

City of Victoria

JOB VACANCY NOTICE Internal & External

IAFF – LOCAL 730

DATE OF ISSUE: February 1, 2010

CLOSING DATE: February 15, 2010

Competition Number: **10/09**

Position Title: **Fire Prevention Inspector Probationer**

Duration: **Continuous**

Work Schedule: **37.5 Hour Work Week, Monday through Friday**

Pay Group: **\$4,460.00 Monthly (\$27.45/hour)**

ALL APPLICATIONS MUST BE received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

Please submit your application quoting the above competition number to:
The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C.,
V8W 1N8, by FAX to (250) 361-0238 or by email to hr@victoria.ca.

DEPARTMENT: Fire Department / Fire Prevention Division

POSITION FUNCTION

This is general fire prevention work involving inspections, investigation of fires, fire cause determination, public education regarding fire prevention and safety; as well as the interpretation and enforcement of the BC Fire Code, Municipal bylaws and other regulations as related to the Fire Department and/or the BC Fire Service.

KEY DUTIES

Under supervision of the Assistant Chief - Fire Prevention, the Fire Prevention Inspector Probationer:

- carries out inspections of commercial, residential, and industrial occupancies and all publicly accessed buildings to ensure compliance with Municipal, and provincial fire safety regulations and to ensure adequate standards of fire safety are maintained as directed through these regulations;
- provides scheduled Fire Safety education and knowledge to community, fire department personnel, community associations and municipal agencies when requested,
- reviews drawings, plans and other submissions for fire safety requirements and related code compliance;
- works in cooperation with other municipal or provincial agencies to provide a coordinated approach to enforcement, compliance and related matters, including the provision of information on investigations, inspections and historical statistics;
- regularly inspects and evaluates fire safety systems in existing, new and renovated buildings; providing direction on improvements, repairs and/or maintenance issues,
- conducts fire investigations during and outside normal working hours to determine cause and origin; submits detailed, written reports, participates in the "after hours" fire investigator "call-out" rotation;
- assists the Assistant Chief - Training and Staff Development in organizing and delivering information on inspection techniques and familiarization of the Fire Prevention Division objectives and role to Fire Suppression personnel;
- Performs other related duties where required and as qualified.

INDEPENDENCE

Works independently in the field, according to a schedule.

Work is reviewed through reports to the Assistant Chief - Fire Prevention.

WORKING CONDITIONS

Physical Effort

- Must be able to lift/carry/push/pull 50 pounds or more, from floor to above shoulder height and from floor to waist height. (often)
- Must climb, balance, stoop, kneel, crouch, reach above and below shoulder level in all directions, seize, hold, grasp and turn objects with hands, stand and walk. (frequent)

Mental Effort

- Must be able to follow instructions, make critical and timely decisions and work both inter-dependently and independently in a safe and courteous manner.

Visual/Auditory/Olfactory Effort

- Normal eyesight with color vision sufficient to distinguish the colors red, green and yellow.
- Normal hearing with no artificial aids.
- Must be able to smell/detect odours.

Work Environment

- Primarily field work
- Office environment (occasional)
- Adverse working conditions requiring personal protective equipment. (occasional)

KEY SKILLS AND ABILITIES

- Organize and prioritize work.
- Understand, interpret and apply techniques of fire prevention and enforcement of Fire Code and other related regulations.
 - Working level operation of current City word processing, spreadsheet and related specialty software.
 - Recognize specific hazards, react timely and carry out appropriate actions.
 - Read and interpret architectural, electrical and mechanical drawings.
 - Operate audio/visual and photographic equipment.
 - Maintain accurate records.
 - Compose concise reports and submissions.
 - Establish and maintain effective working relationships.
 - In a professional manner, represent the City and Department to the public and outside agencies.

QUALIFICATIONS

Formal Education, Training and Occupational Requirements:

High school graduation or equivalent.

Public Educator Level 1 certificate or recognized equivalent.

Current and valid Class 5 BC drivers' license.

Required to obtain criminal record clearance.

EXPERIENCE

Applicant must have knowledge of current editions of:

- The Fire Services Act of BC;
- The BC Fire Code;
- The BC Building Code;

Previous code enforcement experience.

Or an equivalent combination of education and experience.

Desirable Qualifications and Experience:

Knowledge of differing building construction methods.

Fire prevention experience.

Investigation, firefighting or enforcement experience.

Strong public relation and interpersonal skills.

Working knowledge/experience with FDM operating system

Fire Prevention Inspector Level 1 certificate or recognized equivalent.

Fire Investigator Level 1 certificate or recognized equivalent.

A current Driver's Abstract indicative of responsible operation should be submitted with application.