



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Fire Investigator	LAST UPDATED:	January 26, 2016
DEPARTMENT:	Fire	JOB CLASS:	
REPORTS TO:	Fire Captain	FLSA DESIGNATION:	Non-Exempt

Summary: Under supervision of the Fire Captain of Support Services, the Fire Investigator serves as the law enforcement officer for the department. works in cooperation with the Fire Marshal's office and staff conducting investigations into the cause and origin of fires, investigates persons of interest related to fires, prepares reports for criminal prosecution. Also investigates internal personnel matters within the department and conducts background investigations for applicants, to determine suitability for employment.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Plans, implements and completes fire related criminal investigations and law violations using physical evidence statements, and further evidence gathered within the department and utilizing effective law enforcement techniques.
- May act as coordinator of law enforcement personnel at a fire scene.
- Provides testimony in court as the arresting officer and/or expert witness.
- Stays current regarding laws, technical developments, legal procedures, and relevant court rulings.
- Directs Fire Operations personnel in the overhaul of material while conducting investigations.
- Conducts presentations for the general public, conducts demonstrations at sponsored events, answers questions and written inquiries regarding the Department, investigations, etc.
- Promotes juvenile fire setter prevention programs, conducts programs as needed.
- Provides technical assistance to incident commanders for investigation, evidence protection, and other technical matters as needed.
- Conducts background investigations, preliminary and final interviews and follows the applicant through the on-boarding process.
- Makes recommendations regarding continuation or termination regarding the applicants during the background process or interview process.
- Maintains communications with applicants and prospective candidates.
- Investigates personnel matters within the Department, including but not limited to public concerns, employee performance evaluations, and employee disciplinary procedures.
- Assists in internal departmental investigations.

Other Important Duties:

- Travels to attend meetings, conferences and training as necessary to maintain a current and relevant understanding of job responsibilities.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of municipal and state law enforcement practices and procedures.
- Knowledge of municipal and state fire investigation practices and procedures.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Knowledge of fire safety standards, building materials, and methods of construction including water supply systems and building fire access requirements in relation to the investigation of a fire.
- Knowledge of fire and smoke behavior.
- Skill in effective oral and written communications.
- Skill in the interrogation and interviewing of witnesses and persons of interest.
- Skill in handling and defusing confrontational and/or hostile individuals.
- Skill in implementing and enforcing laws, codes and regulations to protect the public safety.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Criminal Justice, Fire Protection or related field **and** a minimum of five (5) years of experience or equivalent combination of education and experience.
- Must possess Texas Commission on Law Enforcement Basic Peace Officer Certificate.
- Must obtain Texas Commission on Fire Protection Arson Investigator within 1 year of employment.
- Must be a United States citizen.
- Must be a minimum of 21 years of age.
- Applicants with military experience require discharge be under honorable conditions.
- No felony or Class A misdemeanor convictions; no Class B misdemeanor convictions within the past 10 years.
- Must obtain and maintain all required departmental and TCOLE (Texas Commission on Law Enforcement) certifications.
- Must pass a pre-employment drug screen, polygraph test, psychological test, physical assessment, criminal background check and post-offer physical exam.
- Must possess and maintain a valid Texas Class C Driver's License

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of sitting, standing, walking on rough terrain, bending, reaching, kneeling, climbing ladders, confined spaces, heights and lifting trade testing equipment and ladders and work in inclement weather.
- May be subject to exposure to extreme weather conditions, hazardous driving conditions, hostile environments, hazardous chemicals and fumes, body fluids, infectious diseases, air and water borne pathogens.
- Must be able to restrain hostile and/or combative individuals.
- Must be able to lift up to 50 pounds

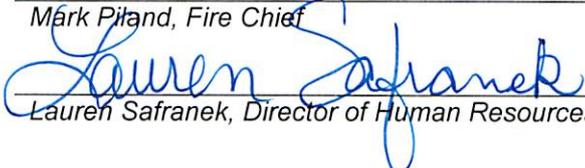
Equipment and Tools Utilized:

- Operates a two-way radio, telephone, personal computer, printer, copy machine, video camera, digital camera, fax machine, engineer scale, architectural scale, hand tools, meter key, and flashlights.
- Firearms and appropriate Personal Protective Equipment for investigations
- Ability to safely and efficiently drive a City vehicle.

Approved By:

Márk Pitand, Fire Chief

Date


Lauren Safranek, Director of Human Resources

02/15/2016

Date