



# Fire and Safety Coordinator

**Location:** Brantford

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote self-sufficiency, and foster economic growth within these communities.

As a Fire and Safety Coordinator at OFNTSC, you will play a crucial role in advancing our fire prevention program's mandate. This position primarily involves providing advisory services to support staff at Tribal Councils, Large First Nations, and Unaffiliated First Nations levels. The OFNTSC Fire Prevention program focuses on offering expert guidance in fire and life safety matters, including fire protection, fire prevention, health and safety, fire inspections, personal protective equipment, and governmental liaison services.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

## Responsibilities:

- Assist First Nations in providing technical advice when dealing with fire departments for fire field services, obtaining quotes and specifications for purchasing fire apparatus.
- Aid First Nations in reviewing plans and specifications for construction projects related to fire safety matters (e.g., fire hydrants).
- Support Ontario First Nations fire prevention officers with day-to-day troubleshooting related to building codes.
- Assist First Nations & Tribal Councils in interpreting fire and building codes.
- Provide advisory services for municipal-type agreements regarding fire protection.
- Assist in coordinating fire department services for Mutual Aid agreements.
- Contribute to the development of First Nation fire prevention officers.
- Maintain fire loss and casualty statistics on a calendar year basis when available.
- Provide advisory services to Ontario Region ISC when requested.
- Maintain an inventory system for First Nation fire departments.
- Create and distribute fire prevention material to all First Nations in Ontario.
- Offer prevention information for First Nation school children.
- Provide Tribal Councils and Unaffiliated First Nations with literature on construction safety.
- Offer advisory services on related issues to fire prevention officers.
- Provide advisory services on personal protective equipment.
- Provide information on access to general safety equipment.
- Assist in providing technical advisory services when requested.
- Assist First Nation Organizations in contacting government agencies for inspection services.



- Assist First Nations with technical advisory services for policy and code changes.
- Assist volunteer fire departments in First Nations with structural firefighter training upon request.
- Provide fire and building code advisory to First Nations and organizations upon request.
- Assist with advisory services for Emergency Management Planning (EM Planning).
- Contribute to the development of fire protection, prevention, and life safety services.
- Assist First Nations fire committees with developing a Strategic Plan.
- Complete a First Nation inventory system that includes fire protection equipment and fire hall construction specifications.
- Assist in the development of the First Nation Fire Prevention Officers program upon request.
- Assist in reducing worker injuries on First Nation construction sites.

## Qualifications:

- Completion of a College diploma in Fire Protection and Prevention, as well as a certificate in Emergency Management and/or Provincial Certification/Training in Emergency Management and Fire Protection
- Being a Canadian Registered Safety Professional
- Must be willing to be a member of the OFNTSC Joint Health and Safety Committee.
- Knowledge of the National Building Code of Canada (Part 3) and the National Fire Code of Canada.
- Knowledge of the National Fire Protection Association (NFPA) codes and standards.
- Knowledge of the Ontario Building Code and Ontario Fire Code. A minimum of five years of experience in First Nation Fire Prevention/Protection is a definite asset.
- Sensitivity to the unique needs of First Nations Communities and Peoples;
- Public relations skills with the ability to deal tactfully with the public and to exercise good judgment in appraising situations and making good decisions;
- Good project management skills and organizational skills
- Ability to use computers for Word, Excel, and other programs;
- Self-motivated with extremely good written and oral communication skills.
- Public speaking qualities are an asset

## Conditions:

- Some out-of-town traveling is required through the province of Ontario.
- Reliable and insured vehicle and a valid Ontario Class G driver's license.

\*Preference will be given to qualified First Nations applicants for any employment opportunities, following the Ontario Human Rights Code.

Join our growing  
organization!

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wiiji-nakiindwin myaajiiging

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né:ne iotehiahróntie!

At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC's Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at [humanresources@ofntsc.org](mailto:humanresources@ofntsc.org), or by calling 1-226-493-0225.



## APPLY HERE

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label them as **[LastName\_FirstName\_Fire and Safety Coordinator]**.

We thank all applicants; however, only those receiving an interview will be contacted.

