



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
(705) 432-2355

## **Job Position: Fire Prevention/Public Education Officer**

### **One Year Contract Full Time Position**

Hours: Monday-Friday 8:30 a.m. – 4:30 p.m.

Rate of Pay: \$87,404 - \$102,251

Location: 217 River Street, Sunderland, Ontario (Hybrid)

The Township of Brock, having a population of 12,567, is primarily a rural municipality situated on the shores of Lake Simcoe and is home to three urban centres, Beaverton, Cannington, and Sunderland.

The Township of Brock is seeking an initiative-taking and skilled Fire Prevention/Public Education Officer who will be committed to providing efficient and comprehensive fire prevention, public education, and emergency service to everyone within our community.

Reporting to and receiving directions from the Fire Chief, the successful applicant will provide support to key business areas at the Township and develop, deliver, and evaluate public education programs throughout the community and provide fire safety training to various client groups; to complete comprehensive complaint and fire protection surveys, and for the promotion and enforcement of fire safety regulations. This role works closely with other departments, external partners, and residents.

#### **Duties and Responsibilities:**

- Interact directly with communities and citizens in delivery of fire prevention services and programs.
- Develop, implement, and deliver public education programs to promote fire safety and fire prevention in accordance with the Fire Protection and Prevention Act, including public presentation displays, distribution of promotional materials, lectures, and demonstrations.
- Maintain multiple social media platforms, print media, and websites.
- Enforce fire prevention regulations in the Township of Brock and Province of Ontario.
- In conjunction with the Building and Planning Department, conduct inspections on all types of new and existing buildings and ensure conformity with applicable laws, codes, and regulations as required.
- Issue compliance order, attend Court or judicial proceedings to support prosecution process or related legal proceedings.
- Inspect and test fire protection equipment and systems, prepare reports, testify, and give evidence in Court and prepare and present seminars on fire prevention and safety to groups and members of the public.
- Perform site inspections, evaluations, and compile detailed reports of inspections.
- Assess plans for compliance with relevant codes and standards.
- Evaluate and monitor fire safety plans.
- Conduct investigations of fire scenes to determine cause and origin as required.
- Maintain professional currency and personal competence relating to pertinent legislation, regulations, outside agencies, or regulatory bodies.
- Adhere to legislated health and safety requirements as prescribed by related Acts and regulations, corporate policy, and department operating procedures.
- Perform other related duties as assigned.

#### **Qualifications and Skills:**

- Fire Inspector I, NFPA 1031 Level I (minimum), Fire Inspector II (considered an asset).
- Fire Investigator, NFPA 1033 or equivalent.
- Public Fire & Life Safety Educator, NFPA 1035 Level I (minimum), Level II (considered an asset).
- Public Information Officer, NFPA 1035 or equivalent.
- Courtroom Procedures (considered an asset).
- Fire Code Part 2 & 6, 3 & 5, 4, 9, (considered an asset).
- Minimum Ontario Secondary School graduation Diploma, or equivalent, however post-secondary school education shall be an asset.
- Experience in the fire service or public education, (considered an asset).
- Strong organization, communication, facilitation, and presentation skills.
- Knowledge and ability to interpret legislation relating to Fire Prevention including Ontario Fire Code, Building Code, Township By-laws, regulations and prosecution and courtroom procedures.
- Demonstrated customer service and people skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside of the organization.
- Demonstrated knowledge of building construction, services and techniques including industrial or commercial processes and the dangers of flammable and combustible materials.
- Ability to read and interpret building plans, drawings, and blueprints.

If this information is required in an accessible format,  
please contact the Township at 705-432-2355.



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- Demonstrated time management skills with the ability to manage multiple projects and change priorities quickly and effectively, to maintain compliance and meet deadlines.
- Demonstrated proficiency in Microsoft Office, social media, and related software.
- Possess and maintain current CPR, First Aid.
- Possess and maintain, in good standing, a minimum Class G Driver's License for the Province of Ontario with an acceptable driver's abstract.

This is a One Year Contract Full-Time Position. The Township of Brock offers a competitive salary and a comprehensive benefit package, commensurate with experience and qualifications.

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:00 p.m. on Friday, December 19, 2025** to:

**Human Resources:** [hr@brock.ca](mailto:hr@brock.ca)

The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

[hr@brock.ca](mailto:hr@brock.ca)

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.