



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

FIRE PREVENTION OFFICER

PERMANENT, FULL TIME (1 EXISTING VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Under the direction of the Deputy Chief - Fire Prevention & Public Education, the Fire Prevention Officer is responsible for promoting community fire safety and ensuring compliance with the Ontario Fire Code through proactive inspections, complaint investigations, public inquiries, and enforcement activities. The Fire Prevention Officer supports the Township's fire prevention and community safety responsibilities by conducting fire code inspections, fire protection surveys, investigating fire safety concerns, and working collaboratively with property owners, businesses, and community members. This role also develops, delivers, and evaluates public education and fire safety programs for diverse audiences, conducts fire and origin investigations as required, reviews fire safety plans for compliance, maintains detailed records and reports, and supports legal proceedings related to Fire Code enforcement.

Main Duties and Responsibilities

- Conduct comprehensive fire prevention inspections of all classes of buildings and occupancies to assess compliance with applicable Township by-laws, the Ontario Fire Code, and other relevant legislation as required.
- Report findings to the appropriate authorities, make recommendations to improve building and occupancy fire safety, and initiate the appropriate corrective or enforcement action as necessary.
- Follow up on inquiries and complaints related to fire safety and conduct investigations as required.
- Prepare inspection orders, court documents, and other records necessary to document inspections, investigations, enforcement activities, and related outcomes.
- Review selected building plans and conduct inspections on new construction projects for compliance with the Ontario Building Code, in conjunction with the Chief Building Official, as required.
- Review fire safety plans, drawings, and specifications for new and existing buildings and provide comments on site plan agreements, zoning amendments, and other planning related matters as required.
- Conduct annual inspections of care occupancies, care and treatment occupancies, retirement homes, and other prescribed occupancies for compliance with the Ontario Fire Code and any other relevant legislation.
- Conduct building code inspections of fire and life safety systems and components in conjunction with the Chief Building Official, as required.
- Prepare activity reports, time sheets, logs, detailed inspection reports, and other documents related to inspection and enforcement activities.
- Prepare Provincial Offences Act documentation, including swearing and serving informations, preparing disclosure statements, and testifying in Provincial Offences court as required.
- Prepare reports and maintain electronic and hard-copy files and records within the Fire Prevention Division.
- Liaise with the Office of the Fire Marshal and Emergency Management, municipal departments, regulatory agencies, and other stakeholders as required.
- Coordinate, develop, and deliver public education and fire prevention programs and initiatives throughout the Township of Centre Wellington.
- Participate in the development, implementation, and ongoing review of the annual Community Risk Assessment and support relevant public education programs regarding fire prevention and public safety.
- Coordinate and participate in joint initiatives with neighbouring fire departments and other emergency services related to fire safety and prevention programs, education, and training.
- Prepare and distribute public fire and life safety information, including media releases in accordance with Corporate Communications policies and guidelines.
- Develop and deliver presentations, public awareness campaigns, educational materials, and training programs to businesses, institutions, community groups, schools, and the general public.
- Serve as a departmental spokesperson on matters relating to fire prevention and public safety matters, in consultation with the Deputy Chief - Fire Prevention & Public Education and/or the Fire Chief.
- Prepare and deliver fire prevention related material to fire department personnel and assist Training Division staff with the delivery of related training programs.
- Conduct fire investigations to determine origin and cause of fires and assist the Office of the Ontario Fire Marshal and Emergency Management to investigate fires, as required.
- Provide input and recommendations regarding Fire Prevention Division budget allocations.
- Participate in ongoing training and professional development to maintain and enhance knowledge of fire

prevention legislation, standards, and best practices.

- Perform other related duties as required.

Minimum Qualifications and Requirements

- Post-secondary degree or diploma in Fire Protection Technology, Fire Administration, Emergency Services Management, or a related field.
- *Minimum NFPA Requirements (Certified or Grandfathered by OFMEM):*
 - NFPA 1031 Fire Inspector Level I
 - NFPA 1035 Fire and Life Safety Educator Level I
 - NFPA 1033 Fire Investigator
- Standard First Aid and CPR
- Three (3) to five (5) years of experience as a Fire Prevention Officer or related role in a municipal environment.
- Valid G driver's licence with a clean driver's abstract.
- Candidates with an equivalent combination of education, training, certification, and experience may be considered.
- Demonstrated knowledge of the Fire Protection and Prevention Act, 1997, Ontario Fire Code, Ontario Building Code, Provincial Offences Act, Occupational Health and Safety Act, applicable municipal by-laws, and relevant NFPA, CAN/ULC, and related industry standards.
- Computer literacy in a Windows environment, including proficiency in Microsoft Office Suite.
- Strong public relations, presentation, customer service, and interpersonal skills, with the ability to establish and maintain effective working relationships with staff, community partners, external agencies, and members of the public.
- Ability to interact with members of the public and respond to inquiries, concerns, and complaints in a tactful and courteous manner.
- Be motivated and self-directed.
- Strong analytical, investigative, problem-solving, and decision-making skills with the ability to demonstrate resourcefulness and exercise sound judgment.
- Strong ability to interpret and apply legislation and other applicable regulatory requirements.
- Ability to communicate effectively and professionally, both verbally and in writing, including the preparation of reports and correspondence.
- Ability to work independently with minimal supervision and effectively manage competing priorities in a dynamic environment.
- Ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- Demonstrative initiative, self-motivation, and a commitment to continuous learning and professional development.
- Ability to perform the physical requirements of the position.

Work Location: Fergus Fire Station (250 Queen Street West, Fergus)

Hourly Rate: \$87,229 to \$98,121 per annum [2026 Rate]

How to Apply: Interested applicants are requested to submit a **single document** that includes their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by **Sunday, October 25, 2026, at 11:59 p.m.** Please quote job posting '2026-62' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).