

## CHIEF FIRE INVESTIGATOR

129-B

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Sullivan County Division of Public Safety, Bureau of Fire and involves responsibility for serving as a member of the Sullivan County Fire Investigation Team (FIT) to provide fire and law enforcement officials with assistance in determination of origin and cause of fire and explosions. The work requires close attention to detail since errors in judgment might result in incorrect liability or arrest. Work is performed under general direction of the Sullivan County Fire Coordinator or designee with leeway allowed for exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the Fire Investigators. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Acts as liaison between Bureau of Fire and Sullivan County District Attorney's Office;

Investigates fire scenes, as directed, to determine the origin and cause of fires;

Provides officials with assistance to determine cause of fire/explosions;

Conducts interviews of witnesses;

Documents fire scenes by taking photos and making sketches of the scenes;

Uses a variety of equipment and techniques to investigate if accelerants or explosive devices were used at fire or crime scene;

May operate radio-telephone equipment while on scene;

Completes investigative reports for local fire departments and/or law enforcement agencies;

Reviews reports prepared by Fire Investigators prior to submission to Bureau of Fire;

Attends Fire Investigation Team meetings as required;

Conducts monthly Fire Investigation Team meetings and reports back to Fire Coordinator;

Prepares for court hearings and testimony for criminal and/or civil court;

Testifies in court regarding the origin and cause of fires/explosions;

Keeps record and prepares reports of activities related to the work;

Responsible for reviewing quarterly reports, ensuring reports are completed by Fire Investigators and submitted to the Fire Coordinator;

Attends training;

Maintains the inventory of county-issued equipment and materials; and

Performs other related duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of fire investigation practices and techniques; thorough knowledge of Local and State fire prevention laws, codes and ordinances; thorough knowledge of origin and cause of fires/explosions; thorough knowledge of State and local building codes; thorough knowledge of the geography of the County; ability to recognize fire accelerants and explosive devices; ability to investigate arson/explosion sites and determine cause; ability to draw accurate conclusions regarding origin and cause of fire/explosions; arson awareness; ability to use computer for data entry and utilizing software based tools for investigation; good knowledge of interviewing principles and practices; ability to communicate effectively both orally and in

writing; ability to effectively supervise the work of others; ability to deal diplomatically with the public; and ability to develop and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

- (A) Seven (7) years active membership in a fire department. This work experience must have included or have been supplemented by two (2) years of verifiable supervisory experience or;
- (B) Seven (7) years as a Police Officer. This work experience must have included or have been supplemented by two (2) years of verifiable supervisory experience or;
- (C) Seven (7) years fulltime experience in a related profession involving the investigation of fires. This work experience must have included or have been supplemented by two (2) years of verifiable supervisory experience.

*SPECIAL REQUIREMENTS: Must possess and maintain a valid driver's license. Must obtain NYS OFPC and Pro Board Fire Investigator Certification within two (2) years of appointment.*

*Note: The seven (7) year of active membership in a fire department can be unpaid.*