



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Assistant Fire Marshal	
Position Number(s)	Community	Division/Region(s)
21-0551	Fort Smith	South Slave

PURPOSE OF THE POSITION

The Assistant Fire Marshal (AFM) manages the effective delivery of Municipal and Community Affairs (MACA) fire prevention and protection and investigation programming within their region and actively guides and supports community efforts in delivering fire prevention initiatives. The position also supports communities and the regional office in emergency management programming and response.

All duties are carried out within the Government of the Northwest Territories (GNWT) legislative, regulatory and policy framework including the *Fire Prevention Act (FPA)* and *Fire Prevention Regulations (FPR)*.

SCOPE

The position is located in Fort Smith and has a direct reporting relationship to the Regional Superintendent. The position also has a functional reporting relationship to the Fire Marshal to ensure statutory requirements of the *FPA* and *FPR* are met.

The incumbent works closely with fire chiefs and community governments to facilitate a coordinated approach to the development and delivery of fire protection and prevention/emergency management programs and services in the region. The incumbent does not supervise staff directly; rather, they provide expert advice and guidance to community fire departments, community councils, government officials, and private and public clients.

The incumbent must have in-depth knowledge of fire protection and ability to work within legally defined legislative parameters to ensure compliance with adopted codes, standards

and regulations. Office of the Fire Marshal (OFM) and GNWT policies, practices and procedures guide the incumbent in fulfilling job responsibilities. The *FPA* and *FPR* guide the incumbent in their regulatory responsibilities. Objectivity and independence are necessary in making decisions related to enforcement, investigations and inspections.

Under provisions of the *FPA*, fire safety inspections are required through Territorial legislation as a component of GNWT licensing to ensure fire safety requirements are met (i.e. business licenses, daycare licenses, and special occasion liquor licensing). The inspections determine whether precautions against fire and the spread of fire and the means of exit in the case of fire or alarm of fire are adequate and satisfactorily maintained, and with a view to directing alterations or additions to be made and precautions to be taken when considered necessary for the safeguarding of persons or property.

Extensive community travel requires the incumbent to be able to function effectively in the field without supervision. Sound judgment is required in determining the level and type of community guidance and support. Written work plans are developed annually and reviewed as necessary with Regional Superintendent.

The work of the AFM has a direct impact on the effectiveness of community fire safety and prevention and on emergency preparedness in the event of an emergency. The consequences of error can be loss of life, personal injury, property loss or damage, loss of revenue to clients, and legal action taken against or embarrassment to the Government of the Northwest Territories.

RESPONSIBILITIES

1. Provides advice, guidance and direct support to communities in the development and delivery of fire prevention and protection programming and emergency measures plans, procedures and training.

Fire Prevention

- Supports OFM fire prevention initiatives;
- Assists communities with development of local fire prevention programming, resources and activities;
- Assists and guides communities in conducting risk assessments and identification of mitigation measures.

Fire Protection

- Advises and engages communities in the development and delivery of effective fire protection programming;
- Assesses community fire protection needs and assists communities in the region in developing action plans to enhance community fire protection;

- Assists and supports communities with establishing a level of service , governance, administration and operational components related to their fire service;
- Assists with volunteer recruitment and retention programming;
- Identifies equipment purchase and servicing options;
- Assists the School of Community Government with training;
- Assists with developing and implementing community fire training plans.

Emergency Management

- Assists with the development of community emergency plans;
- Participates in and supports emergency measures presentations and exercises;
- Advises community governments on the state of community emergency preparedness;
- Provides necessary support during community emergencies including acting in a leadership role.
- Acts as liaison between Incident Command Teams / Regional Emergency Response Committees and communities/Environment and Natural Resources (ENR) & other agencies during community emergencies as required.

2. Conducts fire inspections in accordance with OFM fire safety inspection procedures/adopted codes and standards.

- Performs physical site inspections as outlined in policy and procedures;
- Prepares and communicates comprehensive technical reports outlining violations and corrective actions;
- Effectively provides support and guidance to local officials, business owners, other departments in understanding requirements;
- Conducts research as necessary to understand public safety risks associated with inspections and outlines mitigation measures necessary;
- Attends court and appears as a witness at hearings, inquests, inquiries, civil and criminal prosecutions as required;
- Maintains a resource library of relevant codes and standards as adopted, technical journals and other resources as necessary.

3. Carries out fire investigations to determine the cause, origin, extent and circumstances of fire in the region, following the provisions of the FPA and in accordance with the OFM fire investigation procedures.

- Adheres to department policy, procedures and Territorial legislation related to safety;
- Takes witness statements, undertakes fire scene examinations, collects and documents evidence;
- Immediately ceases the investigation process if criminal activity is suspected and notifies the Royal Canadian Mounted Police (RCMP);

- Effectively communicates to external agencies as and when necessary i.e. Workers' Safety and Compensation Commission (WSCC), Chief Coroner's Office, RCMP, property owners and insurance adjusters;
- Provides guidance, support and expertise to and works with local officials, organizations, agencies, GNWT Departments and other regulatory officials on suspected cause and origin of fires;
- Identifies, collects and interprets physical evidence with a requirement for preservation, continuity, laboratory analysis and court presentation requirements for legal admissibility;
- Writes detailed technical reports complete with descriptive narrative, photographs and diagrams;
- Distributes reports and evidence to proper authorities.
- Provides immediate notification to RCMP and Chief Coroner's office if and when a fatality is discovered;
- Supports RCMP during fatal fire investigations until such time as criminal activity has been ruled out;
- Accurately documents the physical location and condition of fire fatalities;
- Assists coroner and RCMP with victim recovery;
- Attends court and appears as a witness at hearings, inquests, inquiries, civil and criminal prosecutions as required;
- Develops or contributes to public education messaging and mitigation measures stemming from fire investigations with a view towards preventing similar fire loss occurrences.

4. Ensures and supports effective fire safety, inspection, and emergency management planning and development regionally and territorially

- Sets priorities and schedules activities related to regulatory obligations, community fire protection engagements and emergency management planning.
- Maintains a system for inspection, scheduling and maintenance of safety equipment for the region.
- Attends and participates in professional development courses, continuing education sessions, seminars and conferences as required, to enhance and maintain performance of duties and essential regulatory skill sets.
- Collaborates with team members in the development of initiatives aimed at improving community fire protection, and contributes towards updates for the NWT fire legislative and policy framework.
- Provides fire-related technical assistance on requirements and best practices to GNWT departments, local officials and residents.
- Performs technical calculations and inspects special occasion functions and other occupancy load permitting requests and issues permits on behalf of the OFM;
- Distributes safety information, inspects facilities and authorizes permitting for the safe storage, selling and firing of fireworks as per the Fireworks Regulations established under the *FPA*;

- Participate as a team member to help improve community fire protection in the NWT.
5. **Ensures effective, timely record keeping and reporting on all regulatory, community fire protection and emergency management support.**
- Maintains an accurate record of reports and communications for a variety of regulatory functions and community engagements i.e. Inspections, Investigations, reported fires/Emergency Measures Organization (EMO) planning activities etc.;
 - Maintains all movements and activities in the OFM database Fire Department Manager (FDM) and GNWT Digital Integrated Information Management System (DIIMS) document management systems;
 - Participates and contributes to requests for Territorial information for the purposes of annual reporting to the Minister and other requests for information related to MACA's programming as necessary.

WORKING CONDITIONS

Physical Demands

This position requires the individual to be exposed to physically demanding circumstances involving long hours working in the field, lifting and moving heavy objects while wearing personal protective equipment (PPE) (i.e.: Self-Contained Breathing Apparatus (SCBA) and bunker gear. Fire investigations are particularly demanding and may be physically challenging and in extreme weather conditions.

Environmental Conditions

The AFM may be required to travel extensively by air and/or by road including on small aircraft and winter roads, work independently in remote locations and under intense circumstances with potential environmental hazards. Fire investigations carry the risk of exposure to hazards and contaminants.

Sensory Demands

Investigations require situational awareness of surroundings and continuous monitoring under extreme conditions. This position also writes technical reports involving concentration in applying and interpreting codes and standards, or explaining detailed findings and theories related to fire investigations.

Mental Demands

Due to the regulatory nature of some of the work, the incumbent may be in confrontational situations on a regular basis in dealing with compliance matters. Emergency measures activities can also be challenging as the incumbent is dealing with community members in stressful situations. The incumbent is exposed to a high degree of stress during investigations when dealing with fire death victims, including search and removal of bodies and attending

autopsies and dealing with burn injury victims, relatives, coroners and police. Duties as prosecutor in court settings can be extremely stressful due to the exactness and detailed scope of information necessary for successful prosecution. Work is subject to on-going public scrutiny. The incumbent is exposed to tight deadlines, the need to respond to significant incidents and unplanned events, and a large workload with competing priorities and demands.

The incumbent is required to travel to all communities in the region on a regular basis each year.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of Fire Prevention codes, standards, legislation and regulations
- Thorough knowledge of investigative principles, fire terminology, fire growth and behavior, human development and behavior, mathematical concepts and formula, and building construction theory
- Knowledge of community governance and administration in the NWT
- Awareness & recognition of the principles of critical incident stress and post-traumatic stress disorder
- Strong skills working in small groups as a leader/facilitator
- Strong communications skills (written, verbal and plain language)
- Strong interpersonal skills
- Ability to apply fire prevention standards and procedures
- Ability to interpret and apply codes and standards / governing legislation (Acts and Regulations)
- Ability to work with and provide guidance, support and expertise to local officials, organizations, agencies, GNWT Department's and other regulatory officials
- Ability to identify patterns when problem solving and decision making. Monitors work towards goals and prepares for change. Improves performance and adapts readily
- Ability to create positive work relationships, act as a key team player and supports learning in others and self
- Ability to manage time, set priorities and make decisions
- Active listener
- Ability to motivate others to take action and give direction to others
- Ability to resolve conflicts and differences of opinion
- Ability to use standard computer applications
- Ability to maintain professional knowledge and skills through continuing education in order to keep current changes in the fire protection field.

Typically, the above qualifications would be attained by:

- A Diploma or Degree in the sciences or social sciences. A background in Emergency Management, Fire Training, or in Fire Service would be preferred.

- Successful completion of the following NFPA training courses from an accredited training institution: NFPA 1001 and 1002 Professional Firefighter, 1031 Fire Inspector, 1033 Fire Investigator, 1041 Fire Service Instructor;
- 3 years' experience in firefighting / fire investigations and fire inspections; and
- Class 3 NWT divers License with Air Brake certification.
- Equivalent combinations of education and experience will be considered.

This position is a highly technical, multiple trade based profession and as such, the following would be considered assets:

- NFPA training courses: 1021 Fire Officer, 1051 Wildland Firefighting, 1035 Life Safety Educator, 1521 Incident Safety Officer, 1407 Rapid Intervention Team, 472 Hazardous Materials Awareness and Operations; and
- Additional training: Basic Emergency Management, Emergency Operations Centre, Incident Command System.

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

French language (check one if applies)

- French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) Intermediate (I) Advanced (A)
 READING COMPREHENSION:
 Basic (B) Intermediate (I) Advanced (A)
 WRITING SKILLS:
 Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Choose a language

- Required
- Preferred