



The Corporation of the Municipality of
Central Elgin

REQUIRES AN
FIRE PREVENTION AND TRAINING OFFICER (PART-TIME CONTRACT)

The Municipality of Central Elgin is a progressive, growing urban and rural municipality located on the shores of Lake Erie in the heart of southwestern Ontario adjacent to London and St. Thomas. The Municipality is home to 12,700 people.

The Municipality of Central Elgin currently has a challenging and rewarding career opportunity for a **Fire Prevention and Training Officer**. This part time contract position (25 hours per week, 1 year contract) will be responsible for:

- Planning, organizing, coordinating, directing, assigning, evaluating, & supporting activities and personnel within the fire service.
- Assisting in coordinating training activities to provide consistency within the fire service. Ensure compliance with prescribed operating procedures and operational guidelines.
- Ensuring consistent enforcement of the Ontario Fire Code and Building Code & other relevant legislation, codes & standards. Conduct research & fire risk assessments to evaluate the appropriateness of fire safety plans for the businesses.
- Conducting fire investigations and prepare all appropriate documentations.
- Organizing public education programs.

The successful candidate will have superior customer service skills; good written and verbal communication skills; a proven ability to work effectively within a team environment; have good presentation skills, demonstrate initiative and innovation; be a quick learner and have the ability to teach others; have experience with computers including the following programs, Power Point, Word, and Excel and should possess the following preferred qualifications;

- Certificate from the OFC Fire Protection Technology General and Advanced level or, Certificate from the OFC Fire Prevention Officer's program,
- Excellent knowledge of the Ontario Fire Code and a working knowledge of the Ontario Building Code, N.F.P.A and C.S.A. standards, along with five years experience in one or more of the following: Construction trades, inspection field, plans examination and fire protection systems,
- Enforcement and court prosecution skills
- Current DZ drivers licence or equivalent,
- 10 years experience in municipal fire service,
- Current Trainer Facilitators' certification,
- Current First Aid CPR and AED certification

The successful candidate must be able to work some evenings and weekends with variable hours, including being "on-call" when required,

A current position description is available for the position upon request. **All applicants must complete a Career Profile form** which is available from the undersigned. **Letters of application and résumés will not be considered.** Completed Career Profiles must be submitted in a sealed envelope clearly addressed "**Job Application**" to the undersigned by **4:30 pm, Friday, August 28, 2009** to:

Fire Chief Don Crocker
Director of Fire Rescue Services
Municipality of Central Elgin
Elgin County Administration Building
450 Sunset Drive, North Wing
St. Thomas, Ontario N5R 5V1
Facsimile: 519-631-4036
dcrocker@centralelgin.org

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment. Questions respecting the collection of information should be directed to the CAO/Clerk of The Corporation of the Municipality of Central Elgin.

