

EMPLOYMENT OPPORTUNITY

PROTECTIVE SERVICES OFFICIAL

The Municipality of Powassan is seeking candidates for the position of Protective Services Official. Reporting to the Fire Chief and Chief Building Official, the successful applicant will be responsible for performing fire prevention and education services, as well as inspection, advisory, and enforcement services pertaining to legislation and municipal bylaws.

Major Responsibilities:

- Applies the provisions of the Fire Protection and Prevention Act and the Ontario Fire Code.
- Responsible for the orderly and consistent enforcement of Municipal by-laws.
- Provides Fire Safety Public Education to residents of the Municipality.
- Schedules and completes fire safety inspections.
- Investigates and enforces property standards to ensure compliance.
- Reviews new amendments to applicable codes, legislation, and other policies as required.

Minimum Qualifications:

- Minimum of three years' related experience or field investigative experience.
- Post-secondary degree or diploma in a related discipline, or an equivalent combination of training and experience.
- Has completed, or willing to obtain, Bylaw Compliance Enforcement and Investigative Skills Level 1, NFPA 1031 Levels I and II, NFPA 1033, NFPA 951.

A detailed job description is available at the Municipality of Powassan office or at <https://www.powassan.net/>. This will be a full-time position, at 35 hours per week. The wage range for 2025 is \$31.36 to \$39.20 per hour.

Applications will be accepted until: September 25, 2025, at 11:59 p.m.

Interested parties may forward a cover letter and resume to:

Allison Quinn, Clerk
PO Box 250, 250 Clark Street
Powassan, ON P0H 1Z0
aquinn@powassan.net

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Municipality of Powassan is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.

Summary:	Dual reporting to CBO and Fire Chief. Responsible for all fire prevention and education services, as well as bylaw enforcement services and property standards enforcement.		
Location:	Powassan	Group:	(none)
Department:	Fire Services	Family:	
Scenario:	Active	Reports To:	Fire Chief & CBO
Job Id:		Last Update:	2025-09-11

Fire Prevention and Education

1. Applies the provisions of the Fire Protection and Prevention Act and the Ontario Fire Code.
2. Schedules and completes all requested or required fire safety inspections.
3. Assists with the preparation of, and approves, all Fire Plans required within the Municipality for Municipal buildings, vulnerable occupancies, daycares, senior's apartments, etc.
4. Reviews new amendments to applicable codes, legislation, training, and other policies as required.
5. Completes inspections and fire drills at all vulnerable occupancies yearly.
6. Provides fire safety public education to residents through conducting presentations at public spaces, posting fire safety posters and fire rating signs, and other means as deemed appropriate.
7. Enforces Municipal by-laws respecting fire prevention and exercise powers imposed by the Fire Protection and Prevention Act.
8. Issues Fire Safety Inspection orders.
9. Identifies all vulnerable occupancies, maintains database, and completes inspections and fire drills annually.
10. Prepares and maintains accurate reports, records, and correspondence.
11. Attends Court and provides evidence if required.
12. Issue fines and/or orders for violations of the Fire Code as required.

Bylaw/Property Standards Enforcement

13. Provides a variety of inspection, advisory, and enforcement services pertaining to legislation and to the by-laws of the Municipality.
14. Responsible for the orderly and consistent enforcement of Municipal by-laws.
15. Responds promptly to complaints made by citizens concerning possible violations, investigates thoroughly if appropriate, provide findings, perform follow-up, and complete reporting.
Takes the initiative to warn citizens and explain By-law requirements for those residents who may be
16. violating by-laws, urging self-compliance where possible through persuasive discussion and written correspondence.
17. Recommends fines for by-law infractions and, once approved, applies to Ministry of the Attorney General for approval.
18. Liaises with Municipal solicitor and court personnel regarding preparation of prosecutions and provides evidence in court actions to present facts regarding the alleged infraction.

Bylaw/Property Standards Enforcement

19. Provides information on activities to Supervisor and discusses plans, priorities, and recommendations for operational changes.
20. Liaises with Ministries; receives amendments to legislation and government programs that relate to statutory duties and ensures the Municipality is fulfilling its obligations in by-law enforcement services.
21. Responsible for animal control in the Municipality and to pick up dogs and without tags and transfer them to an animal shelter designated by the Municipality.
22. Responsible for investigating and enforcing property standards to ensure compliance, as directed via by-laws and other regulations.
23. Responds to complaints that deal with the maintenance and occupancy of buildings and property.
24. Responsible for Line Fence Act (2006) property line resolutions.

Administration

25. Issues burning permits.
26. Creates invoices to Ministry of Transportation for highway fire calls.
27. Processes Fire Department reports to the Fire Marshall's office as required.
28. Creates a system to receive complaints directly from the public on a 24-hour basis.
29. Reviews building permit applications and zoning by-law changes and provides recommendations as required.

Other

30. Complies with Municipality of Powassan policies and procedures.
31. Must be prepared to work evening and weekend hours as required to complete patrols, observe conditions, and make notes.
32. Performs other tasks as assigned by management.

Skills and Abilities

33. Ontario Fire College certificate in fire protection and technology and/or a community college diploma in public or business administration, management studies, or social sciences.
34. Thorough knowledge of related provincial and municipal By-laws, regulations, statutes, codes and standards that apply to their specific duties and/or department.
35. Valid G License.
36. Excellent problem-solving skills.
37. Excellent written, oral, and public communication skills.
38. Sound knowledge of computer software applications and office management.
39. Strong organizational and priority-setting skills.
40. Knowledge of court processes and procedures and emergency response techniques.
41. Ability to deal with difficult situations and people in a tactful and helpful manner.
42. Ability to understand and interpret relevant legislation and statutes.
43. Good knowledge of investigation, note taking, and evidence gathering techniques.
44. Ability to handle matters of a confidential or politically sensitive nature.
45. Proactive approach to safety measures.
46. Completion of By-law Compliance Enforcement and Investigative Skills Level 1 or equivalent an asset.
47. Has, or is willing to obtain:

Skills and Abilities

- NFPA 1031 Fire Inspector, Level I and II.
- NFPA 1033 Public Safety Programs.
- NFPA 951 Fire Scene Investigation.

48. Hazardous Materials Awareness.

49. Knowledge of the Ontario Building Code and Ontario Electrical Code an asset.

50. Standard First Aid and CPR certification or equivalent.

51. Willing to obtain membership with the Ontario Association of Property Standards Officers.