

PFR FIRE PREVENTION OFFICER

Reporting to the Chief Officers the Fire Prevention Officer is responsible for the duty and enforcement of Municipal, Provincial, and Federal fire prevention and life safety legislation, regulations, bylaws, and codes to ensure the safety and protection of the Village of Pemberton public and property. Fire prevention tasks include, conducting and documenting fire inspections, review and input of Fire Safety Plans, construction, and development plans for approval along with fire cause and origin investigations and reporting. The development and administration of a robust fire and life safety public education plan will also be the responsibility of the Fire Prevention Officer.

Responsibilities:

Fire Inspections

- Responsible for conducting proper fire inspections in accordance with the Fire Safety Act
- Regular inspections and evaluations of fire safety systems and fire safety plans to provide directions on improvements, repairs or maintenance in existing and new buildings to BC Building Code
- Investigates building Fire Code and fire hazard complaints
- Organizes Fire Inspection visits
- Schedules inspections with reference to the Fire Safety Act guidelines
- Reports and documents on fire inspections
- Advises Fire Chief to administer fines on non-compliant properties

Plan Reviews

- Reviews of Fire Safety Plans submitted by contractors
- Evaluates current pre-incident plans and creates new ones during inspections to improve fire suppression strategies
- Assist in reviews of development application plans for adherence to fire safety requirements and code compliance

Fire Prevention and Life Safety Education

- Prepares and delivers life safety and fire prevention education information to public and community groups with assistance from fire hall staff
- Attends local school fire drills for review and input towards improvements
- Organizes community public education events with the inclusion of other organizations relating to the event
- Records and documents public education data
- Conducts Firehall Education tours for public
- Compiles Fire and Safety information for Fire Chiefs review

Fire suppression and other responsibilities

- Responds to emergency call outs during shift and appropriately prioritizing regular duty and call outs.
- Monitors and observes departmental activities to ensure that conduct and performance conform to departmental standards.
- Keeps assigned personnel informed of written orders, directives, operational guidelines and policies.
- Exercises considerable judgment and action in all responsibilities including emergencies under direction, and subject to written and verbal policy, rules, and regulations
- Acts as a PFR Duty Officer where applicable
- Provides direction and management to the paid-on-call team to ensure conformance to standards, legislation and organizational/departmental priorities
- Complete administrative and supervisory duties during emergency operations when acting as Senior Officer on scene, including command of fire stations, apparatus, equipment and personnel
- Available to act as team leader during BCWS deployments
- Educates paid-on-call Firefighters of written orders, directives, operational guidelines and policies
- Other assigned duties as required

Skills and Experience:

- Minimum four (4) years active service in a Fire Department, Career or paid-on-call department or combination of both. Minimum of two (2) years with the Pemberton Fire Rescue Department
- NFPA 1001 - Firefighter I & II
- NFPA 1021 – Fire Officer Level I
- NFPA 1031- Fire Inspector 1
- NFPA 1041 – Fire Service Instructor Level I
- Fire and Life Safety Educator
- Incident Command System Level 200 (ICS200)
- First Responder Certified with AED, and Spinal Endorsements.
- Hazardous Materials Operations Certification
- Knowledge of fire and public safety education, fire service operation, and emergency management
- Extensive knowledge of goals, objectives, mission, vision, and values of the Pemberton Fire Rescue; extensive knowledge of effective techniques and methods to control and manage. Working with people, the public, and groups
- Extensive knowledge of effective operation of department; policies and procedures, skill in methods and techniques of firefighting, fire suppression and control. Ability to create effective working relationships with members, ability to communicate effectively both verbally and in writing
- Extensive knowledge of apparatus and equipment operations with ability to trouble shoot problems. Knowledge of fire pumps and firefighter equipment with the ability to train others

Job Title: Pemberton Fire Rescue (PFR) Fire Prevention Officer
Developed By: Human Resources / PFR
Updated: May 2025



- Trained for and prepared for all Pemberton Fire Rescue response incidents including Fire Suppression, Wildland Fire Fighting, Technical Rescue, Medical aid, HAZMAT, Auto Extrication, and other public assistance
- Ability to react quickly and remain calm under duress and strain
- Valid BC Driver's License Class 5 with Air Endorsement
- Proficient in the use of computers, mobile devices and social media applications
- Physically fit, able to fulfill all physical job demands of firefighting
- Must live within 5 kilometers of Fire Hall to respond to incidents in an efficient manner
- Satisfactory Drivers Abstract and Criminal Record Check

Emergency Operations:

Anyone actively employed by the Village of Pemberton may be required to assist the Village in providing emergency services. Duties assigned during an emergency situation may differ from regular duties.

Posting Details:

Job Location: Pemberton Fire Hall, Aster Street

Job Type: Full-time, Permanent

Application Deadline: May 30, 2025

Estimated Start Date: June 26, 2025

Job Grade: 4

Salary: \$82,567.00

The Village of Pemberton is committed to diversity, inclusion, and accessibility. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you have a passion for serving the community and supporting a healthy, safe workplace, we want to hear from you. We celebrate diversity and welcome applications from all interested candidates.