

# JOB DESCRIPTION

## Benchmark Job #151

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Ministry: Municipal Affairs  
Branch: Office of the Fire Commissioner  
Location: Prince George

Working Title: **Fire Safety Officer**  
Level: Range 24  
Classification: Inspector Fire Commissioner's Office

### PRIMARY FUNCTION

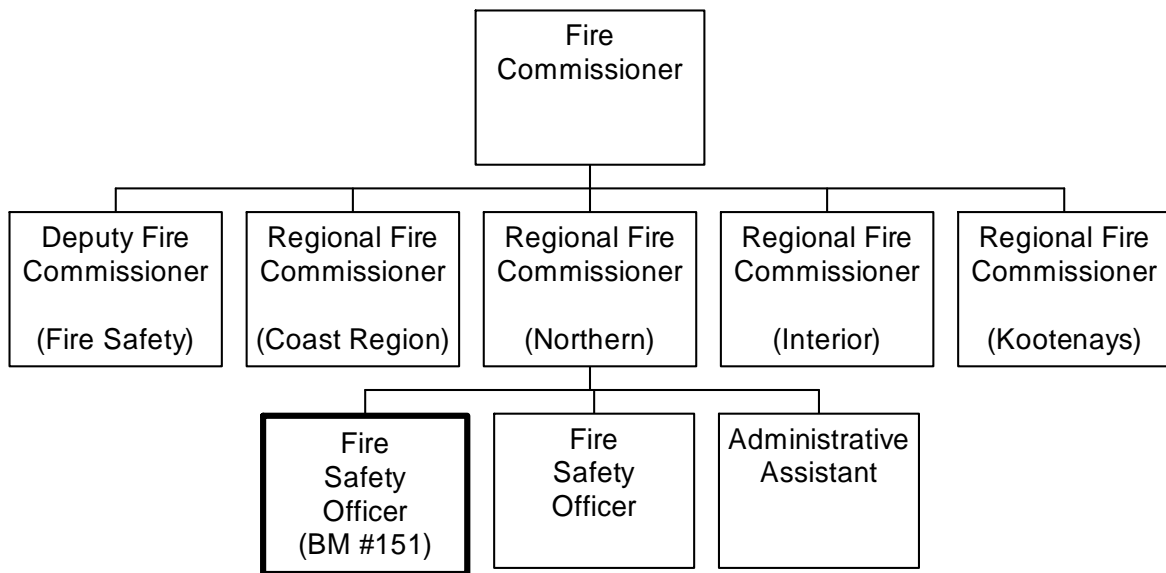
To conduct fire investigations, provide reports and expert witness testimony on results of investigations, conduct fire safety inspections to ensure compliance with acts and regulations and instruct authorities and the public on fire safety and avoidance techniques.

### JOB DUTIES AND TASKS

1. Conducts fire investigations
  - a. coordinates and conducts fire investigations between fire, police and insurance personnel at scene to determine origin and cause of fires
  - b. conducts interviews, takes witness statements, writes up reports and provides a report to Crown Counsel
  - c. identifies and safeguards evidence for court purposes
  - d. provides reports and advice to coroners when deaths occur
  - e. provides expert witness testimony in court on fire occurrences
  - f. coordinates investigations between police, fire and insurance representatives
  - g. conducts appeal investigations generated by orders from local fire authorities
  - h. takes command in emergency situations where public safety is endangered
2. Conducts fire safety inspections
  - a. provides advice, direction and interpretation to fire and building authorities to ensure compliance with acts and regulations and to ensure consistency in application
  - b. reviews construction plans to ensure compliance with fire regulations
  - c. conducts inspections to determine safety in existing public buildings, theatres, and bulk storage facilities
  - d. prepares reports on inspections for property owners and others, recommending remedial action to be taken
  - e. directs remedial action to owners and local authorities
  - f. reviews equipment innovations and new technology to determine how existing fire safety standards apply
3. Provides training and instruction on fire safety, Acts and Regulations
  - a. develops courses and instructs local fire and building authorities on the application of acts, codes, regulations, standards and guidelines relating to building construction, fire safety and inspections
  - b. instructs fire, police and other government agencies on fire incident investigation techniques
  - c. conducts and reviews exams from fire prevention and investigation courses given
  - d. exchanges information with a variety of authorities such as municipal, government, and police agencies on changes to acts and regulations
  - e. conducts fire protection surveys and makes recommendations on water supply, fire hall facilities, location and equipment etc.
  - f. attends meetings and participates on various committees relating to fire inspections and investigations etc.
  - g. maintains and updates inspection files and records
4. Performs other related duties
  - a. operates vehicle to travel to inspection and investigation sites
  - b. uses corporate credit card for gas and overnight travel
  - c. receives reimbursement from petty cash for supplies purchased
  - d. instructs contracted heavy equipment operators during investigations, to excavate evidence

ORGANIZATION CHART  
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## REASON FOR CLASSIFICATION

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Job Title: Fire Safety Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of fire technology to plan and provide fire protection and prevention safety services and perform fire inspections on public buildings to ensure compliance with code.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to modify investigation techniques and approaches in working with circumstances surrounding fires to coordinate fire investigations between fire, police and insurance personnel at the scene, diagnose origin and cause of fires, interpret fire safety acts and regulations to fire, police and building authorities and determine how standards apply to new and old equipment and technology.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use counselling skills to encourage engineers and architects to comply with fire regulations before issuing orders and to interview victims, families and the public to determine cause of fires.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use detectors, cameras and video equipment to inspect fire scenes and drive vehicle to fire sites.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by guidelines and fire safety standards, inspects public buildings, theatres and bulk storage facilities, directs remedial action to owners and authorities and investigates fires.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Limited financial responsibility to use corporate credit card for gas and overnight travel and to receive reimbursement from petty cash for purchase of supplies.</p>	B	10
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to perform fire inspections and order remedial actions to owners and designers of buildings to ensure conformity to codes.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal instruction to heavy equipment operators during fire investigations.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to inspect public buildings for compliance with fire codes and to secure fire scenes for public protection.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently visually and by smell inspect and investigate fire scenes.	C	12
11	<b>PHYSICAL EFFORT</b> Heavy physical effort to regularly lift, push and pull heavy furniture, appliances and structural debris while investigating fire scenes.	E	24
12	<b>SURROUNDINGS</b> Exposure to overnight travel frequently.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from frequent working with or near hazardous wastes and toxic chemicals.	D	9

**Total Points: 843**

**Level: Range 24**