St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-11 Fire Prevention Officer

Document Type: Job Descriptions

Status:

Issued By: Director/Chief SJRFD

Index: 01 Organization
Section: 02 Department Job Descriptions
Title: 11 Fire Prevention Officer

Purpose

To outline the duties and responsibilities of the Fire Prevention Officer.

Background

This replaces POG #01-02-11 "Fire Prevention Officer", dated 2006/05/23.

Procedure

FIRE PREVENTION OFFICER

Responsibilities:

Reporting to the Manager of Communications and Program Development, this position is responsible for the general supervision and accountability of the Fire Prevention Division. He/she shall work closely with the Office of the Fire Commissioner, the Royal Newfoundland Constabulary, City Officials and all other pertinent agencies in developing programs, conducting inspections and ensuring all codes, standards, ordinances and regulations are adhered to.

Duties:

a. Oversees the daily priorities and schedules for subordinates, monitors the performance of each subordinate and reports to the Manager of Communications and Program Development on the effectiveness of the various programs.

b. Supervises, subordinates, evaluates the effective performance and takes corrective action to improve the effectiveness of staff and programs.

c. Responsible for assisting Fire Prevention staff in Fire Prevention and Life Safety programs, building inspections and other work beyond their capability.

d. Researches and assists in the development of water supply requirements in non-serviced areas.

e. Researches, supervises and/or assists in the application process for Pyro and Display Fireworks shows.

f. Reviews calculations and drawings of Capacity inspections conducted by subordinates prior to forwarding to the office of the Fire Chief.

g. Conducts research, writes reports and evaluates recommendations made by subordinates with respect to code requirement and Departmental programs.

h. Recommends training programs for the Fire Prevention Division, develops and/or facilitates internal courses and seminars and conducts internal training, reviews and interpretation of the various codes, standards and guidelines.

i. Responsible for conducting and supervising training requirements for the public in Fire Prevention and Life Safety, developing courses and seminars, conducting or supervising same, and evaluating results.

j. Provides advice by telephone, letter or other means, to the public within his/her area of jurisdiction on all matters pertaining to Fire Prevention Division and staff.

k. Ensures that proper records are maintained and develops statistical information which can be used to evaluate the effectiveness of the Fire Prevention Division and staff.

l. Represents the Department on various Committees and performs other duties as directed by the Fire Chief (Director) or designate.

Approvals
Director/Chief of SJRFD

Approval Date

2015/09/16

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 01-02-11
Approved By:

Jerry F Peach
Jerry F. Peach
Fire Chief
(Director of Regional Fire & Emergency Services)

Sept 16/2015
Date

On Behalf of the City of St. John's Human Resources Department

Appendix/Appendicies
None