

Job Class Profile: Fire Protection Officer I**Pay Level: CG-40 Point Band: 916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	5	7	5	5	6	2	6	
Points	280	83	32	33	150	108	124	43	64	917

JOB SUMMARY

This is advanced responsible and technical inspection, investigation, firefighting and educational work in enforcing high standards of fire and life safety in the province.

Key and Periodic Activities:

- Responds to fire, hazardous materials, and natural disaster emergencies.
- Investigates the cause and origin of fires.
- Provides advanced training to firefighters and other responders.
- Inspects public and private buildings.
- Gives evidence in court.
- Calculates the occupant load and prepares orders for places of public assembly.
- Provides Building and Fire Code interpretations.
- Performs Fire Department capability assessments.
- Evaluates and prepares reports on fire department capabilities.
- Writes specifications and tender quotes for emergency response equipment.
- Commissions new firefighting apparatus and equipment.
- Provides advice to the public, municipalities, and industry on fire protection issues.
- Writes policy and guidance documents to consolidate code requirements or to guide industry on issues where the code is silent.
- Appears in media to discuss fire related issues.
- Sits on various committees such as Fire Fighter Training Standards, OHS, etc.
- Maintains emergency response equipment.
- Attends various training courses to keep qualification current and to develop new skills.
- Writes job performance requirements and test questions for the various disciplines that certify responders when periodic re-accreditation is required.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of a number of specialized or technical fields which are evolving and which require keeping abreast of trends and developments.
- Knowledge of structural firefighting, marine firefighting, hazardous materials, chemical-biological-radiological-nuclear, vehicle extrication, fire investigation, and the Building and Fire Code.

Formal Education and/or Certification(s):

- Minimum: National Fire Protection Association (NFPA) 1001 Certified Firefighter II, NFPA 1041 Certified Emergency Services Instructor II, NFPA 472 Hazardous Materials Technician Level, NFPA 1002 Certified Fire Apparatus Driver/Operator, Certified Fire and Explosion Investigator, computer aided drafting, and training in building construction.

Years of Experience:

- Minimum: 10 years experience as a firefighter.

Competencies:

- Ability to apply industry standards to training and response.
- Management of complicated multi-agency responses.
- Ability to develop suitable solutions as new problems arise in the fire service.
- Development and implementation of new training programs for the evolving needs of the fire service.
- Review and provide commentary on inspections and investigations performed by others.
- AutoCAD
- Word processing to write investigation reports and interoffice memos, letters, etc.

Interpersonal Skills

- A range of interpersonal skills are used to listen to information from other people, ask questions to get information, provide routine and complex information to others, conduct formal interviews, instruct/teach/train, coach and mentor, gain cooperation from others to complete work/address issues/solve problems, deal with angry/upset people on the phone or in person.
- Communications occur with employees in the immediate work area, within the Department and the Government of Newfoundland and Labrador, supervisors/managers, students/trainees, other municipal, provincial or federal government representatives, executives, and professional associations.
- The most significant and frequent contacts are with: (1) fire departments on a daily basis to provide advice on equipment, training or procedures, respond to emergencies; (2) students to provide training in advanced firefighting and emergency response techniques; (3) industry and public to provide code interpretation and advice on fire protection.
- Most important interpersonal skills used are the ability to provide expert advice and complex direction to others (i.e. taking command at emergency scenes or training), resolving disputes between owners and inspectors, formal presentations, training courses, committees, public meetings, and providing care (i.e. counselling responders and colleagues who are exposed to

traumatic events.)

EFFORT

Physical Effort

- The demands of the job regularly result in considerable fatigue, requiring periods of rest.
- There is a regular requirement to lift objects from 10 lbs to over 50 lbs.
- Regularly uses hand tools that require accurate control and steadiness, gross motor skills, machinery or equipment that requires controlled movement, operates heavy equipment or equipment that requires rapid physical movement and reflexes, maintains physical balance, sits, stands, walks, climbs, drives, and requires the need for strength and/or endurance.
- Examples of physical demands: Involved in all aspects of firefighting, investigation, and emergency response and in doing so, utilizes a variety of equipment which requires physical effort. The physical rigors are extreme at times. Requires participation in a physical activity program.

Concentration

- **Visual** concentration is required when working in low light settings such as fire scenes, examining fine details for fire investigation such as wires/fibers, working in obscured visibility/smoke, and driving in adverse conditions.
- **Alertness to the health and safety of others** is required when driving heavy emergency response vehicles in all weather conditions, and responsibility for the safety of firefighters during live fire training and emergencies.
- **Higher than normal levels of attentiveness and carefulness** are required when filling breathing air cylinders and sifting through debris at a fire scene.
- **Time pressures and deadlines** occur when preparing for scheduled courses to ensure no time delays; and as a result of all Fire Departments having to be inspected by certain timeframe.
- **Interruptions** can occur as a result of emergencies and investigations taking priority. All other activities must be placed on hold and completed later in order to address the emergency and/or investigation.
- **Eye/hand coordination** is required when operating pumps, compressors, and detectors.
- **Exact results and precision** are required while preparing fire investigation reports for possible court action and criminal or civil consequences may rely on accuracy, code applications; and occupant load calculations must be exact for safety of building occupants.

Complexity

- Work tasks are different/unrelated and require the use of a broad range of skills and diversity of knowledge. Tasks are diverse and involve a wide range of responsibilities and situations including training, investigation and inspection tasks.
- Problems must be defined, and practical solutions found; require creative problem definition and analysis; and the development of complex solutions.
- Examples of typical challenges/problems: Determining the cause and origin of fire scenes.
- When addressing typical challenges or problems reference can be made to the National Building Code, National Fire Code, Life Safety Code, NFPA 921, Fire Prevention Act, Municipalities Act.

RESPONSIBILITY

<p>Accountability and Decision-Making</p> <ul style="list-style-type: none"> — Work tasks are somewhat prescribed or controlled. Work requires independent thinking and good judgment. While some of the work performed requires interpretation of policies, procedures, standards and codes, must exercise considerable discretion and autonomy in their decision making and level of accountability. — Decisions are made with regards to occupant load calculations, building inspections, fire investigations, training development and delivery, code interpretations, and equipment assessments and maintenance. — Supervisory approval is required for high value purchases, writing policy, official orders, allocation of firefighting equipment to departments, and any deviations from the codes require approval by the Authority Having Jurisdiction. — Discretion and judgement are required when operating in emergency scenes. Discretion is exercised when enforcing adopted codes and policies or when to schedule training and inspections. — At all emergency and training scenes accurate decisions must be made to provide for the safety of all involved. — Situations requiring a high degree of discretion include critical incident stress situations, high pressure emergency situations, rescue and recovery of fire victims, and evaluating and taking outdated non-compliant equipment out of service.
<p>Impact</p> <ul style="list-style-type: none"> — Generally has impact (positive or negative) on the immediate work area, within the organization, outside the organization, on clients/general public, equipment, information, finances, facilities, material resources, human resources, health and safety, human resources and corporate image. — Errors may have an extreme impact on the immediate work area and on general public. There is significant impact on the organization. (i.e. errors in fire investigation reports could result in wrongful convictions, inspection errors could result in prosecution and unsafe buildings, and errors on emergency scenes or live fire training could result in death or injury). — Consequences and/or errors are normally identified and resolved within hours of identification. The nature of emergency response requires that all problems be addressed in a timely manner. — Example: If occupant load is miscalculated the possibility of injury or criminal action exists. Coworkers, liquor inspectors, or fire departments could detect the error and have it fixed. If the cause and origin of a fire is misinterpreted a wrongful conviction could occur or a guilty person could be released. This could be detected by the courts.
<p>Development and Leadership of Others</p> <ul style="list-style-type: none"> — There is no direct responsibility for the supervision of employees. — Required to provide on the job advice/guidance, on the job direction, feedback, input for performance assessments, orientation to new employees, on the job training to other employees, classroom/formal training to others, act as a technical mentor, build morale and employee relations, delegate tasks, lead a team, organize and coordinate other colleagues, organize and coordinate the work of students, check and review the work of colleagues.

- Qualified in the Provincial and Supreme Court as a subject matter expert in the field of fire investigation. Acts as lead fire investigator on most scenes.

WORKING CONDITIONS

Environmental Working Conditions

- Safety precautions and equipment include: structural firefighting clothing, hazmat suits, self contained breathing apparatus, steel toed boots, gloves, eye protection, medical gloves and masks.
- There is a moderate likelihood of minor cuts, bruises, abrasions or minor illnesses, injuries or occupational illness resulting in partial or total disability. The Fire Protection Officer I is involved in all aspects of the fire service which is ultra-hazardous and an unavoidably dangerous activity.
- Regularly exposed to unusual distracting noise, dirt/dust/filth, glare, fumes, limited ventilation, limited lighting, vibration, odours, dangerous heights, wet or slippery surfaces, temperature extremes, fire, heavy machinery, adverse weather, and travel.
- Occasionally exposed to hazardous chemicals, toxic or poisonous substances, bodily fluids or waste, infectious disease, electrical shocks, lack of privacy, isolation, radiation, and physical dangers/threats.