ASHEVILLE, NORTH CAROLINA

Classification Specification

Fire Investigator II
Job Code: 2125
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to conduct investigations to determine the cause and origin of fires and to enforce fire prevention and life safety codes.

Distinguishing Characteristics:

This classification is considered the entry level in the Fire Investigator series.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Participates in unit training and testing in job knowledge and skill sets necessary to conduct fire investigations: and works toward obtaining required certifications.

Participates in evaluating and controlling fire scene during origin and cause investigation: collects and preserves evidence; removes debris; secures and photographs evidence; interviews witnesses, sketches scene diagrams; performs data entry for incident reports; and compiles data for release to the media.

Assists with scene management and movements of other employees on site at post-incident scenes to ensure safety, personnel protection, and preservation of evidence, such as medical examiner personnel, fire department personnel, building inspectors, and state and federal investigators.

Evaluates and identifies circumstances requiring the evaluation of outside experts: and identifies the need for special units or equipment when performing risk assessment, such, as bomb squad, command vehicle, or other specialty task force.

Compiles and evaluates data related to fire behavior, materials ignited and consumed, containment and extinguishing of fire, and responsibility for the fire when possible: and determines if there is a need for further testing at the scene.

Prepares, maintains, and submits official reports and case files: ensures accuracy and completeness of evidence, data, information, and explanation of methodologies used to determine cause of fires: and ensures adherence to standards for proper language, grammar, and spelling.

Conducts code enforcement activities: investigates complaints of unsafe conditions of construction or occupancy or other complaints; identifies code violations and determines required corrective action; meets with property, business owners and other individuals to discuss violations; issues code compliance notices and official correction notices to inform violators of discrepancies and compliance deadlines; testifies in court as needed; and performs follow-up site inspections as needed.

Monitors and tracks fire data and information for the purpose of identifying and evaluating any unusual trends or products that could threaten life or property.

Performs related duties in support of division operations: receives and responds to requests regarding fire and life safety codes and enforcement procedures, including providing information, answering questions, and conducting research, as needed; assists businesses with lock box installation and key placement, etc.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to fire investigations; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, other City employees, law enforcement, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, fire investigation reports, statistical analysis, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; operates a motor vehicle; and operates a digital camera, and general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required with some vocational or technical training in fire science; supplemented by

five years of experience in fire investigation, fire code enforcement, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Firefighter II and Fire Investigator II.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division: the ability to calculate decimals and percentages: the ability to utilize principles of fractions: and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems: to interpret instructions furnished in written, oral, diagrammatic, or schedule form: and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds): may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.