



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Assistant Fire Marshal	
Position Number	Community	Division/Region
21-11168	Fort Simpson	Public Safety/Sahtu

PURPOSE OF THE POSITION

The Assistant Fire Marshal (AFM) manages the effective delivery of the Department of Municipal and Community Affairs (MACA or the Department) fire prevention, protection and investigation programming within their region and actively guides and supports community government efforts in delivering fire prevention initiatives. 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 Simpson and reports directly to the Deputy Fire Marshal, Regulatory. The AFM has an operational reporting relationship to the Regional Superintendent, works closely with staff in the regional office and is expected to keep the Regional Superintendent informed of key activities or issues relevant to regional operations.

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.



The AFM 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 AFM in fulfilling job responsibilities. Additionally, as a key member of the OFM team, the AFM will participate in the development of related policies and procedures, and completion of assigned special projects related to the work of the OFM. The FPA and FPR guide the AFM in their regulatory responsibilities. Objectivity and independence are necessary in making decisions related to enforcement, investigations and inspections.

Consistent with 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.

The AFM interacts with community government appointed fire chiefs and community governments to facilitate a coordinated approach to the development and delivery of fire protection and prevention programs and services in the region. The AFM provides expert advice and guidance to community government fire departments, community government councils, other GNWT and federal departments, and private and public sector clients.

Operating as a member of both the OFM and the departmental regional operations team, the AFM will, at times, be required to provide support and assistance to other regional staff and work priorities, as well as to other OFM staff and regional offices in order to ensure territorial fire safety needs are met. Extensive community travel requires the AFM to be able to function effectively in the field without supervision. The AFM coordinates regional work/travel with the Regional Superintendent as necessary. Sound judgment is required in determining the level and type of community government guidance and support. Written work plans are developed annually and reviewed with the OFM and the Regional Superintendent.

The work of the AFM has a direct impact on the effectiveness of community government 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 reputational risk to the GNWT.

RESPONSIBILITIES

- 1. Provides advice, guidance and direct support to community governments in the development and delivery of fire prevention and protection programming.**
 - Supports OFM fire prevention initiatives.



- Assists community governments with development of local fire prevention programming, resources and activities.
- Assists and guides community governments in conducting risk assessments and identification of mitigation measures.
- Advises and engages community governments in the development and delivery of effective fire protection programming.
- Assesses community fire protection needs and assists community governments in developing action plans to enhance community fire protection.
- Assists and supports community governments with establishing a level of service, governance, administration and operational components related to their fire service.
- Assists with community volunteer recruitment and retention programming.
- Provides guidance for the community government for fire protection equipment purchase and servicing options.
- Assists the Community Government Learning and Development division with relevant program training.
- Periodically attend local fire department training events and provide advice or support as appropriate.
- Acts as an official representative of the OFM at formal events, ceremonies or other engagements when required; and
- Assists with developing and implementing community government fire training plans.

2. Carries out fire inspections following the provisions of the FPA, the adopted codes and standards and in accordance with the OFM fire inspection procedures.

- 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 and others as relevant 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.
- Recommends modifications to adopted codes and standards to address fire safety issues and deficiencies.
- Contributes to the development and updating of OFM standard operating procedures for fire inspections.
- Recommends and assists with development of policies and procedures for inspection services delivery, ensuring alignment with management objectives and adherence to due process.



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, stores and documents evidence.
- Effectively communicates to external agencies as and when necessary and including the 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 a fire fatality is discovered.
- Provides investigation support to the Office of the Chief Coroner and RCMP during fatal and/or suspicious fire incidents.
- Accurately documents the physical location and condition of fire fatalities.
- Assists coroner and RCMP with victim recovery where requested.
- Attends court and appears as a witness at hearings, inquests, inquiries, civil and criminal prosecutions as required.
- Contributes to the development and updating of OFM standard operating procedures for fire investigations.
- 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 and inspection planning and development regionally and territorially.

- Sets priorities and schedules activities related to regulatory obligations and community fire protection engagements.
- Maintains a system for inspection, scheduling and maintenance of PPE and equipment for OFM operations 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.
 - Participates as a team member to help improve community fire protection in the NWT.
- 5. Ensures effective, timely record keeping and reporting on all regulatory and community fire protection support.**
- Maintains an accurate record of reports and communications for a variety of regulatory functions and community engagements i.e. inspections, investigations, reported fires, etc.
 - Maintains all movements and activities in the OFM database and GNWT Digital Integrated Information Management System (DIIMS) document management systems.
 - Compiles all relevant records and information related to access to information requests while adhering to the responsibility for access and privacy consistent with the Access to Information and Protection of Privacy Act.
 - 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.
- 6. Provides support to the Regional Emergency Management Organization and the Regional Emergency Operation Centre (REOC) in the delivery of programming related to mitigation, preparedness, response and recovery.**
- Assists with the delivery of regional emergency preparedness and response activities and programming, which may include assuming a leadership role in the REOC as Incident Commander, Section Chief, or Liaison Officer during a community emergency event.
 - Assists with the delivery of regional emergency recovery programming.

WORKING CONDITIONS

Physical Demands

This position requires the individual to be exposed to physically demanding circumstances involving long hours working in the field. These situations will require walking and standing, and some lifting, carrying, set up and demobilization of equipment. Lifting and moving heavy



objects while wearing personal protective equipment (PPE). Fire investigations are particularly demanding and may be physically challenging and in extreme weather conditions.

Environmental Conditions

Fire investigations carry the risk of exposure to various hazards and potentially toxic contaminants that continue to be released into the atmosphere after a fire is extinguished. Additionally, during the fire investigation process the AFM may be required to work in an environment that is open to any seasonal elements for extended periods of time.

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

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. Due to the regulatory nature of some of the work, the AFM may be in confrontational situations on a regular basis in dealing with compliance matters. Fire Investigations can be challenging as the AFM is dealing with community members in stressful situations. The AFM is exposed to a high degree of stress during investigations when dealing with fire death victims, including search and removal of bodies, and dealing with burn injury victims, relatives, coroners and police. Duties as witness in court settings can be extremely stressful due to the exactness and detailed scope of information required.

Work is subject to ongoing public scrutiny. The AFM is exposed to tight deadlines, the need to respond to significant incidents and unplanned events, and a significant workload with competing priorities and demands.

The AFM will be on a standby rotation as operationally required and must be available to respond to urgent fire incidents when on standby.

The AFM is required to travel 10 to 20 times per year, for up to 5 days at a time, driving and flying between communities in a variety of weather conditions, including on small aircraft, watercraft and winter roads.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Fire Prevention codes, standards, legislation and regulations.
- Knowledge of investigative principles, fire terminology, fire growth and behavior, human development and behavior, mathematical concepts and formulas, and building construction theory
- Ability to interpret and apply fire codes, standards and regulations including the National Fire Code of Canada, National Fire Protection Association standards, Canadian Standards Association standards, and Underwriters Laboratory of Canada standards
- Knowledge of community governance and administration in the NWT
- Awareness and recognition of the principles of critical incident stress and post-traumatic stress disorder
- Skills working in small groups as a leader/facilitator
- Ability to communicate effectively both orally and in writing with a broad range of technical and non-technical stakeholders.
- Self-confidence and strong interpersonal skills (tact, judgement, political sensitivity) in dealing with various stakeholders.
- Listening and synthesis skills
- Knowledge of computer software, including word processing, database, email and communications programs.
- Ability to interpret and apply codes, standards, and governing legislation (Acts and Regulations)
- Ability to work effectively with and provide guidance, support and expertise to local officials, organizations, agencies, GNWT departments.
- Ability to work independently, and demonstrate initiative, good judgment, and discretion.
- 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 work in a matrix management model – i.e., successfully communicate and work closely with multiple Managers.
- Ability to manage time, set priorities and make decisions
- Ability to resolve conflicts and differences of opinion
- Ability to maintain professional knowledge and skills through continuing education to keep current with changes in the fire protection field.
- Ability to work in a cross-cultural environment.
- Ability to deal with others respectfully and tactfully.
- Ability to coach and mentor.
- Ability to handle highly confidential material in a discreet and professional manner.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A diploma in a relevant field with three years of experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Class 5 driver's license.

Successful completion of the following National Fire Protection Association (NFPA) training courses from an accredited training institution:

- NFPA 1001 Professional Firefighter Level 2.
- 1031 Fire Inspector Level 1.
- 1033 Fire Investigator.
- 1041 Fire Service Instructor Level 1.
- 472 or 1072 HazMat Awareness and Operation.

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 applicable)

- ☐ 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: Select language

- ☐ Required
- ☐ Preferred