



JOB OPENING

Extended Local Posting

Fire Prevention Officer

Public Safety Department

The **Fire Prevention Officer** is responsible for conducting inspections to ensure compliance with fire regulations, the development and delivery of public education programs and to participate in the ongoing firefighting activities

KEY RESPONSIBILITIES

- Ensure Fire Prevention and Safety Programs are implemented and raise public awareness to the public
- Provide fire prevention and awareness workshops at schools, health centres, administration offices, etc.
- Advise building owners on methods to ensure compliance of applicable By-Laws and safety regulations
- Advise residents of safety practices regarding use of electricity, storage of combustible materials
- Respond to objections concerning fire hazards and recommend solutions
- Ensure safe practices in regard to storage arrangements for fuel reservoirs
- Identify common, special, structural, and panic hazards and recommend pre-fire planning activities
- Issue orders to comply with codes, inspect and test fire protection systems
- Acts as an active member of the on-call fire brigade within the department
- Develop and implement a fire inspection program that meet fire safety standards at all buildings
- Inspect and ensure all firefighting equipment and firetrucks meet minimum standards
- Conduct fire prevention inspections of public and private buildings and all band owned units to ensure compliance with codes and regulations pertaining to fire safety
- Maintain file management of documents in order to ensure an efficient retrieval of information
- Perform other related tasks as requested

QUALIFICATIONS

- High School Diploma with additional training in certified courses in fire prevention, protection and investigation, public and industrial safety
- 1 to 3 years of relevant experience
- Fluency in Cree and English, French an asset
- Valid Drivers License Class 4A
- Basic First Aid Certification
- Working knowledge of computers and Microsoft Office programs

Status: **Regular Full-time / 35 hours a week**
Subject: **Six (6) Month Probation**
Salary: **\$ 30.99 - \$ 46.49**
Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **May 15, 2026**, via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0