals.
49. Demonstrated experience of the installation/maintenance/design of fire protection systems (i.e. sprinkler, fire alarm and kitchen suppression systems).
50. Demonstrated experience or knowledge investigating fires for determination of origin and cause.
51. Demonstrated experience or knowledge of Public Fire and Life Safety education.
52. Willing to participate in continued education and training to further develop skills and abilities