

**TOWN OF GILBERT  
CLASS SPECIFICATION**

**Fire Investigator**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Sworn Fire	B23FD-FI	Non-Exempt

**CLASS SUMMARY:**

This class is a stand-alone class in the Non-Sworn Public Safety series. Incumbents are responsible for investigating origin and cause of fires; tracking fire occurrences for trends and patterns; conducting fire inspections and identifying safety concerns; maintaining records; preparing reports; working with the community to correct and mitigate fire code violations; issuing code violation citations; maintaining equipment; and, training internal staff and the community on fire related topics.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Investigates the origin and cause of fires by examining and processing scenes, conducting interviews, collecting evidence and preparing official documentation in accordance with legal requirements for prosecution. Reviews case notes to track trends and patterns. Works with external agencies and insurance companies to determine product safety and to mitigate future occurrences. Determines appropriate action needed to complete each investigation.	Daily 30%
Conducts inspections to ensure code compliance and promote safety. Responds to code related issues and complaints. Documents findings, prepares reports and maintains records of violations in preparation for potential court trials. Works with stakeholders to mitigate all safety concerns and code violations. Provides assistance when enforcement actions are required, such as issuing citations and/or conducting additional research.	Daily 25%
Serves as a liaison intelligence officer between police and fire responding to major incidents. Communicates and collaborates with law enforcement and other agencies. Reviews intelligence items, prepares briefs and reports related to current incidents and events, and disseminates information to appropriate representatives.	Daily 10%
Conducts inspections and access planning for special events. Reviews permit applications prior to issuance. Maintains database information related to occupancy and permit issues and to fire and emergency prevention. Takes, edits	Daily 10%

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and maintains photographs.	
Provides fire, safety and emergency education and services to the public, businesses, and persons requiring assistance. Evaluates safety equipment and provides instruction and recommendations. Works with external agencies in coordinating responses based on given situations.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

**TRAINING AND EXPERIENCE:**

Associate’s Degree and 3 years of related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- International Code Council Fire Inspector I Certification
- First Responder Operations Certification
- IAAI or NAFI Arson Investigator certification
- Valid Arizona Driver’s License
- Peace Officer Certification from AZ POST within 1 year of hire

**KNOWLEDGE OF:**

- Fire investigative techniques;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Database maintenance practices;
- Modern office equipment.

**SKILL IN:**

- Conducting investigations;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing customer service;
- Performing critical analyses;
- Applying good judgment;
- Writing technical documentation;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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#### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

Must complete annual medical examination.

#### **WORKING TITLES WITHIN CLASS SPECIFICATION:**

Fire Investigator – B23FD-FI (*Sworn Structure*)

#### **NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

#### **CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*