



**Fire Prevention and Protection Officer
Emergency & Protective Services
Municipality of North Grenville
POSTING #: EPS-2025-001**

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban centre (Kemptville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital – Ottawa and the St. Lawrence River, only a 30-minute drive along the Veterans Memorial Highway (416), to either destination. Alternatively, for a more leisure journey, North Grenville offers the historic Rideau River managed by Parks Canada.

Application:

The Municipality of North Grenville is seeking to fill the position of **Fire Prevention and Protection Officer** in Emergency & Protective Services. Interested applicants may submit a cover letter and resume outlining qualification in confidence to Human Resources **Friday, May 9th, 2025, no later than 4 p.m. EST.**

Please quote "EPS-2025-001".

Email: hr@northgrenville.on.ca
Mail: Municipality of North Grenville
285 County Road 44, P.O. Box 130
Kemptville, ON K0G 1J0

Responsibilities:

Reporting to the Deputy Chief, the Fire Prevention and Protection Officer is responsible for the safe and efficient development, planning, co-ordination, and support of a broad range of progressive programs comprising of municipal emergency management, fire prevention, and fire protection services as defined by the Fire Protection and Prevention Act.

This position also ensures operational readiness and provides supervision as necessary, to all levels of firefighters, while actively working alongside them. A key focus of the position is remaining committed to ensuring the safety of first responders and the public through prevention and mitigation of fire incidents in the Municipality of North Grenville.

Fire Protection Services include fire suppression, fire prevention and fire safety education.

Duties and Responsibilities:

The position will:

- Lead fire prevention and public education programs to meet legislative and community needs
- Act as Community Emergency Management Coordinator (CEMC) for the Municipality
- Plan and implement annual fire prevention work plans and schedules
- Oversee pre-incident planning with internal divisions and external stakeholders
- Manage fire prevention and public education budgets, programs, and assets
- Conduct fire inspections and enforce codes, regulations, and by-laws
- Provide training and technical support to fire personnel on fire protection services
- Deliver youth prevention programs (e.g., TAPP-C)
- Review and recommend updates to municipal by-laws
- Maintain current knowledge of legislation and fire safety standards
- Respond to emergency incidents and act as a fire officer if required
- Participate in after-hours emergency response and department training
- Address fire code and safety issues following emergency calls
- Conduct fire investigations, prepare reports, and provide court testimony
- Review and approve Fire Safety Plans as Chief Fire Official
- Serve as Assistant to the Fire Marshal under the FPPA
- Represent fire service in special event planning (FSEAT)
- Promote emergency preparedness through media and outreach
- Review and maintain Community Risk Assessments
- Perform additional duties and special assignments as required

Qualifications:

Essential (Minimum) Requirements:

- Post-secondary education in a related field, or equivalent combination of education, experience, and training or an acceptable combination of education, experience, and training in a fire service position
- NFPA certifications:
 - NFPA 1031 Fire Inspector Level I (Level II an asset)
 - NFPA 1035 Fire & Life Safety Educator Level I (Level II an asset)
 - NFPA 1033 Fire Investigator (or ability to attain)
 - NFPA 1001 Firefighter Levels I & II
- Valid Class D Ontario driver's license with Z endorsement (air brakes)
- Standard First Aid and CPR Level C with AED
- Physically capable of performing fire inspection and investigation tasks (e.g., climbing, confined spaces)
- Proficiency in Microsoft Office Suite, database systems, and GIS tools
- Strong knowledge of relevant legislation: FPPA, Fire Code, Building Code, POA, OHSA, HTA, NFPA standards, TSSA, and ESA
- Understanding of enforcement procedures and ability to provide court testimony
- Satisfactory vulnerable sector check required

Asset (Preferred) Qualifications:

- NFPA 921 Fire & Explosion Investigator
- NFPA 1021 Fire Officer Level I
- Occupational Health & Safety training
- Experience with FirePro2 (FP2) records management
- Emergency Management – CEMC designation (or ability to attain)
- Demonstrated competency in emergency response operations and suppression
- Strong organizational and prioritization skills
- Excellent interpersonal, verbal, and written communication skills
- Training in WHMIS 2015, OH&S Awareness, AODA, and Workplace Violence & Harassment

Work Experience:

Essential (minimum) Qualifications:

- 5 years of progressive related experience in a fire service with practical experience as a firefighter in a leadership role preferred.
- 3 years of demonstrated experience assisting with fire safety inspections, enforcement, public fire & life safety education, and special programs.
- Familiarity working with municipal By-laws, Standard Operating Guidelines, and Municipal Policy.
- Thorough knowledge of the characteristics of fire, fire spread, and building & fire protection systems.
- Ability to adapt to change and strive for excellence in customer service.
- Ability to interact harmoniously with co-workers, supervisors, council, agency representatives, and members of the public.

Compensation:

- The salary range for this position is \$74,747.00 to \$93,421.00 with pension and benefits.
- Based on a thirty-five (35) hour work week, requiring a flexible work schedule to accommodate the needs and circumstances of emergency management, fire prevention and public education programs including periodic evenings and/or weekends.

Working Conditions & Physical Requirements:

- Must meet the physical demands of this position and the ability to perform the physical aspects of a certified firefighter.
- Services may include after regular office hours including evenings and/or weekends, subject to service needs.
- Duties include both office environment and outdoor responsibilities plus travel to other locations.
- Position required to carry a municipally issued cell phone, pager, and radio for the proper discharge of duties.
- Ability to lift and move objects under 23 kilograms (50 pounds).
- Ability to perform physical activities associated with fire prevention inspections,

investigations, and other fire protection services.

- Attend meetings, training, property inspections, incidents, investigations, and legal proceedings as required.
- Some exposure to elements such as inclement weather, fire, heat, smoke, chemicals, and noise.
- Exposure to unpleasant emergency scenes which may include victim injury or mortality.

We thank all those who apply; however, only those applicants selected for an interview will be contacted.

The Municipality of North Grenville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.