



# Arvada Fire Protection District

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## DUTIES DESCRIPTION

**Role:** Fire Investigator  
**Supervisor:** Fire Marshal  
**Division:** Fire Marshal's Office  
**FLSA Status:** Determined by primary job description  
**Effective Date:** January 2019

This Duties Description is established by the Arvada Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities for individuals who function in the role of Fire Investigator. The Fire Investigator is not a separate position; rather, these duties shall be performed in conjunction with the duties and general responsibilities of the individual's primary position. The Fire Marshal may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District's administrative and operational needs. This Duties Description applies when an individual is functioning as a Fire Investigator.

The headings in this Duties Description are for reference only and shall not affect its interpretation.

### Role Summary:

The primary duty of the Fire Investigator is to investigate the origin, cause and circumstances that resulted in the occurrence of a fire or explosion. The Fire Investigator will coordinate the fire investigation with the appropriate law enforcement agency's criminal investigation when the determination that the circumstances of the fire or explosion involved criminal actions. The Fire Investigator may be assigned to determine the cause and circumstances that resulted in the occurrence of fire and explosion incidents or hazardous material releases. Additionally, the Fire Investigator may be assigned to assist with documentation and report generation when damage occurs to District property or vehicles.

### Immediate Supervisor:

The Fire Investigator reports to the Fire Marshal.

### Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of an individual functioning in the role of Fire Investigator and should not be considered an all-inclusive list. The Fire Investigator is expected to:

1. Investigate the origin, cause and circumstances that resulted in the occurrence of a fire or explosion within the geographic boundaries of the District.
2. Respond to requests for specialized assistance from other investigators, fire service agencies and law enforcement officials.
3. Conduct examinations of incident scenes and document actions and findings in a manner that is appropriate to the nature of the incident.
4. Collect, identify, and preserve evidence following chain of custody procedures.
5. Assist law enforcement agencies in criminal investigations related to fire, explosion or hazardous material incidents.

6. Testify in court proceedings and other legal matters as called upon.
7. May serve as a member of a regional task force.
8. Participate in periodic evaluations and continuing education sessions in fire investigation techniques to maintain required certification.
9. Prepare and submit detailed reports and related work product that documents investigation actions and findings.
10. During duty shift week, serve as an "on call" fire investigator who is available 24 hours a day, and use a District-supplied vehicle during this time. While in on-call status, carry a District phone at all times, and be able to respond within 45 minutes to an incident/situation requiring fire investigator response.
11. Maintain knowledge of current fire investigation practices, techniques, and nationally recognized standards, including but not limited to, attending pertinent conferences, seminars, schools, and meetings.
12. Demonstrate knowledge of and compliance with the District's rules, policies and procedures as they pertain to the Fire Marshal's Office specifically and the District generally, including but not limited to the rules, policies and procedures contained in the District's Member Handbook, Payroll Manual, and Standard Operating Guidelines.
13. Produce effective communications using written and oral communication skills.
14. Work closely, in a professional manner with other jurisdictions and agencies in coordination of fire investigation processes.
15. Represent the Fire Marshal's Office and District at local, regional, state, and national meetings.
16. Develop and maintain positive, effective working relationships with District employees, volunteers, reserves, District residents, other governmental agencies, and the community.
17. Work well in a progressive, team-oriented environment.
18. Provide excellent service to the community.
19. Have a positive attitude and be a self-starter.
20. Promote a positive, professional image of the District at all times.
21. Perform other related duties as assigned.

**Minimum Qualifications and Certification Requirements:**

In addition to the minimum qualifications and certification requirements set forth in the primary job description, individuals that are assigned to the Fire Investigator role shall have the following qualifications and certifications.

1. Successfully completed a minimum of 40 hours of basic fire investigation training provided by an approved institution or agency such as:
  - a. FEMA/National Fire Academy
  - b. National Association of Fire Investigators (NAFI)
  - c. International Association of Arson Investigators (IAAI)

- d. Public Agency Training Council (PATC)
2. Possess and maintain *fire investigator* certification from the National Association of Fire Investigators or the International Association of Fire Investigators.

**Required Knowledge, Skills and Abilities:**

1. Thorough knowledge of fire origin and cause investigation theory and practices.
2. Thorough knowledge of interviewing methods and techniques of obtaining information from individuals involved with the incident or witnesses.
3. Thorough knowledge of methods and techniques for identifying, collecting and preserving evidence related to determining origin and cause.
4. Thorough knowledge of modern fire prevention and suppression principles, procedures, techniques, and equipment, including the chemistry and behavior of fire.
5. Ability to comprehend and consistently and correctly interpret information and technical material related to the position responsibilities, including but not limited to applicable fire codes and nationally recognized standards.
6. Thorough knowledge of all federal, state and local laws, ordinances and regulations relating to fire and hazardous materials, and all applicable fire codes and nationally recognized standards as related to fire investigation.
7. Ability to effectively manage time and set priorities in order to achieve Fire Marshal's Office benchmarks, goals, and objectives.
8. Ability to communicate effectively and express ideas clearly, both verbally and in writing.
9. Ability to effectively present information to citizens and other District members.
10. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
11. Ability to operate a personal computer and software, including but not limited to the District's records management system and Microsoft Office programs.
12. Ability to use independent judgment to solve problems.
13. Ability to communicate effectively with diverse groups, including individuals of varying ages and aptitudes.
14. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

**Work Environment and Physical Requirements:**

This position requires work in a variety of locations and conditions, including office areas and fire scenes, in and around a wide variety of automotive, mechanical and chemical equipment and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required occasionally.

3. Must pass the District's physical fitness requirements at time of hire and as required by the District's Member Handbook and Standard Operating Guidelines.
4. Must be able to lift, move and carry objects up to fifty (50) pounds frequently and up to one hundred (100) pounds occasionally.
5. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
6. Will be required to work in all weather conditions and in extreme temperatures.
7. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
8. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which will require the use of Personal Protection Equipment.
9. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
10. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
12. This position will involve frequent periods of high physical, mental and/or emotional stress.
13. Must be available 24 hours a day during duty shift week as an "on call" fire investigator.