



THE CORPORATION OF THE TOWNSHIP OF CARLOW/MAYO

3987 Boulter Road, Boulter, ON K0L 1G0
Tel: (613) 332-1760 Fax: (613) 332-2175
Monday to Thursday 9:00 a.m. to 5:00 p.m.

EMPLOYMENT OPPORTUNITY - COMMUNITY FIRE SAFETY OFFICER/ CEMC

The Township of Carlow/Mayo is seeking a qualified candidate to fulfill the dual position of Community Fire Safety Officer (CFSO) and Community Emergency Management Coordinator (CEMC).

The Township of Carlow/Mayo is a small rural municipality located in the northern part of Hastings County with a population under 1000.

Reporting to the CAO/Clerk the Community Fire Safety Officer/CEMC as an Assistant to the Ontario Fire Marshal will be responsible for educating, promoting, interpreting and enforcing applicable fire safety codes, legislation, regulations and by-laws. Ensuring buildings, businesses and residential occupancies are in compliance with the Ontario Fire Code and other relevant fire protection and safety standards. This position is also responsible for the development, co-ordinating, managing and evaluating Fire Protection Services for the Township. A full job description is available by contacting the Municipal Office.

As the Townships Community Emergency Management Coordinator, the position is responsible for developing, co-ordinating, managing and evaluating the Emergency Management Program and ensures the Township of Carlow/Mayo complies with the Emergency Management and Civil Protection Act.

Qualifications:

- Post-secondary degree/ diploma preferably in Fire Inspection and Fire Safety Education, Fire Protection Engineering, or related program
- Minimum of 2 years' related experience
- NFPA 1031: Fire Inspector Level 1 Certification
- NFPA 1035: Fire and Life Safety Educator Level 1 Certification
- Completion of EM 200 Basic Emergency Management Systems from Emergency Management Ontario or willing to obtain within 6 months of hire.
- Completion of EM 240 Note Taking from Emergency Management Ontario or willing to obtain within 6 months of hire.
- Completion of IMS 100 Intro to Incident Management Systems from Emergency Management Ontario or willing to obtain within 6 months of hire.
- Completion of IMS 200 Basic Incident Management Systems from Emergency Management Ontario or willing to obtain within 6 months of hire.
- Certification in Community Emergency Management from Emergency Management Ontario or willing to obtain within 6 months of hire.
- Certification in First Aid and CPR
- Knowledge of firefighting practices and contract administration will be considered an asset.

Applicants are required to demonstrate in their applications and in the interview process how their qualifications for the positions match those specified. Applicants may be required to undergo a skills assessment.

Remuneration:

The position of Community Fire Safety Officer/ CEMC has a rate of \$25.00 per hour and is based on a 24-hour work week.

Qualified candidates are invited to submit a cover letter and resume in confidence by 12:00 noon on October 03, 2022 to:

**Jenny Snider
CAO/ Clerk
Township of Carlow/Mayo
3987 Boulter Road
Boulter, Ontario K0L 1G0
Tel: (613) 332-1760 | Fax: (613) 332-2175 | Email: clerk@carlowmayo.ca**

The Township of Carlow/Mayo is an Equal Opportunity Employer. We thank all applicants for their interest however only those selected for an interview will be contacted.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Municipal Clerk.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act personal information is collected and will only be used for the purpose of candidate selection.