



Claresholm

Job Title	Inspection Officer		
Manager's Job Title	Fire Chief	Salary Grade	As per Intermunicipal Emergency Services Agreement
Department	Fire	Date Created	March 2026

Inspection Officer

Reports To

- Fire Chief, and Deputy Fire Chief (in absence of Fire Chief)

Job Summary:

The Inspection Officer is a paid-on-call position that supports the Fire Chief in the delivery of fire prevention, inspection, and life-safety services within the municipality. This role is established to provide operational redundancy and continuity by sharing critical inspection and prevention responsibilities, reducing reliance on a single position and supporting uninterrupted service during periods of leadership absence or transition.

This position supports municipal risk reduction, regulatory compliance, and service continuity by ensuring fire prevention and inspection responsibilities are shared, documented, and sustainable within the Fire Department.

The Inspection Officer is compensated at an approved hourly rate for time worked while completing assigned duties. This position is non-salaried and does not include benefits or guaranteed hours.

Qualifications:

- Fire service experience with demonstrated knowledge of fire prevention and inspection practices
- Familiarity with the Alberta Fire Code, National Fire Code of Canada, applicable municipal bylaws, and Town's Quality Management Plan
- Strong communication, documentation, and organizational skills
- Ability to work independently and professionally when assigned tasks
- Required certifications or willingness to obtain necessary training to perform fire inspections in accordance with the town's plans and bylaws, including the Fire Services Bylaw and the Quality Management Program.

Job duties:

- Assist the Fire Chief with fire safety inspections of commercial, industrial, institutional, and public buildings
- Conduct routine, follow-up, and complaint-based fire inspections as assigned
- Assist with building, occupancy, and fire safety reviews in accordance with applicable legislation, codes, and municipal bylaws

- Support fire investigations when requested
- Complete inspection reports, records, and related documentation in a timely manner
- Assist with public education and fire prevention initiatives as required
- Provide continuity of fire prevention and inspection functions during periods of Chief or Deputy absence
- In the absence of both the Fire Chief and Deputy Fire Chief, direction may be received from the Chief Administrative Officer (CAO)
- Perform fire prevention and inspection duties only when assigned by the Fire Chief, Deputy Fire Chief, or Chief Administrative Officer (CAO)
- May conduct fire safety inspections, re-inspections, and related documentation within the scope of assigned duties
- May communicate inspection findings, deficiencies, and compliance timelines to property owners or occupants in accordance with applicable legislation, codes, and municipal procedures
- Perform other fire prevention–related duties as assigned

Limitations

- This position does not hold independent or autonomous decision-making authority for departmental operations or policy
- The Inspection Officer does not replace or supersede the authority of the Fire Chief
- The Inspection Officer is not authorized to make public statements on behalf of the Fire Department or the Municipality unless specifically directed
- This position does not include supervisory authority over department members unless formally assigned
- The Inspection Officer is not authorized to approve permits, variances, enforcement actions, or expenditures unless explicitly delegated in writing
- Final enforcement authority and escalations remain with the Fire Chief or designated municipal authority

Temporary Acting Authority

In the event of an emergency, extended absence, or unexpected transition involving both the Fire Chief and Deputy Fire Chief, the Inspection Officer may be temporarily assigned limited acting responsibilities related to fire prevention and inspection functions to ensure continuity of service.

Any temporary acting authority:

- Must be explicitly assigned by the Chief Administrative Officer (CAO) or Council-designated authority
- Limited in scope and duration to inspection, prevention, and continuity-related functions only

- Does not include full Fire Chief authority, operational command, staffing decisions, disciplinary actions, financial authority, or policy changes
- Will conclude once departmental leadership is restored or alternate direction is provided

Compensation:

This is a volunteer position with compensation provided at an hourly rate as per the Intermunicipal Emergency Services Agreement.

Work Conditions:

- Manual dexterity required to use desktop computer and peripheral.
- Some travel may be required
- This position will require some work after normal business hours including weekends