



The Town of Minto - Tri-Fire Service is seeking a Fire Prevention Officer Permanent, Full Time (Future Vacancy)

Join our team!

The Town of Minto is seeking a full-time Fire Prevention Officer to join the diverse and talented team at the Tri-Fire Services, serving the Town of Minto, and the Townships of Wellington North and Mapleton starting in April 2026. But before we tell you about the job...

Allow us to Introduce Ourselves

The Town of Minto is a welcoming rural community in north-western Wellington County, home to Harriston, Palmerston, Clifford, and beautiful surrounding farmland. Just an hour from major urban centres like Kitchener-Waterloo and Guelph, Minto offers the perfect balance of small-town energy, natural spaces, and easy access to big-city amenities.

Our vision is simple and powerful: *a progressive rural community where all people are welcome*. We're driven by five core goals—responsible infrastructure, exceptional quality of life, a thriving local economy, an inclusive community, and accountable government.

But what truly sets us apart is how we work. We're upbeat, supportive, and down-to-earth. We take pride in doing meaningful work, and we have fun doing it. We innovate, we learn, and we push boundaries together. Our culture is collaborative, people-focused, and known for sparking new ideas and driving positive change. If you're energized by community impact, love working with great people, and want to be part of a municipality that's moving forward with purpose, you'll thrive in Minto.

Your Opportunity

This is your opportunity to contribute to the success of our Tri-Fire Services Management Team, and our community. There are three core functions to this role: Fire Prevention & Public Education; Code Enforcement, Investigation and Legal Support; and Logistics, Training and Interagency Cooperation. Key accountabilities in each of the three functions include:

Fire Prevention and Public Education

- Plan and deliver fire and life safety programs tailored to the needs of Minto, Wellington North, and Mapleton; represent the department professionally at community events and emergency scenes.
- Conduct fire safety inspections for all occupancies under FPPA authority; review Fire Safety Plans and site plans for code compliance; maintain detailed inspection notes and records.
- Provide clear, practical advice to staff, property owners, and developers on the Fire Code and fire protection systems (alarms, sprinklers, suppression).

Code Enforcement, Investigation, and Legal Support

- Identify and address Fire Code violations; enforce municipal fire prevention/burning by-laws across the three municipalities; exercise powers as an Assistant to the Fire Marshal.
- Perform or assist with cause-and-origin fire investigations in accordance with Fire Marshal directives; document findings thoroughly.
- Prepare reports and evidence; provide testimony for Provincial Offences Court, Fire Safety Commission, and Coroner's inquests as required.

Training and Interagency Cooperation

- Support equipment and inventory needs, including shuttle between stations, minor maintenance/repairs, and regular testing of cisterns and water sources.
- Coordinate and deliver prevention/public education training; assist and fill in for the Training Officer; support broader departmental training needs.
- Act as liaison with other fire departments, Ontario Fire Marshall, other levels of government, and the Ontario Fire College; ensure accurate prevention data entry and records management.

What it Takes to do the Job

To excel in this role, you should possess:

- NFPA certifications including:
 - Fire Inspector I
 - Fire Instructor I
 - Fire Officer I
 - Pumper Operationsor willingness to obtain any outstanding requirements.
- Valid First Aid/CPR Certification
- Valid DZ Driver's License
- 5–7 years of fire service experience, ideally in an officer role.

*Additional assets include crisis intervention/trauma-informed training, teaching or training experience, and prior management experience.

What You Bring to the Team

Those are just the basics. Your personal attributes are as important to us as your qualifications. We are seeking someone with:

- Strong analytical, problem-solving, and decision-making skills, with the ability to interpret complex fire code requirements and adapt quickly in a dynamic environment.
- Exceptional communication and interpersonal abilities, able to present complex information clearly and earn cooperation and respect through effective interaction.
- Strong organizational skill and ability to manage multiple priorities, maintaining strong planning, multitasking, and deadline-driven performance even under pressure.
- A collaborative and dependable approach, able to work independently or as part of a team, support management when needed, and remain flexible with after-hours requirements.

What We Offer

This is a fantastic opportunity to join a growing and forward-thinking municipality where your work truly makes an impact. At the Town of Minto, we offer:

- Meaningful, high-quality work across a wide range of projects that directly shape the community, supported by engaged and collaborative staff and volunteers.
- The collegiality and lifestyle benefits of small-town living, including a close-knit team environment, strong community spirit, and a healthy balance between work and life.
- A comprehensive benefits package designed to support your overall well-being and financial security.
- An Interchangeable Spending Account Program, giving you flexibility to allocate funds toward the health, wellness, or professional expenses that matter most to you.
- Enrollment in the OMERS pension plan, providing long-term stability and peace of mind as you grow in your career.

Together, these benefits reflect our commitment to creating a supportive, progressive, and people-focused workplace where you can thrive both professionally and personally.

Annual Salary: \$74,838.40 – \$99,777.60 (2026 salary range)

Work Location: Harriston Fire Station (87 Elora Street South, Harriston)

Hours of Work: The regular hours of work for this position are Monday to Friday, 8:30 a.m. to 5:00 p.m. However, this role requires flexibility as hours may vary and can include evenings, nights, and weekends, as operational needs arise, while totaling 40 hours per week.

We Would Love to Hear from You

We want to learn about your unique talents and how they would help you succeed in this role. The best way to do that is to send your resume and cover letter before 12:00 PM Friday March 13, 2026 to:

Quinn Gorecki
Deputy Clerk/Manager, People and Culture
5941 Hwy 89, RR 1
Harriston, ON NOG 1Z0
Or e-mail hr@town.minto.on.ca

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Town of Minto is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact hr@town.minto.on.ca.

The lands we know today as the Town of Minto have been home to indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee. ([read more](#))