

Experience it - Ajax!

The Town of Ajax, situated on the northern shore of Lake Ontario, is an innovative municipal sector leader that provides a variety of services to one of the fastest growing communities in Ontario. With over 120,000 residents, Ajax's rich heritage and culturally diverse community make it a great place to work and live.

Fire Prevention Inspector

Reporting to Deputy Fire Chief through the Chief Fire Prevention Officer, the Fire Prevention Inspector is instrumental in reducing the likelihood of fire incidents within the Town of Ajax through the application of an aggressive and comprehensive fire protection safety model that has a foundation based on Public Education, Fire Safety Standards, Enforcement and Emergency Response.

Job duties include

The responsibilities and duties of this position includes but is not limited to:

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- Conduct fire safety inspections on public and private properties
- Respond to complaints or requests made by the public, council and senior fire officials
- Assess building plans and site plans for compliance with relevant codes, standards and applicable legislation
- Conduct new construction inspections during the construction phase of buildings or developments
- Assess compliance alternatives submitted for approval
- Evaluate, monitor and enforce fire safety plans
- Inspect fire protection systems and equipment
- Conduct required testing of fire protection systems and equipment
- Conduct fire scene investigations
- Prepare reports and other documents related to inspections, investigations and enforcement
- Issue orders requiring compliance with regulations
- Liaise with fire protection professionals
- Provide technical support and training for department personnel
- Be responsible for effective time management of your schedule
- Participate in public education programing
- Work collaboratively in a team environment

Qualifications:

- Post-secondary degree or diploma in Fire Protection Technology, or the equivalency or in a closely related field
- Minimum of two (2) to four (4) years of related experience with demonstrated aptitude in the field of fire prevention and protection. This experience shall be in the field of code consulting, fire alarm design, installation or maintenance, sprinkler design, installation or maintenance
- Demonstrated experience in property inspection, reading building plans or site plans and delivering training to private or public groups

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- Must have proficient working knowledge of the Ontario Fire Code, Ontario Building Code, NFPA Standards and other relevant municipal and/or provincial legislation
- Must have excellent organization, communication, report writing and presentation skills
- Must be proficient with Microsoft Office (e.g. Word, Excel, PowerPoint and Outlook)
- Valid Ontario Class 'G' licence with clear driver's abstract
- Ability to provide a current Criminal Reference/Vulnerable Sector Check satisfactory to the Town of Ajax - upon being hired
- Ability to work a flexible work schedule including occasional evenings and weekends

Other preferred qualifications that are considered an asset:

- BCIN qualification in General Legal/Process 2012 as authorized by the Ministry of Municipal Affairs
- BCIN qualification in Fire Protection 2012 as authorized by the Ministry of Municipal Affairs
- NFPA 1031 Fire Inspector Level I with Ontario content courses
- NFPA 1031 Fire Inspector Level II with Ontario content courses
- NFPA 1035 Public Educator Level I
- NFPA 1033 Fire Investigator or Certified Fire and Explosion Investigator meeting NFPA 921

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Selection Process

- To be eligible to participate in this competition, you must submit your cover letter and resume only (by the date listed below).
- Please note that cover letters and resumes are only being accepted online and you will receive an email confirmation that your application was received by the Town.
- If selected to move ahead in the process, you will receive an email from Human Resources and you will be asked to email copies of your qualifications for verification (PDF format only).
- If you are asked to email copies of your certifications/qualifications and the documents are not received on time or are not valid, you shall cease to be considered for the position.
- You are responsible for all additional costs (i.e. certificates, travel, testing, vulnerable sector check) throughout the recruitment process.
- Your online application will be screened by the selection committee and will be based on meeting the minimum qualifications and additional assets listed in the job posting.
- **Candidates who are successful in the initial screening process, will be invited to attend a written exam that will be scheduled in February. No cell phones will be permitted in the exam room and candidates will be required to bring their own calculator.**
- Successful candidates are required to submit their vulnerable sector check with their signed job offer (issued/dated no earlier than September 1, 2024).
- The Town is unable to respond to individual inquiries during the recruitment process and or provide individual feedback.
- Please note: only those candidates who are selected to move ahead in the process will be contacted.

What we offer to staff

- **Rate of Pay:** \$67,688 – 112,8 per year
- **Hours of Work:** This is a unionized position that works 38 hours per week. The hours of work are from 7:30 a.m. - 5:30 p.m. and are in accordance with the APFFA Collective Agreement. This position works a four (4) day work week either Monday to Thursday or Tuesday to Friday and is based on operational needs. Successful candidate must have the ability to work a flexible work schedule including occasional evenings and weekends.
- **Benefits:** The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; parental leave top up; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension - <https://www.omers.com/>).

How to Apply

To apply for this exciting opportunity, please go to the Town of Ajax website at www.ajax.ca/careers. The closing date for this position is **11:59 p.m. on February 3, 2025**.

This job posting reflects the general responsibilities and requirements of the job and does not include all of the work requirements of the job.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources staff of any accommodation you may require during the process.