



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	NWT Fire Marshal	
Position Number(s)	Community(s)	Division/Region(s)
21-0217	Yellowknife	HQ, Public Safety

PURPOSE OF THE POSITION

The NWT Fire Marshal manages the delivery of the fire protection programs throughout the Northwest Territories. The NWT Fire Marshal has responsibility for administering the *Fire Prevention Act* and *Regulations* to reduce injury, death and property loss due to fire throughout the Northwest Territories. The NWT Fire Marshal is the Northwest Territories' authority having jurisdiction for the purposes of enforcement of the National Building and Fire Codes and other codes and standards adopted by legislation.

SCOPE

The NWT Fire Marshal is located in Yellowknife and reports to the Director, Public Safety. The position provides program advice and assistance to the Director, Deputy Minister and Minister, Municipal and Community Affairs (MACA) Senior Management Team, Regional Assistant Fire Marshals and other government, community and private sector officials on fire protection issues. The position also provides technical guidance and advice to regional Assistant Fire Marshals, Community Senior Administrative Officers and Fire Chiefs, engineers, architects and other contractors.

The NWT Fire Marshal supervises the work of two (2) Plan Review Officers. The position maintains a functional supervisory capacity over the Department's Regional Assistant Fire Marshals for matters related to the legislative responsibilities prescribed to the NWT Fire Marshal under the *Fire Prevention Act* and *Regulations*. Community Fire Chiefs are designated as Local Assistants to the NWT Fire Marshal for matters related to the legislative responsibilities of the NWT Fire Marshal.

The NWT Fire Marshal represents the GNWT as the senior fire service official on the Canadian Council of Fire Commissioners and Fire Marshals and other national fire protection meetings and task groups.

RESPONSIBILITIES

Manage a system to review plans for construction, alteration and repair of structures for compliance to adopted codes and standards, including the issuance of variances from code requirements and the provision of information and advice to developers and contractors on code interpretations, plan specifications and design parameters.

Manage a system of fire prevention inspections of facilities to confirm compliance to adopted codes and standards, including ruling on appeals to Fire Marshal Orders issued and monitoring the enforcement of adopted codes and standards in all parts of the NWT.

Manage a fire investigation system to determine the cause, origin and circumstances of fires and maintaining a database of fire losses, and reporting on trends and patterns to the Minister in a NWT Fire Marshal's Annual Report.

Establish standards for fire officer and fire fighter training and collaborates with the School of Community Government in developing course curricula, planning the delivery of fire service training, evaluating training programs and maintaining a registry of certifications issued to participants.

Act as the GNWT senior fire service official. The NWT Fire Marshal provides advice on fire protection matters to the Deputy Minister, the Minister, other Department and GNWT Senior Officials, and to other provincial/territorial fire service officials, and also disseminates information and interprets governing legislation.

Manage the human and financial resources of the Office of the NWT Fire Marshal and performs other duties that promote the efficient and effective administration of the office and help meet MACA objectives.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fire investigative principles, terminology, fire growth and behavior, mathematical concepts, building construction theory, hydraulics, fluid dynamics, passive and active fire protection systems, and court processes and systems related to prosecutions and search and seizure
- Knowledge of building codes and standards
- Ability to interpret technical data and plans specifications
- Proven skills as a fire inspector
- The ability to work with people in an effective and tactful manner
- Effective written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances and communicate complex concepts in simple terms
- Good computer skills in word processing, database, spreadsheet and presentation software, as well as internet and electronic communications

- Financial Management skills
- Supervisory skills

Typically, the above qualifications would be attained by:

The knowledge, skills and abilities described above are generally acquired through graduation from a recognized fire training academy; National Fire Protection Association complaint training in fire suppression, adult education, investigation, fire prevention, inspection and successful completion of other training to provide the specialized knowledge needs to effectively perform the duties of the NWT Fire Marshal and seven (7) years fire service experience, of which three (3) years are in a management capacity.

WORKING CONDITIONS

(Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

Normal office environment

Environmental Conditions

Fire investigations and inspections may require work in unpleasant conditions or in dangerous areas after a fire has occurred or where code requirements were not followed. The conduct of fire investigations and inspections is an occasional requirement and the incumbent's exposure to these conditions is of a short to medium term duration.

The incumbent is required to travel throughout the NWT. This may involve travelling in small aircraft and vehicles in adverse weather conditions.

Sensory Demands

Fire investigations require a technical and close review of a site to analyze all relevant evidence. In most cases, the sensory demands on the incumbent in fulfilling the responsibilities of this position are of a short to medium duration. Fire investigations require a high level of intensity with regard to sensory demands.

Mental Demands

There is a high stress factor during investigations when dealing with fatalities including search and removal of bodies, attendance at an autopsy, and enforcement matters with uncooperative persons. The incumbent must work in an environment that can result in a great deal of stress as there may be many demands on the NWT Fire Marshal from public officials and private individuals. Deadlines can be imposed which also create scheduling conflicts and place additional pressures on the individual.

Time away may adversely affect the incumbent's personal life.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

Official Language Considerations (check one)

- ☐ Not required
- ☐ Bilingual required (state language): _____