



Fire Safety and Inspections Technician

Department:	Facilities Management
Location:	415 Gilmour St., Suite 200, Ottawa ON K2P 2M8
Type of Employment:	Permanent
Start Date:	As soon as possible
Salary:	\$47,200 minimum (based on experience and qualifications)
Report To:	Manager, Building Standards
Direct Reports:	None

Summary

The Fire Safety and Inspections Technician undertakes inspections of all CCOC properties including regular Fire Safety Inspections, Building Audit Inspections for the creation of KPIs, Quality Standards (curb appeal), annual inspections, and move in/move out inspections as needed.

The Technician may perform some minor repairs as time permits, and will also facilitate building operations by supporting the department as a whole.

Key Responsibilities

Responsibilities include, but are not limited to the following:

Provides support to the Building Standards Manager and Director of Facilities Management, and collaborates with the Capital Projects Manager and Operations Managers by:

- Performs mandated periodic fire safety inspections, completes all required documentation and record updating whilst maintaining a fixed schedule and strict adherence to deadlines for both fieldwork and deliverables.
- Performs detailed regular unit inspections, documenting conditions within, and recommending actions.

- Performs detailed regular property examinations including (but not limited to) common areas, structural components, habitability systems, building envelope, and general building standards. Generates KPI's (key performance indicator reports) based on field inspections, and ensures a high standard of presentation in all buildings.
- Performs & documents inspections using specialized software, diagnostic equipment, and anonymized photos.
- Alerts, and collaborates with, the Manager Building Standards, Capital Projects Manager, Operations Managers and other stakeholders, as required where health & safety, structural integrity, habitability or other serious maintenance issues are uncovered.
- Recommends work for the Building Standards Maintenance worker to maintain high standards of presentation.

Performs other duties as requested by the Building Standards Manager, Director of Facilities Management or the Executive Director.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-operative and Cahdco (Centretown Affordable Housing Development Corporation).

The individual will be expected to conduct themselves in accordance with CCOC's Mission and Values, as well as the core competencies of Teamwork, DEI, Adaptability, Results-Oriented, and Service Excellence, which form an integral part of CCOC's Performance Management Program.

Education and Experience

- Secondary school diploma or equivalent.
- 3 years of related work experience in building maintenance, building systems, and/or property management (essential).
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Working knowledge of building systems, and requirements for inspection & documentation under fire and building codes.
- Experience with high, mid, and low rise multi-residential properties.

- Experience carrying out fire Inspections, resetting fire panels, fire equipment testing, and liaising with contractors & official bodies such as the Fire Department or other “Authorities having jurisdiction” would be a strong asset.
- Knowledge of inspection and documentation procedures for fire protection equipment and precautions.
- Building inspection experience is considered a strong asset.
- A good eye for detail, cleanliness, repair, and a dedication to maintaining the highest standards for the benefit of the tenants.
- Basic ability to use Microsoft Office Suite, and general user level Approved by the Personnel Committee June 17, 2020 computing skills necessary.
- Valid Ontario Class G Driver’s License with reliable vehicle necessary.
- Intermediate verbal and written communication in English.

Supervision and Decision-Making

- The Technician has no supervisory duties, but may provide occasional functional guidance to other employees and coordinate peer responsibilities.
- The position will require a significant amount of self-direction (works under occasional supervision), compliance with strict deadlines, and an expectation of highly accurate & complete deliverables. Ability to choose the best approach using numerous well-defined methods and established procedures in order to come to a solution is essential.
- Most foreseeable errors would have moderate detrimental impact to the work of others within the organization; however, a minority of possible errors may result in legal non-compliance, perpetuation/escalation of serious building defects, and furtherance of health & safety issues.
- Regular use of confidential information and occasional access to occupied apartments.

Working Environment

- Regular interactions with tenants, staff, and external contacts requires proficient interpersonal skill in. The incumbent can expect to routinely interact with people from all walks of life, most conversations are matter a fact but can occur during potentially challenging and stressful circumstances.
- Normal office environment involving periods of light physical activity (intermittent sitting, reading, typing, etc.). Regular field work which will involve some moderately challenging environments (confined spaces, roof tops, ladders, construction sites, standing/walking for prolonged periods, frequent handling of medium-weight objects 10 to 25lbs, kneeling, climbing, and standing/walking for prolonged periods).
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness. Activities may lead to moderate stress.

Benefits

- OMERS defined benefit pension plan
- Group Insurance and Supplementary Medical Plan after three (3) months of employment
- Employee and Family Assistance Plan (EFAP)
- Paid time-off from day one
- On-site work

Applying to the Role

To be considered for this role, please email your resume and cover letter to hire@ccochoosing.org

All applications must include the following information in the subject line: **Fire Safety and Inspections Technician.**

Application Deadline is February 12, 2025.

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

CCOC Maintains a COVID vaccination policy for employees. Exemptions are available based on either a protected ground under the Human Rights Code, or a documented medical reason.

For candidates with disabilities requiring an accommodation, you may contact [hiring@ccochoosing.org](mailto: hiring@ccochoosing.org)