



Fire Prevention & Code Compliance Officer

JOB POSTING

Position Title:	Fire Prevention & Code Compliance Officer	Employee Group:	Permanent Full-Time
Department:	Facilities	Classification:	Non-Union
		Salary Range:	\$65,000-\$85,000 per annum
Posting #:	EVS FPCCO PERM FT 2026-01	Hours/Week:	75 hours per pay, Mondays-Fridays 8AM-4PM + Other Times as Needed
Application Deadline:	Until the position is filled	Start Date:	ASAP
Application Details:	Human Resources at jobs@hch.ca		

Organization Background:

Holland Christian Homes is seeking an enthusiastic and qualified Fire Prevention & Code Compliance Officer to be a great addition to our Facilities team!

Holland Christian Homes (HCH) is a not-for-profit, faith-based seniors organization providing an integrated continuum of housing and care on a single campus in Ontario. Guided by Christian principles, HCH is committed to providing a professional, supportive, and safe environment where fully qualified staff deliver person-centred care that upholds each individual's rights, dignity, identity, privacy, choice, independence, and overall quality of life. We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, emotional, social, cultural and spiritual needs.

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a growing, dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

This posting is for a replacement position.

Reports To:

Director, Facilities

People Reporting to This Role:

All Members of Fire Brigade



Position Summary:

The Fire Prevention & Code Compliance Officer (FPCCO) will ensure that local Fire Safety, Emergency Evacuation and emergency preparedness programs adhere to local regulations and national codes, company policies, standards, and procedures to minimize risk. FPCCO will also insure that all emergency systems and equipment is tested and inspected as per planned schedules.

Major Duties and Responsibilities:

Fire Safety

- Identify and maintain for reference all local fire safety codes and ensure compliance.
- Formulate and implement local plans and procedures for fire safety and emergency evacuation programs.
- Conduct monthly testing of electromagnetic locking systems (door maglocks)
- Conduct weekly emergency power generator testing.
- Ensure that all fire alarm and emergency power generators testing, inspections and corrections of deficiencies by contractors occur in timely manner.
- Ensure that all staff complete training via an approved training program.
- Ensure that training and information is available to staff members on fire safety policies and procedures.
- Ensure that local wardens have all equipment required for their duties, including fire warden vests and flashlights if required, and any other equipment required by local codes.
- Administer policy and procedures as they relate to all fire safety programs.
- Assist with identification, investigation and correction of any fire safety deficiencies.
- Liaise with representatives of local fire departments and regulatory agencies.
- Maintain documentation of all records related to fire safety and emergency power generators.
- Review and approve, as necessary, emergency evacuation plans.
- Train and supervise members of Fire Brigade.
- Evaluate performance of Fire Brigade members on responsiveness to the fire safety related issues.
- Conduct fire and emergency drills for staff on all shifts including weekends, consistent with policy, local law, and recommendation of risk assessment.
- Work collaboratively with Department Heads to act as required and appropriate to all non-adherence of the Fire Code or Fire Safety Policies and Procedures.
- Draft letters of discipline for staff and letters of non-compliance for tenants / residents.
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Emergency Preparedness

- Conducts an annual hazard vulnerability assessment (HVA)/risk analysis to determine the facilities for natural (e.g., hurricanes, floods, earthquakes), technological (e.g., nuclear power plant emergencies or hazardous material spills), human-caused (e.g., active shooter or hostage situations) and other disasters.
- Develops and maintains HCH emergency response plans and standard operating procedures for disasters identified in the HVA/risk analysis and other regulatory guidelines and requirements to ensure plans are integrated with emergency preparedness response plans.
- Coordinates, plans and conducts emergency preparedness and response training, periodic disaster drills and exercises.
- Communicate and explore with local homes, schools, government bodies about HCH emergency preparedness shelters. Maintain updated agreement with them on file annually.



- Updates all emergency codes, Fan In/Out process.
- Act in the absence of management for matters within the scope of emergency preparedness plans.

Performs other duties and responsibilities as assigned by the direct supervisor

Qualifications:

- Five plus years of operational experience in occupational fire safety and/or fire prevention in the province of Ontario, preferably in a health care setting.
- Must be CFAA licensed Fire Alarm Technician with minimum 3 years' experience.
- Knowledge and thorough understanding of Ontario Building Code.
- Knowledge and thorough understanding of Ontario Fire Code.
- Knowledge and thorough understanding of the chemistry of fire.
- Knowledge and thorough understanding of building construction and how it relates to fire development, fire spread and the danger to occupants.
- Knowledge and thorough understanding of all types of fire sprinkler, fire suppression, fire detection and fire alarm systems especially Mircom and Simplex.
- Knowledge and thorough understanding of applicable National Fire Protection Association (NFPA) standards and best practices.
- Ability to interact with outside contractors and government agencies.
- Ability to understand plans, drawings, and diagrams.
- Ability to develop, implement and monitor programs, policies, and procedures.
- Ability to accurately complete and maintain required organizational and government required reports and records.
- Knowledge of emergency response organizations, procedures, and capabilities.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to react quickly and calmly in emergency situations and to determine the proper course of action.
- Ability to explain and interpret pertinent provisions of laws, ordinances and regulations.
- Ability to converse plainly and directly in a courteous and friendly manner with a variety of persons.
- Ability to set up guidelines for actions to be taken for unplanned events affecting life safety of occupants and property protection.
- Good organizational and personnel management skills.
- Ability to contribute as a subject matter expert in the planning of new real estate ventures or alteration and renovation of existing ones.
- Ability to conduct fire warden and emergency codes training.
- Ability to conduct and manage fire drills and code colours' drills.
- Ability to conduct fire & code colours' awareness, fire prevention and code colours' training of employees.
- Ability to analyze fire hazards and remediation.
- Able to relate, understand, and cooperate with our elderly clientele.
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Exceptional interpersonal and customer service skills
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel and the general public.
- Excellent problem solving, conflict resolution, and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to multi-task and prioritize workload.
- Ability to work independently as well as function as part of a multi-disciplinary team.



- Ability to be proactive and take initiative where required.
- Ability to focus on assigned tasks
- Ability to effectively handle multiple tasks simultaneously
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Knowledge and understanding of computer programs/systems applicable to duties and responsibilities.
- Ability to read, write, and speak English. Ability to understand and/or speak the Dutch language an asset.
- A satisfactory and current Vulnerable Sector Screening.

Kindly be advised that our recruitment process does not involve the use of Artificial Intelligence.

Interested and qualified applicants should forward a resume and cover letter in Word or PDF format (as ONE document), indicating the Posting Number to Human Resources – jobs@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.

Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.