

Drexel Heights Fire District

Job Description

Job Title: Fire Investigator
Department: Administration
FLSA: Non - Exempt

Position Code: N/A
Step Range: N/A
Date: July 1, 2014

General Description

Performs skilled, technical, professional work in conducting on-scene fire investigations, and responds to emergency alarms involving all types of fires (ie: structure, vehicle, bush, dumpster), explosions, hazardous materials, civil disorders, special hazards posed by utilities, and hazardous conditions.

Supervision Received

Works under the supervision of the Fire Marshall or his designee.

Supervision Exercised

None

Essential Duties and Responsibilities

1. Investigates and analyzes evidence of fires to determine the origin and cause of fires and explosions.
2. Secures fire scene, confirming hazards and ensuring safety.
3. Performs systematic search following NFPA 921 Standard, as a guideline.
4. Recognizes incendiary devices.
5. Examines sites of fires and collects evidence to ascertain causes of fires, utilizing knowledge and experience in firefighting and fire investigation techniques using specialized, non-routine, protective equipment.
6. Photographs fire damage and evidence of fire scenes.
7. Collects evidence and preserves for laboratory analysis and court room presentation of evidence.
8. Writes investigation reports, measures and draws diagrams; prepares case material for prosecution.
9. Interacts with chief officers and all ranks below, other governmental (local, state, federal) and private agencies, and the community; using discretion to solve problems.
10. Provides technical investigation assistance to fire suppression personnel, and enters fire conditions and advises firefighters regarding preservation of evidence and salvage and overhaul operations.
11. Questions persons reporting fires, firefighters, law enforcement, bystanders, witnesses, and others to obtain information.

The above listed examples of work are not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

Knowledge, Skills and Abilities

1. Ability to think logically and quickly during an emergency.
2. Ability to read and comprehend technically written materials and manuals.
3. Knowledge of controlling laws and ordinances affecting the District.
4. Ability to deal firmly and courteously with the public.
5. Good judgment and dependability.
6. Requires confidentiality and ability to remain calm under stress.
7. Ability to maintain and uphold high ethical standards.
8. Knowledge of firefighting methods and tactics.
9. Knowledge of NFPA 921 and 1033
10. Knowledge of proper use of available safety equipment
11. Knowledge of methods of assessing and reinforcing structural stability or removing the hazard.
12. Ability to identify chemical and other hazardous materials commonly found at the fire scene.
13. Ability to identify carcinogen and potential toxins in post fire scene examination.
14. Ability to recognize special hazards posed y utilities, such as electricity, fuel, gases and etc.
15. Knowledge of hazardous materials regarding response, actions, safety and local, state and federal regulations.
16. Knowledge of the principles and practices of fire investigation.

Minimum Education, Training and Experience Requirements

1. Must be employed as a Firefighter or Fire Officer with the Drexel Heights Fire District.
2. Successful completion of I.A.A.I. Fire /Arson Investigation I-IV, 160 hours of training

Preferred Education, Training, Experience and Abilities

1. Ability to communicate both in English and Spanish.

Tools, Equipment and Work Aides Used

Specialized tools and equipment used in fire investigation, telephones (including the use of ear pieces), radios, ladders, computer, typewriter, calculator, motor vehicle, copier, fax machine and other typical office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste and smell.

The employee must frequently lift and/or move up to 165 pounds for up to 100 feet. Specific vision required for this job includes close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to climb ladders and work at elevated levels up to 100 feet.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work performed primarily at the fire scene and some office work, vehicles and mostly in outdoor settings in all weather conditions including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms, hazards associated with construction sites and the hazards associated with emergency situations.

The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions with the risk of electric shock and vibration.

Selection Guidelines

Formal application and resume, review of education and experience, appropriate testing and interviews, oral interview, background check, drug screen, final selection and complete pre-employment medical exam. The Fire Chief makes this appointment.

Miscellaneous

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: /s/ Douglas Chappell Effective Date: July 1, 2014