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FIRE INSPECTOR/INVESTIGATOR **(FIRE PREVENTION)**

GENERAL PURPOSE: Under general supervision of the Fire Chief, investigates fire and hazardous materials incidents, and inspects and enforces fire and safety code compliance for commercial facilities as required to protect the lives and property of the City residents.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Investigates suspicious fire incidents, bomb threats and hazardous materials; responds to crime reports and applies skills and training to identify criminal actions, arrest violators and close cases.
- Assists with inspections and related activities identified in the Dangerous Buildings program.
- Makes presentations to the Construction Board of Appeals and Adjustments and works closely with the Assistant Fire Prevention Administrator regarding Dangerous Buildings.
- Collects, preserves, logs and secures evidence; documents all handling of evidence and property to preserve chain of custody; documents crime scenes using technical equipment, techniques and procedures; maintains activity logs and generates reports as needed.
- Gathers evidence and verifies information related to the investigation and resolution of criminal incidents; advises Fire Chief, Fire Prevention Administrator and criminal justice agencies on significant investigative developments.
- Works with other agencies to coordinate enforcement activities and investigate crime scenes.
- Develops case files and reports, and prepares technical and statistical reports.
- Performs technical inspections of commercial facilities and structures to identify fire and safety hazards and check for compliance with fire and safety codes.
- Inspects installations of fire alarms and protection systems, and fuel storage and dispensing facilities.
- Examines plans and construction drawings to check for compliance with all fire and safety codes; inspects new construction for compliance to fire and safety codes and to determine occupancy limitations; recommends appropriate corrective action as needed.
- Conducts fire prevention presentations for schools and community groups.
- Issues citations for fire and safety violations and hazards, and coordinates resolution of safety issues.
- Interprets and explains codes, regulations, permit and code enforcement rules, related policies and procedures to developers, contractors, property owners and the general public.
- Investigates complaints from City employees, citizens, businesses and other sources.
- May train and coordinate the work of other Fire & Police Department staff.
- On-call status is on rotation between certified investigators.
- Regular and timely attendance is required.
- Other duties as assigned.

JOB DESCRIPTION

FIRE INSPECTOR/INVESTIGATOR

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Fire Science, Criminal Justice, Business or Public Administration, or related field; and four years' experience in the fire service or an equivalent combination. Experience as a fire inspector or fire investigator is preferred.

Required Licenses or Certifications:

- Must possess a valid driver license with a good driving record.
- Applicants with an out-of-state driver license must provide an original certified driving record from the state of driving licensure.
- Certifications as a Fire Investigator and Fire Inspector from the Texas Commission on Fire Protection (TCFP) are required.
- NIMS 100, 200, 700, 800.

Required Knowledge of:

- Fire Service Best Practices.
- Procedures, guidelines and policy interpretation.
- State and Federal laws, regulations and codes, including laws governing fire and building safety.
- Principles of crime scene management, and the operation of specialized technical equipment.
- Texas criminal justice and court systems, and principles of criminal justice records management.
- Methods and techniques of inspecting a variety of buildings and facilities.
- Commercial fire sprinkler and alarm systems.
- Principles and practices of building construction.
- Principles and practices of modern fire suppression and prevention.
- Applicable NFPA Standards and familiarity with the International Fire Code.

Required Skill in:

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Consulting and communicating effectively with the public.
- Providing quality customer service and feedback.
- Interpreting and applying criminal laws to information, evidence and other data compiled.
- Independently investigating and securing crime scenes; recognizing evidence and causes of crime, death and accidents; documenting crime scene details, and collecting and preserving evidence.
- Inspecting commercial facilities for fire and safety code hazards and construction standards.
- Recognizing the construction, contents and occupancy of buildings in order to evaluate safety hazards.
- Examining building plans and technical drawings.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Conducting public presentations.
- Establishing and maintaining effective working relationships with co-workers.
- Operating and maintaining computer and communications equipment.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed indoors and outdoors; required to perform light to moderate physical work.
- Must maintain a level of physical fitness to meet Department standards.

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- Investigations are performed in an on-call status subject to overtime in accordance with the Fair Labor Standards Act.
- Requires the ability to crawl, lift and climb a 6" ladder, and carry up to 53 pounds.