City of Niagara Falls
POSITION VACANCY

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Call Number:	**JR100655**
Position:	**Fire Prevention Officer**
# of Vacancies:	One (1)
Vacancy Status:	This posting is for an existing vacancy.
Type of Vacancy:	Permanent
Current Division:	Fire Prevention
Union:	Niagara Falls Professional Firefighters Association
Location of Work:	Fire Station 1 (5809 Morrison St, Niagara Falls, ON L2E 2E8)
Work Schedule:	42 hours per week
Salary/Wage Range:	$112,664 to $115,914 (2023 rates)
Date Posted:	October 30, 2026
Closing Date:	**November 13, 2026 at 4:30 pm**

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play

Further details on this position are attached. To apply, please submit a cover letter and resume via our Workday portal at Fire Prevention Officer. Applications must be submitted online.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

The following description reflects the general details considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

Position Title:
Fire Prevention Officer

Position Summary:
This is a specialized technical, investigative and educational position with supervisory requirements in the enforcement of Municipal, Provincial, and Federal fire prevention Bylaws, Regulations and Codes. The position involves function supervision of assigned staff in the inspection of all types of public and private buildings and structures to ensure compliance with fire prevention regulations. This Officer is involved in informational and educational life safety and fire prevention programs for public, commercial and industrial occupancies. Duties are carried out within defined procedures, but independence of judgement and action are exercised in day-to-day activities. Difficult problems and controversial decisions are referred to the Director of Fire Prevention. Performance will be evaluated on the soundness of approach and judgement, conformance with established procedures and the ability to deal effectively with the public in attaining objectives.

Responsible For:

- Supervises assigned staff in conducting inspections, investigations and public education programs.
- Inspects all types of public and private buildings and structures to ensure compliance with regulations; participates in difficult or contentious re-inspections as required; issues orders to require compliance with regulations; lays charges for violations of Municipal bylaws or Provincial regulations; carries out unscheduled inspections in response to complaints concerning hazardous conditions; advises property owners or operators of safe operating procedures and methods in eliminating fire hazards.
- Investigates fires to determine origin and assists in gathering and presenting evidence in suspected arson cases.
- Prepares and delivers effective public education programs on fire prevention and safety to groups and to the general public as required.
- Processes various permit applications makes inspections as required and issues approvals; prepares written orders, reports and correspondence as required.
- Prepares and maintains all required records, reports, statistics, correspondence and other material related to operations of the Fire Prevention Division.
- Performs all related work as required.

Position Requirements:

- Extensive knowledge of fire prevention, inspection and investigation methods, procedures, bylaws, codes, acts and related regulations governing the work.
- Thorough knowledge of the Fire Department rules and regulations, policies and firefighting techniques.
- Extensive knowledge of building construction, wiring, heating systems, industrial processes including chemical reactions, and the dangers of flammable and combustible materials and liquids.

- Ability to meet and deal effectively with a variety of contacts, to stimulate interest and cooperation in fire prevention and safety programs through public presentations, demonstrations and related activities.
- Ability to read and interpret building plans and specifications, to prepare detailed technical reports and to prepare and maintain a variety of records, reports, statistics and correspondence of an operational and administrative nature.
- Ability to establish and maintain effective working relationships with assigned staff, other divisional staff, municipal departments, the construction industry and the general public.

Desirable Training And Experience:

- Successful completion of the Fire Protection Technology Course General Level of the Ontario Fire College required training and departmental tests and standards established for this level of officer.
- Minimum graduation from a secondary school or equivalent technical school including or supplemented by related technical courses.
- Basic firefighting training and experience would be an asset.
- A minimum of 1 year's satisfactory performance as a new entrant to the Division.
- Thorough knowledge and understanding of sprinkler and standpipe systems.
- Thorough knowledge and understanding of fire alarm systems.
- Typing and computer skills would be an asset.

Required Licences And Certificates:

- Valid DZ classification licence for the Province of Ontario is required.
- Valid certificates in First Aid and C.P.R. are required.