

SENIOR FIRE INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Works as liaison with other local, state and federal law enforcement agencies; Fire Departments and the District Attorney's Office concerning investigations being conducted by the Bureau of Fire Investigation. Under direction of the Fire Coordinator exercises general supervision and instruction of the Fire Investigators, teaches Fire/Arson Investigation classes as well as performs the duties of a Fire Investigator. Shall be sworn as a Peace Officer under the laws of the State of New York. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Prepare work schedules;
Organize and manage in-service training programs;
Coordinates the activities of the Bureau of Fire Investigation with other agencies and jurisdictions;
Directly supervises Fire Investigators at scenes of major fires and explosions when present;
Review reports of all suspicious and incendiary fires as received from Fire Investigators;
Assign cases for follow-up criminal investigation when appropriate;
Act as Custodian for all criminal investigation files;
Maintain Criminal Justice Agency records and files as required;
Preparation and maintenance of open file concerning the identities and whereabouts of known and suspected arsonists;
Monitors trends of criminally set fires;
Confers with Fire Investigators regarding status of court cases and pending investigations;
Presents cases to District Attorney for crime charging determination and filing of formal complaints;
May be required to provide information concerning fire incidents to the news media;
Teaches Fire/Arson Investigation Techniques to other fire, police and insurance personnel;
Conducts Arson Awareness programs for the public sector;
Counsels and directs Fire Investigators on criminal and civil matters involving incendiary fires;
Maintains statistics regarding all aspects of fire/Arson investigations;
Schedules and performs fire safety inspections;
Maintains fire safety inspection records.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building construction, building materials and their effect on fire spread;
Thorough knowledge of basic investigative procedures; and surveillance techniques;

Good knowledge of fire's effect on buildings, vehicles and contents;
Good knowledge of the purpose of various property documents such as leases, deeds, liens, garnishments, judgements, etc.; and their importance of arson investigation;
Good knowledge of general fire safety code requirements and regulations including but not limited to trash debris, smoking, open burning, maintaining fire department access, housekeeping procedures and limiting combustibile decorations and furnishings;
Skill in presenting training programs on a variety of related topics;
Skill in managing and coordinating several on-going investigation cases;
Ability to plan and supervise the work of others;
Ability to develop and maintain successful working relationships, with other agencies and jurisdictions;
Ability to present information in a clear and concise manner;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three years experience as a Fire Investigator with the Broome County Bureau of Fire Investigation, and completion of a minimum of 200 hours training in recognized Fire/Arson investigation or related courses.