



## **Fire Inspector**

**Job Number:** J1224-0003

**Bargaining Unit:** KPFFA

**Job Type:** Regular Full-Time

**Hours of Work:** 40 hours per week

**Salary Range:** \$119,887 to \$131,019

**Closing Date:** January 2, 2025

### **Opening Statement**

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen·dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

### **Position Summary**

A Fire Inspector is responsible for promoting and enforcing fire safety regulations as set out in relevant provincial legislation, municipal bylaws, and within division operating practices through comprehensive building inspections. This role often involves visiting a wide range of environments, including high-risk properties, vacant buildings, and homeless encampments, where conditions may be challenging. Fire Inspectors will assist with the delivery of public education and public relations programs throughout the community and provide fire safety training to various client groups. As an Assistant to the Fire Marshal, a Fire Inspector will conduct post-fire investigations to determine fire cause and origin, which may involve exposure to hazardous materials and emotionally charged situations. Fire Inspectors must complete ongoing training to attain and maintain professional qualifications as a Fire Inspector in the Province of Ontario.

## **Key Duties & Responsibilities**

Conduct comprehensive inspections of buildings, premises, high-risk properties, homeless encampments, and other non-traditional spaces to ensure compliance with the Ontario Fire Code, often in potentially hazardous or unpredictable environments.

Review designated aspects of building plans and inspect new construction for compliance with fire safety requirements of the Ontario Building Code.

Investigate post-fire scenes to determine fire cause and origin, including those in structurally compromised buildings or areas with exposure to smoke, heat, and debris.

Assist with the delivery of fire safety education and public relations programs to a diverse community audience, including at-risk populations.

Responsible for developing and maintaining collaborative relationships with internal and external agencies to address and mitigate fire safety concerns in high-risk-properties, including encampments, hoarding situations, and shelters.

Keep detailed notes of all activities and prepare accurate reports, sketches, and summaries of findings.

Participate in ongoing training and professional development.

Comply with all KFR Operational Policies and Procedures.

Provide testimony in Court and before boards regarding matters arising from the duties of a Fire Prevention Officer.

Evaluate fire protection systems, fire alarms, and automatic sprinkler systems.

Review development proposals for compliance with fire service access requirements.

Provide support to children and their families involved in matters arising from false alarms and juvenile fire setting.

Provide fire safety guidance to vulnerable populations, including occupants of encampments or unsafe dwellings, while ensuring personal safety and situational awareness.

Attend emergency situations to provide support and information to operations crews as needed.

Prepare press releases, articles, and website presentations in support of division activities.

Other duties as assigned.

### **Qualifications, Competencies**

Extensive training and experience in conduction fire safety inspections, performing building plans review and a firm working knowledge of all provincial legislation pertaining to fire protection and prevention in new and existing buildings

Post-secondary training or equivalent in a relevant discipline and achieved designation as a technologist in the field of fire protection, fire sciences, engineering or architectural technology or equivalent

Current First Aid and CPR Certificates

Training pertaining to high-risks properties, including encampments, hoarding situations, and shelters would be considered an asset

### **Skills, Abilities, Work Demands**

Ability to perform the physical requirements of the position including strenuous periods of walking, climbing, digging and lifting

Applicants must be available to participate in an on-call rotation for fire investigations, including responding to emergencies outside of regular working hours.

Proficient in the use of Microsoft Office programs including Word, Excel and PowerPoint

Strong written and oral communication skills in the English language are essential

Ability to interact harmoniously with co-workers, superiors and members of the public

Background in customer service and speaking in public forums

Valid Class "G" Ontario drivers' licence is required to be maintained

Must obtain and maintain a satisfactory Criminal Record Check (CPIC), including Vulnerable Sector Check

### **Closing Statement**

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca)

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

**[Please CLICK HERE to Apply](#)**