

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting **Permanent Full-time, Unionized** opportunity in the **Vaughan Fire and Rescue Services Department** for an experienced and motivated individual.*

**Fire Prevention Inspector  
(FILE #J0626-0085)**

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

**Position Overview**

Responsible for inspecting various premises to determine compliance with applicable codes and regulations; instigating corrective or legal action where necessary; preparing and delivering public fire safety and fire prevention programs; assisting with fire investigations; preparing and maintaining a variety of records, reports, statistics and correspondence of an administrative and operational nature.

**Responsibilities**

Inspections and Investigations:

- Inspects various buildings, properties, and/or facilities for compliance with applicable Municipal By-laws and relevant sections of governing acts and regulations within the jurisdiction of the Fire Department.
- Provides advice to citizens and business owners regarding proper adherence and conformity to regulations for safety/preventive measures.
- Identifies violations, ensures corrective action is undertaken, utilizes legal action as/where necessary.
- Prepares detailed and specific records of all activities, including performing research and preparing reports, analysis, statistics and correspondence of an operational and administrative nature including the maintenance of associated files.
- Responds to inquiries from the public related to fire prevention and inspection; consults with appropriate internal and external resources.
- Investigates fires and assists with external agencies on investigation when requested and/or when required. This includes determining origin, cause, etc. of fires; compiling all necessary information; gathering evidence (tangible and photographic) and completing thorough and concise reports.
- Presents evidence in a court, inquest, hearing, or other proceedings as required.
- Notifies members of the department respecting special or hazardous situation/operation as encountered; assists the development of pre-fire planning as directed.
- Performs delegated duties for the Chief Fire Official and exercises all powers as an Assistant to the Fire Marshall as prescribed in the FPPA.

Education:

- Instructs and/or demonstrates life-safety and fire-safety subjects including fire prevention, fire safety plans, fire extinguisher use, smoke and heat detectors, fire alarms, etc., in places of business, community groups, residences, schools, and institutions, etc.

Administration:

- Reviews/Approves Fire Safety Plans, as required.

Other Duties:

- Performs other related tasks and projects as assigned, which are in accordance with job responsibilities or necessary department and corporate objectives.
- Responsible for ensuring compliance with the Occupational Health and Safety Act and

Regulations and the Corporate Health & Safety policy and related procedures.

- Responsible for ensuring compliance with the Accessibility for Ontarians Disability Act (AODA) and related policy and procedures.

### **Qualifications and Experience**

- Post-Secondary Diploma in Building Construction, Architecture, Engineering or Fire Protection.
- Minimum one (1) year' related experience with demonstrated aptitude for fire prevention/inspection duties.
- Certification in NFPA 1031 Level I with IFSAC &/or Proboard seals (proof of OFM Grandfathering acceptable).
- A valid Ontario 'G' Driver's License, in good standing.
- Standard First Aid, CPR Level 'C'.
- Successful completion of the examination program administered or authorized by the Ministry of Municipal Affairs and Housing as an Inspector under the Category of Fire Protection (General Legal/Process 2012), and BCIN within first year of employment.
- Successful candidate must obtain and maintain an Automated External Defibrillator (AED) certification upon hire.
- Thorough working knowledge of applicable by-laws, codes and regulations.
- Ability to obtain all necessary certifications required by law.
- Demonstrated ability to interpret building plans and drawings, understanding construction details and features as well as industrial/manufacturing processes.
- Excellent public relation presentation and communications skills, detailed report preparation capabilities and excellent written correspondence skills.
- Excellent organization, planning, writing, bookkeeping skills required.
- Ability to utilize personal computers and various software packages.
- Physical ability to climb stairs and ladders, kneel, bend, walk for prolonged hours; lift and carry objects of varying weights; normal colour vision and acuity standards.
- Ability to prioritize and balance multiple responsibilities, shifting priorities, regular workflow interruptions.
- Ability to conduct oneself in a manner bestowing tact and diplomacy in a political environment, and when dealing with sensitive/confidential or controversial topics.
- Knowledge of and demonstrated ability in the City's core as well as relevant departmental functional competencies.
- NFPA 1031, Level II; NFPA 1035, Level I; NFPA 1033- each considered an asset.
- Successful completion of the General Legal/Process 2012 and Fire Protection 2012 examinations as authorized by the Ministry of Municipal Affairs considered an asset.

### **Working Conditions:**

- Ability to work in an office setting and while mobile (remote on site). Required to travel to sites for investigations.
- Participate in and pass all components of an occupation specific medical and job simulation test circuit arranged by the corporation, determining (but not limited to) physical ability to climb stairs and ladder, kneel, bend walk for prolonged hours; lift and carry objects of varying weights; normal colour vision and acuity standards. Candidates failing to meet these requirements will be removed from the applicant pool.
- Ability and willingness to work in adverse conditions, including inclement weather.
- Will require the use of applicable protective equipment, including but not limited to the wearing of an SCBA or respirator.
- Successful candidate(s) will be required to submit a clear Vulnerable Sector Check from an accredited Police Service, prior to commencing employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

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If you are an energetic person who is interested in bringing your knowledge and passion for the City of Vaughan, **please apply on or before June 17, 2026** at: [City of Vaughan - Fire Prevention Inspector](#)

Please note that only candidates selected for interviews will be contacted.

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