

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Fire Captain-Investigator	FLSA: Non-Exempt
DIVISION:	Prevention/Support Services	
REPORTS TO:	Deputy Fire Chief/Fire Marshal	DATE: May 18, 2015

POSITION SUMMARY:

Responsible for performing investigations to determine causes of fires and to mitigate incidents through arrests or civil litigation; reviews construction plans, new construction and existing buildings for compliance with District requirements.

ESSENTIAL FUNCTIONS:

- Conducts fire and life safety inspections of general commercial, hotel, industrial, hospital and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits and general compliance with fire prevention codes, ordinances, laws and regulations.
- Advises and instructs owners in the removal of fire hazards and makes recommendations for reducing potential hazards.
- Conducts investigations into the origin of fires, explosions, illegal/escaped burning, toxic dumping and burning, non-permitted construction activity, storage of Hazardous Materials, or other threats to public health/safety.
- Submit criminal and civil case reports and memorandum to District Attorney, Attorney General, or US Attorney for criminal charges or civil lawsuits to be initiated and for responsible parties to be arrested, prosecuted, or held financially responsible for illegal acts.
- Prepares detailed technical reports of investigations; coordinates efforts with insurance companies and cooperates with their investigators.
- Work with County, State and federal law enforcement, fire suppression, prevention, educational and resource management agencies to educate the public on wild land and structure fire threat mitigation efforts.
- Respond to emergencies and serve as a first responder, public information officer, if designated and qualified, Division/Group Supervisor, fire crew member, or apparatus operator as required; operate fire-fighting equipment as required.
- Reviews, examines, comments and approves building plans for fire life safety standards and fire protection systems.
- Participates in fire drills and attends regular classes/training in fire prevention, fire protection system equipment, and fire alarm system maintenance/testing and related subjects.

- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma or equivalent (GED) Associate's degree in Fire Science Technology, or a related field; AND four (4) years of fire service experience in the field of fire inspections, fire prevention techniques, fire investigations, and fire suppression; OR an equivalent combination of education, training and experience as determined by District Fire Chief.

Required Knowledge and Skills

Knowledge of:

- Mechanical, chemical and related characteristics of a wide variety of flammable, combustible explosive and hazardous materials.
- Principles and practices of criminal and civil investigations.
- Fire prevention laws, ordinances, rules and regulations.
- Principles and practices of fire safety and inspection techniques.
- Correct business English, including spelling, grammar and punctuation.
- Record keeping practices.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Recognizing and defining fire hazards and recommending effective corrective measures.
- Conducting fire investigations.
- Conducting fire life safety plan reviews for commercial and residential structures, fire protection systems and major infrastructure improvements (streets, water systems, etc.)
- Conduct professional discussions with property owners and the general public, providing education on required corrections to have them comply with desired courses of action.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.
- Maintaining accurate records of work performed.
- Performing residential and commercial inspections.
- Documentation follow-through in code violation procedures.

Required Knowledge and Skills (continued)

- Reading and interpreting plans and specifications.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and prioritizing work and meeting critical deadlines.
- Explaining codes, regulations and procedures to engineers, architects, developers, property owners and the public.
- Using initiative and independent judgment within established procedural guidelines
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C driver's license. Must obtain "F" endorsement within six (6) months of date of employment.
- International Fire Code Inspector I certification.
- International Fire & Life Safety Plans Examiner certification.
- Nevada State Fire Investigator I or completion of National Fire Academy Fire Cause and Determination Course, or equivalent meeting NFPA Standard 1033.
- Nevada State Fire Officer I certification.
- Nevada Fire Fighter I certification.
- Nevada State Fire Officer I certification.

Desired Certificates:

NWCG Wildland Red Card

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____