



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Deputy Fire Marshal, Regulatory	
Position Number	Community	Division/Region
21-17581	Yellowknife	Public Safety/HQ

PURPOSE OF THE POSITION

The Deputy Fire Marshal-Regulatory (DFM-Reg) manages the effective delivery of the Department of Municipal and Community Affairs (MACA) fire inspection and fire investigation programming of the Office of the Fire Marshal (OFM). Duties are carried out within the Government of the Northwest Territories (GNWT) legislative, regulatory and policy framework including the *Fire Prevention Act* (FPA), Fire Prevention Regulations and adopted codes and standards.

SCOPE

The position is located in Yellowknife and reports to the NWT Fire Marshal. The incumbent holds the statutory appointment as a Deputy Fire Marshal as defined in the FPA. The position provides supervision, guidance and quality assurance for the regulatory functions of the OFM.

As an appointed regulatory official, the DFM-Reg, in the absence, incapacity or vacancy of the Fire Marshal or as directed by the Minister, carries all authorities granted under the FPA. This work has a direct impact on public safety throughout the NWT.

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 DFM-Reg works closely with Deputy Fire Marshal-Programs & Policy (DFM-P&P) and Senior Technical Officer, Code Compliance to ensure a coordinated approach to the development and delivery of building and fire safety programs and services throughout the NWT. The DFM-Reg provides expert advice and guidance to other OFM staff including regional AFMs, community governments, other GNWT and federal departments, and private and public sector clients.

The DFM-Reg must have in-depth knowledge of building and fire safety requirements and the ability to work within legally defined legislative parameters to ensure compliance with adopted codes, standards and regulations. The FPA, Fire Prevention Regulations, OFM and GNWT policies, practices and procedures guide the DFM-Reg in prioritizing work and fulfilling job responsibilities. Additionally, as a member of the OFM team, the DFM-Reg is a key participant in the development of related policies and procedures. Objectivity and independence are necessary in making decisions related to investigation, inspection and enforcement activities.

Operating as a member of the OFM team, and in support of regional operations, the DFM-Reg will, at times, be required to provide support and assistance to other OFM staff and regional offices in order to ensure legislated requirements under the FPA are met. Community travel requires the DFM-Reg to be able to function effectively in the field without supervision. Written work plans are developed annually and reviewed as necessary with the NWT Fire Marshal.

The work of the DFM-Reg has a direct impact on the quality of community fire and building safety. 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.

Reporting Positions: The position is responsible for the work of five direct subordinate positions; an Assistant Fire Marshal in each of MACA's five regional offices.

RESPONSIBILITIES

1. Manages the development, implementation, monitoring and evaluation of policies and procedures related to the regulatory work within the fire inspection and fire investigation programs of the OFM.

- In coordination with the DFM-P&P, develops and monitors the implementation of policy and procedures related to the regulatory work of the OFM.
- Manages a system for the regular review and update of OFM policies and procedures related to the fire inspection and fire investigation program areas.



- Conducts quality assurance review of the regulatory reporting of the regional AFMs in order to provide recommendations for individual and program improvement.
- Communicates with the NWT Fire Marshal on any compliance issues or performance concerns with respect to meeting the legislated requirements of the OFM.
- In consultation with OFM staff and key stakeholders, identifies regulatory program initiatives in order to provide greater support and guidance to field operations.
- Develops and disseminates program information and supports for Local Assistants to better coordinate regulatory activities at the local level in accordance with the FPA.

2. Provides technical expertise and assistance within the fire inspection program following the provisions of the FPA and in accordance with the OFM fire inspection procedures.

- Manages regional AFMs in carrying out fire safety inspection activities through the provision of guidance and advice in line with the adopted Codes and standards.
- In consultation with and in support of the regional AFM, performs physical site inspections for complex occupancies as directed by the NWT Fire Marshal.
- Carries out all fire inspection activities in accordance with National Fire Protection Association (NFPA) 1031 – Standard for Professional Qualifications for Fire Inspectors and industry best practices.
- Prepares and communicates comprehensive technical reports outlining deficiencies 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 required mitigation measures.
- Attends court and appears as a witness at hearings, inquests, inquiries, civil and criminal prosecutions as required.
- Provides recommendations to the NWT Fire Marshal with respect to variance from the adopted codes and standards to address fire safety issues and deficiencies.
- Leads the development and updating of OFM policies and standard operating procedures for fire inspection service delivery, ensuring alignment with management objectives and adherence to due process.

3. Provides technical guidance and expertise for fire investigations following the provisions of the FPA and in accordance with the OFM fire investigation procedures.

- Manages regional AFMs in carrying out of fire investigation with the provision of technical advice, guidance and subject matter expertise.
- Adheres to department policy, procedures and territorial legislation related to safety.
- Acts as part of the fire investigation team for complex fire investigations or those situations where safe work practices require two (2) OFM members on scene.



- Carries out technical fire investigations to determine the cause, origin, extent and circumstances of a fire in accordance with NFPA 1033-Standard for Professional Qualifications for Fire Investigators and following industry best practices.
- 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 and investigation support to RCMP and Chief Coroner's office if and when a fire fatality and/or suspicious fire is discovered.
- 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;
- Coordinates the development and updating of OFM policies and 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 territorially.

- Sets priorities and schedules activities related to regulatory obligations set forth in various pieces of legislation.
- Maintains a system for inspection, scheduling and maintenance of PPE and equipment to maintain operational readiness.
- 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 through the regulatory work of the OFM.
- 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.

5. Ensures effective, timely record keeping and reporting on all regulatory activities.

- Maintains an accurate record of reports and communications for a variety of regulatory functions (i.e. inspections, investigations, reported fires, etc.).
- Maintains all reportable activities in the OFM database and GNWT Digital Integrated Information Management System (DIIMS).
- 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 regulatory programming as necessary.

6. Manages the human and financial resources of the unit.

- Participates in the staffing activity for the unit, including staff orientation and onboarding.
- Actively manages and supervises all direct reports including assignment of work to staff, assessing performance and taking disciplinary action if required;
- Ensures staff have access to the necessary resources, supplies, equipment, and information.
- Develops and implements annual work plans which establish short and long-term objectives for the unit in line with the overall objectives of the OFM.
- Identifies training requirements and opportunities for staff.

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 DFM-Reg may be in confrontational situations on a regular basis in dealing with compliance matters. Fire Investigations can be challenging as the DFM-Reg is dealing with community members in stressful situations. The DFM-Reg 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 DFM-Reg 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 DFM-Reg will be on a standby rotation as operationally required and must be available to respond to urgent fire incidents when on standby.

The DFM-Reg is required to travel 10 to 12 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 legislation, regulations, building and fire service standards.
- Knowledge of the National Building Code, National Fire Code, and related standards.



- 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 fire investigation principles, terminology, fire growth and behavior, fluid dynamics and hydraulics, passive and active fire protection systems and building construction theory
- Skills as a fire inspector
- Knowledge of community governance and administration in the NWT
- 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, respect, 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 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 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 coach and mentor.
- 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 relevant diploma with 3 years of experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A Class 5 NWT Driver's License is required.

Successful completion of the following NFPA training courses:

- NFPA 1001 Professional Firefighter level 2.
- 1021 Fire Officer Level 1.
- 1031 Fire Inspector Level 1.
- 1033 Fire Investigator.
- 1041 Fire Service Instructor Level 1.
- 472 or 1072 Hazmat Awareness and Operation.
- Incident Command System (ICS) 200

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