



GRAVENHURST FIRE DEPARTMENT
EMPLOYMENT OPPORTUNITY

FIRE PREVENTION OFFICER

(Fire and Emergency Services – Gravenhurst Fire Department)

Full-time unionized position, 35 hours/week

Pay Range: \$73,491 to \$82,282

Job Posted Internally/Externally: January 17, 2025 Closes: January 31, 2025

The Town of Gravenhurst, positioned as the “Gateway to Muskoka”, is a community of approximately 14,000 full-time residents, and a seasonal population of equal size that encompasses a land mass of over 500 square kilometers at the southerly tip of cottage country in the District of Muskoka. This area of Central Ontario is just 90 minutes north of Toronto and is set amongst the beauty of crystal-clear lakes, rivers, and a landscape of granite and deciduous forests that form the base of the Canadian Shield. Opportunities for year-round outdoor adventures abound with a quality of life that is as inviting as it is relaxing. Home to the Muskoka Airport, the National Historical Bethune House, Muskoka Steamships, and the Gravenhurst Opera House, the community has a rich cultural and historical heritage.

Under the direction of the Assistant Chief of Fire Prevention, the Fire Prevention Officer will be responsible for the overall function of the Fire Prevention Division including inspecting premises within the municipality for compliance with applicable legislation and taking the necessary enforcement action where required; preparing and delivering fire safety and prevention programming; conducting fire investigations and preparing and maintaining reports, records, statistics, and correspondence.

The ideal candidate will have the following qualifications:

- Excellent interpersonal and advanced written and oral communications skills
- Class G Ontario Driver’s License with a clean abstract required with willingness to obtain Class DZ within one year.
- Five (5) years of recent service in the inspection/code enforcement function of a municipal fire service
- Certification to NFPA 1031 Fire Inspector Level II
- Certification to NFPA 1035 Public and Life Safety Officer Level II
- Knowledge and demonstrated ability to deliver contemporary public education messaging and conduct/assist essential level post-fire investigations
- Ability to work independently while keeping supervisors apprised of evolving issues

The successful applicant will need to submit a current Drivers Abstract, Police Background and Vulnerable Sector Check.

Applications accepted until 4:00 PM on January 31, 2025.

Submit cover letter and resume as **one document**

(LastName_FirstName_JobTitle.doc/.docx/.pdf) referencing Job ID I25-03.

Corporation of the Town of Gravenhurst
3-5 Pineridge Gate, Gravenhurst, ON P1P 1Z3
Attention: *Human Resources*
(705) 687-7016 (FAX)

HumanResources@gravenhurst.ca

We thank all those who apply however only those selected for an interview will be contacted.

The Town of Gravenhurst is an inclusive employer. Accommodation is available under the [Ontario Human Rights Code](#).