



## **Fire Prevention Officer / Firefighter**

### **About Torbay**

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

### **The Position**

The Town of Torbay in conjunction with the Torbay Volunteer Fire Department is currently searching for a motivated, energetic, and enthusiastic individual to join our team as **Fire Prevention Officer / Firefighter**. Reporting to the Fire Chief, the Fire Prevention Officer/Firefighter works closely with the Fire Chief and the Fire Department within the Town, to ensure the safety of the public through the planning and direction of fire prevention and life safety education programs. The position is responsible for carrying out effective fire prevention/education programs within the jurisdiction of the Torbay Volunteer Fire Department.

### **Major Duties & Responsibilities**

Specifically, the Fire Prevention Officer / Firefighter will:

- Respond to fire and emergency calls.
- Be responsible for the administration of all building and life safety functions and activities in the fire jurisdiction.
- Conduct fire drills to monitor and evaluate evacuation procedures.
- Write and file reports to appropriate agencies.
- Ensure buildings are equipped with fire control equipment, including fire extinguishers.
- Prepare documentation for court when required.
- Conduct all Fire and Life Safety Inspections, Home Oxygen Inspections and Occupancy reports for the fire jurisdiction.
- Maintain the emergency plan for the Town of Torbay and the Town of Flatrock in conjunction with the Fire Chief.
- Develop a schedule for buildings within the town that require inspections and performs annual inspections on all commercial properties.
- Compile reports and notify property owners of any deficiencies identified through the inspection and create an action plan as dictated by policies, regulations, and codes.

- Be responsible for the implementation and evaluation of a comprehensive Fire Prevention and Public Education program, including sessions with all classes in the 3 schools and daycares, plus youth groups, senior groups, etc., in the fire jurisdiction.
- Conduct voluntary residential inspections as requested. (i.e. wood stove, hazard awareness, home oxygen, life safety concerns, etc.).
- Conduct training for volunteer firefighters with regard to fire inspection procedures, building construction, and building awareness.
- Drive and operate fire apparatus and equipment in the event of an emergency as required by the Fire Chief or designate.
- Attend courses and take part in department training programs.
- Research and development policies, procedures and guidelines for the fire department and the Town of Torbay and the Town of Flatrock.
- Be responsible for working with Town of Torbay Planning & Development department on policies and guidelines for future developments.
- Conduct occupant loads for building capacity.
- Administer the Torbay Volunteer Fire Department Occupational Health and Safety Policies and Procedures.
- Respond to work groups, supervisors, and the public in a polite, informative, caring and effective manner.
- Adhere to all Occupational Health & Safety policies, regulations, and compliances.
- Adhere to the Respectful Workplace & Harassment Prevention Plan Policy set out by the Town of Torbay and the Torbay Volunteer Fire Department.
- Perform all other duties related to the position as required by the Fire Chief.
- Work with Fire and Emergency Services NL and the public on fire and life safety concerns.

### **Working Conditions**

- Work environment requires the ability to react quickly and remain calm under stressful situations.
- Must possess agility and stamina to perform all functions of this position under adverse conditions.
- May be involved in physically draining and exhausting activities.
- Will have to carry heavy fire fighting equipment while climbing ladders and going through buildings.
- Will regularly be exposed to water in extreme weather conditions and must deal with resulting ice build up in winter months.
- Will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing, and sight.
- Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury, and property.
- In an emergency may be required to perform any or all of the duties of a firefighter.
- May work alone at times and will be required to use a working alone program/App.

### **Certification & Training Requirements**

The ideal candidate will have:

- Certified in NPFA 1001 Firefighter Level 2
- Certified in NFPA 1031 Fire Inspector Level 1
- Certified in Incident Command System ICS 100 and ICS 200
- Certified in or willing to be certified within a reasonable time frame in NFPA 1041 Fire Service Instructor Level 1
- Certified in or willing to be certified within a reasonable time frame in NFPA 1035 Public Educator
- Certified in or willing to be certified within a reasonable time frame in NFPA 1021 Fire Officer Level 1

### **Other Skills & Qualification Requirements**

The ideal candidate will have:

- Proficiency in Microsoft Office
- Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment.
- A medical clearance certificate is a condition of employment.
- Must have a valid Newfoundland and Labrador driver's license with air brakes and a 5-year driver's abstract.
- Experience in fire inspections and general fire protection.
- Knowledge and experience in working with the National Fire Code, National Building Code and Life Safety Code, and NFPA standards.
- Must have valid Advanced First Aid/CPR certificate level "HCP" and be able to upkeep an applicable advanced First Aid/CPR, A.E.D. and Oxygen Certification.
- Medically and physically fit with the completion of an annual firefighter's medical and an entry physical test –Canadian Forces Fire Marshall's (CFFM) Firefighter Pre-Entry Fitness Evaluation or Candidate Physical Ability Test (CPAT).
- Excellent verbal and written communication skills
- Working knowledge of safe work practice and procedures.
- Work collaboratively with Fire Chief, Fire Department members, Town staff and Councillors/Mayors.
- The successful candidate must be a resident of the Town of Torbay or the Town of Flatrock.
- The successful candidate will be required to be an active member, or become a member, of the Torbay Volunteer Fire Department, and remain an active member, as they will be expected to respond to calls while on shift.

### **Application Process**

Applications complete with a cover letter and resume can be emailed, in confidence to [careers@torbay.ca](mailto:careers@torbay.ca) no later than **4PM on Friday February 2<sup>nd</sup>, 2024.**

If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you!

At the Town of Torbay, we are dedicated to fostering a diverse, inclusive, and equitable workplace. We value and respect the unique perspectives, backgrounds, and talents of all individuals. Our commitment to employment equity is integral to our hiring practices, ensuring fairness and equal opportunities for all qualified candidates regardless of race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic protected by law. We strive to create an environment where every employee feels valued, respected, and empowered to contribute to our community's success.

***The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.***