



ARSON INVESTIGATOR

DEFINITION

Under general supervision of the FIRE MARSHAL/CITY BUILDING OFFICIAL, assesses information, develops, and executes activities of a specialized nature in the areas of Inspections, fire origin and cause investigations, public education and special events as they pertain to the assigned job function within the Fire Prevention Division; performs related duties as required.

SUPERVISION EXERCISED

None as a FIRE INSPECTOR/INVESTIGATOR I.

FIRE INSPECTOR/INVESTIGATOR II/III may provide direction to other FIRE INSPECTOR/INVESTIGATORS.

The FIRE MARSHAL/ CITY BUILDING OFFICIAL provides general supervision. After a brief orientation, an incumbent is expected to work independently in the completion of assigned tasks.

EXAMPLES OF ESSENTIAL JOB DUTIES

Essential job duties may include but are not limited to:

Plan and develop various educational programs related to Fire Prevention, safety and burn prevention, disaster and earthquake preparedness.

Review and evaluate various educational needs within the community relative to fire and life safety; implements programs to address these needs.

Present and/or coordinate programs for various community groups and organizations such as homeowner groups, public and private schools, civic organizations, businesses and industry.

Review fire incident statistical data to determine what areas of the community require emphasis in Fire Prevention.

Coordinate engine company level activities and their involvement in fire and life education programs.

Perform a variety of administrative and research assignments in response to requests from management; conduct studies of organizational policies, procedures, and



practices relative to State and Federal mandated Fire Prevention programs.

Investigate the cause and origin of fires occurring within the jurisdiction, as well as other criminal and civil investigations; follows the course of the investigation until a final determination or adjudication is made.

Collect and maintain control of evidence and executes search warrants.

Conduct victim, witness and suspect interviews.

Based on probable cause derived from an investigation, make arrests and work with Barstow Police Department to transport offenders.

Research, compile and prepare documents and files; coordinate prosecution with members of the District Attorney's Office to obtain prosecution of criminal cases.

Has knowledge and the ability to apply code, regulations, standards, and laws pertaining to criminal and civil prosecution; maintains awareness of changing or new laws and regulations.

Inspect residential dwellings, buildings, vacant lots, businesses and commercial properties to ensure compliance with applicable codes.

Investigate reports/complaints of possible code violations, document found violations with photographs and written reports and conduct follow-up inspections to ensure compliance.

Issue and deliver notices, warnings, citations and compliance orders to violators.

Develop and maintain case files.

Research ownership documents and legal property descriptions.

Coordinate communications with complainants, violators, attorneys and related agencies.

Performs technical fire safety inspections of industrial, commercial and residential properties to determine compliance with State and local Fire and Building codes.

Uses computer data systems to collect, analyze trends, and report on the effectiveness of the fire inspection program.



Perform miscellaneous inspections (i.e. sprinkler systems, fire alarms, and special extinguishing systems) as assigned. Recommend alternate methods and materials when appropriate.

May respond to major fires to assist in routine investigations and to determine cause and origin.

Prepare letters, memos, inspection records and technical reports.

Monitor commercial and industrial use of hazardous substances through permits and inspections, and makes recommendations to the FIRE MARSHAL/CITY BUILDING OFFICIAL.

Assist in plan check duties as required.

Perform related duties as assigned.

KNOWLEDGE, ABILITY AND SKILLS

Knowledge of:

City and State policies, rules and regulations pertaining to building, zoning and public nuisance.

Techniques and methodologies for dealing with irate people.

Standard office procedures, methods, computer, and radio equipment.

Proper procedures for the maintenance of activities logs and reports.

Local, state and federal laws, codes and ordinances pertaining to fire safety, prevention and enforcement, including California Health and Safety Code, CCR Titles 19 and 24, California Building Code, California Fire Code, NFPA Standards and Codes and fire inspections and educational methods used in fire prevention; public relations techniques; and appropriate safety precautions and procedures.

Ability and Skill to:

Compile and maintain case files and logs.

Interpret and enforce city and state codes and ordinances.



Operate a motor vehicle safely.

Observe and retain details and incidents accurately.

Follow oral and written directions.

Maintain appropriate professional demeanor when dealing with irate members of the public.

Use photographic equipment.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

Perform inspections and detect violations of applicable codes and regulations

Read and interpret codes, regulations, technical reports, building plans, parcels and maps.

Establish and maintain credibility and effective working relationships with City employees and the public

Use good judgment within the scope of assigned authority.

Communicate clearly and concisely, both orally and in writing.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

FIRE INSPECTOR/INVESTIGATOR I

One-year experience in the field of Fire Prevention, fire safety or closely related field of investigations. This experience must include at least 6 months of specialized experience relating to the specified job.

FIRE INSPECTOR/INVESTIGATOR II

Three years' experience in the field of Fire Prevention, fire safety or closely related field of investigations. This experience must include at least two (2) years of specialized experience relating to the specified job.



FIRE INSPECTOR/INVESTIGATOR III

Five years' experience in the field of Fire Prevention, fire safety or closely related field of investigations. This experience must include at least three (3) years of specialized experience relating to the specified job.

LICENSE OR CERTIFICATE

Required licenses / certificates include the following:

FIRE INSPECTOR/INVESTIGATOR I:

Valid Class C California driver's license and good driving record.

Must possess and maintain PC 832 Arrest certification (or current Peace Officer Status) within 1 year of appointment.

Must possess CA State Fire Marshal Fire Investigation 1A certification within 1 year of appointment.

Must possess CA State Fire Marshal Fire Inspectors 1 series within 1 year of appointment.

FIRE INSPECTOR/INVESTIGATOR II: In addition to above,

Must possess CA State Fire Marshal Fire Investigation certification.

Must possess ICC Fire Inspector 1 license.

Possession of a 2-year vocational degree in fire science is desirable.

FIRE INSPECTOR/INVESTIGATOR III: In addition to above,

Must possess CA State Fire Marshal Fire Inspectors 2 series certification.

Must possess ICC Fire Inspector 2 license.

Possession of a 2-year vocational degree in fire science.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Ability to operate computer, calculator, telephone, portable radio, and copying



machine.

Ability to understand and respond to the publics and staff's request for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for 4 hours at a time.

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet.

Ability to lift up to 25 pounds.

Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business.

Ability to deal with irate members of the public.