



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Municipal and Community Affairs	NWT Fire Marshal	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
21-217	Yellowknife	Public Safety/HQ

## **PURPOSE OF THE POSITION**

The NWT Fire Marshal (Fire Marshal) is responsible for providing leadership, work planning and regulatory oversight for the effective management and delivery of the Department of Municipal and Community Affairs (MACA) programming related to the areas of work of the Office of the Fire Marshal (OFM).

## **SCOPE**

The position is located in Yellowknife and reports to the Director of Public Safety. The position supports, guides and impacts MACA programs administered through the OFM. These programs and the work of the NWT Fire Marshal have a direct impact on community governments and residents of the NWT.

The position works within a legislative framework in administration of the Fire Prevention Act (FPA), Fire Prevention Regulations, Fireworks Regulation, and enforcement of the adopted National Building Code and National Fire Code. The incumbent holds the statutory appointment as the Fire Marshal as defined in the FPA.

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 position plays an essential role in establishing and promoting fire protection and safety standards, fire training standards, public education programming and other fire-related programs throughout the NWT. The Fire Marshal is involved in the development and implementation of territorial policy positions related to public safety in the areas of the building and fire disciplines.

The position provides program advice, assistance and recommendation to the Director, Deputy Minister, Minister, MACA Senior Management Team, regional Assistant Fire Marshals, Local Assistants and other government, community and private sector organizations on issues around fire safety and fire protection. As the Authority having Jurisdiction (AHJ) under the Fire Prevention Act, this position also provides technical guidance, advice and Code interpretation for matters related to the legislated responsibilities and authorities of the OFM.

The position represents the GNWT as the senior fire official and regulatory authority for the NWT on various national bodies, including the Council of Canadian Fire Marshals and Fire Commissioners, the Underwriters Laboratories (UL) Advisory Council, and others as determined from time to time.

The position provides direct management and oversight of the five main program areas under the OFM; fire inspections, fire investigations, plan review, community fire protection and public education/awareness. The work of the Fire Marshal has a direct impact on the quality of community fire protection and building safety in the NWT.

This position is responsible for the work of three direct subordinate positions including: the Deputy Fire Marshal, Regulatory (DFM-Reg), Deputy Fire Marshal, Programs & Policy (DFM-P&P) and Senior Technical Officer, Code Compliance. Additionally, there is an Assistant Fire Marshal in each of MACA's five regional offices with a functional dashed-line reporting relationship with the NWT Fire Marshal. There also exists a legislative reporting relationship between this position and the Local Assistant to the Fire Marshal in each of the 33 communities in the NWT.

This position is responsible for an operational budget of \$736,000 including salaries and other expenses.



## **RESPONSIBILITIES**

- 1. Manages the development, implementation and ongoing operations of the GNWT's fire safety, prevention and protection framework, including development of policies and procedures, defining NWT standards for service and managing use and deployment of frontline resources.**
  - Establishes NWT standards for fire service training and works closely with the DFM-P&P in collaboration with Community Government Learning and Development in developing course curricula in line with the set standards, planning for the delivery of fire service training, assessing fire department readiness for training and evaluating implementation and quality of fire training programs.
  - Acting as the GNWT senior fire 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 interpretations of governing legislation.
  - Manage territorial fire protection strategies which identifies initiatives and activities aimed at supporting key partners/stakeholders and community governments in strengthening community fire protection.
  
- 2. Manages the overall system for the plan review program in accordance with the requirements of the FPA and subordinate regulations.**
  - Provides support and oversight to the Senior Technical Officer-Code Compliance in the implementation of an effective system to review plans for construction, alteration and repair of structures to ensure compliance with the adopted Codes and standards.
  - Reviews and issues OFM clarifications and technical bulletins related to the National Building Code, National Fire Code and adopted standards.
  - As the AHJ, may approve alternative solutions or variances from the adopted Codes and standards in line with safe building practices while recognizing the unique needs of the north.
  - Provides information and advice to developers and contractors on Code interpretations, plan specifications and design parameters.
  
- 3. Manages and supports an effective system for fire safety inspection planning, implementation and oversight throughout the NWT.**
  - Develops policies and procedures to ensure the planning, implementation and ongoing monitoring of an annual OFM work plan for both legislated and non-legislated fire safety inspections.
  - Sets annual fire safety inspection priorities for non-legislated fire safety inspections based on evaluation of building risk and priority.
  - Manages a data collection process for regions to report on planned and completed inspection activities in alignment with OFM work planning and to meet reporting requirements and priorities of the OFM.



- In situations of non-compliance, works closely with the DFM-Reg, regional Assistant Fire Marshals, Local Assistants and Department of Justice in the issuance and enforcement of Fire Marshal Orders.
  - Monitoring the enforcement of adopted Codes and standards in all parts of the NWT.
- 4. Manage and support a comprehensive system for fire investigations throughout the NWT in accordance with the legislated requirements of the FPA.**
- Develops and ensures implementation of policies and procedures to affect safe and thorough fire investigations.
  - Ensures appropriate resourcing for and completion of fire investigations to determine the cause, origin and circumstances of fires.
  - Maintain a system for collection of key datasets compiled through the fire investigation activities of the OFM.
  - Reports on data analytics, trends and patterns of concern to the Minister through the NWT Fire Marshal's Annual Report.
- 5. Supervises, motivates and mentors subordinate and other OFM staff. Establishes performance management process, including development of performance measures for subordinate staff.**
- Manage the human and financial resources of the OFM and performs other duties that promote the efficient and effective administration of the office in support of the objectives of the department.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

Fire safety inspection and fire investigations may result in work in an environment that is open to seasonal elements/temperature extremes for extended periods of time.

Fire investigations carry the risk of exposure to various hazards and potentially toxic/carcinogenic contaminants that continue to be released into the atmosphere after a fire is extinguished.

### **Sensory Demands**

Fire inspections and fire investigations require situational awareness of surroundings and continuous monitoring under potentially extreme conditions.



This position also writes technical reports/briefings involving long periods of concentration in applying and interpreting codes and standards, or explaining detailed findings and theories related to fire safety inspections and fire investigations.

### **Mental Demands**

The position is subject to ongoing public and political scrutiny. Due to the regulatory nature of the position, the NWT Fire Marshal will be placed in confrontational situations when dealing with compliance matters.

The position is exposed to tight deadlines, shifting priorities, the need to respond to significant incidents and unplanned events, and a significant workload involving comprehensive priority and time management.

This position may be exposed to scenes of devastation due to fires or building collapse and is subject to a high degree of stress when dealing with families, community members, media and others during significant incidents involving fatalities or other significant loss.

This position may be on a standby rotation as operationally required and must be available to provide support and direction to work of the OFM when on standby.

This position is required to travel 4 to 8 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 recognize and interpret Codes, legislation, policies and procedures.
- 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.
- Management, supervisory and facilitation skills.
- Writing and verbal communication skills including the ability to maintain professional communications in difficult circumstances and communicate complex and technical concepts in understandable terms for a wide variety of audiences.
- Strategic-thinking skills and judgement.



- Ability to build and maintain good working relationships with colleagues throughout the GNWT and with other partners and stakeholders of other governments, organizations and the public.
- Ability to work to deadlines and respond effectively to changing circumstances and priorities.
- Ability to develop and deliver formal presentations that may be instructional or persuasive to stakeholders with considerable differences in expertise.
- Ability to work with and provide guidance, support and expertise to local officials, community governments, organizations, agencies, GNWT departments and other regulatory officials.
- Ability to act as a key team player and mentor to support learning in others and self.
- Ability to resolve conflicts and differences of opinion.
- Ability to work with people in an effective and tactful 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 relevant diploma with five years of experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Successful completion of the following NFPA training courses:

- NFPA 1001 Professional Firefighter Level 2.
- 1002 Fire Apparatus Driver/Operator.
- 1021 Fire Officer Level 2.
- 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) 300

A Class 5 NWT Driver's License is required

**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