



Senior Investigator

Fire Marshal's Office

23/J

Pay Grade:23

JOB SUMMARY

This position fulfills the responsibilities of Sr Investigator with full authority to initiate and make decisions, seeing that they are carried out as needed.

MAJOR DUTIES

- Investigates all types of fire, bomb threats, explosions, etc., within the assigned area and throughout Webb County, as well as adjoining counties as called upon, to find the cause and origin. If found to be suspicious or intentionally ignited, collects, preserves and processes evidence, maintaining chain of custody, obtains statements and facts, completes report in a timely manner, and prepares and presents findings to the proper courts if called upon to do so.
- Assists investigators with the investigation of fires, bomb threats, explosions, etc.
- Assists with the inspection of firework stands to ensure compliance with current State standards during both firework- selling seasons. Ensures citizens are compliant with the Laws of the State of Texas regarding the discharge of fireworks year-round.
- Assists with fire safety and prevention inspections as well as inspections of sprinkler systems, range hood systems, businesses, foster homes, schools, restaurants, plan examinations, etc., as required or requested.
- Participates in weekly rotation with Fire Marshals for answering calls on an "on-call" basis after regular business hours and on holidays and weekends for all of Webb County.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of operational characteristics, services and activities of a comprehensive fire investigation, prevention and suppression program.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of modern office procedures, methods and computer equipment.
- Knowledge of building construction and electrical service.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to adapt to changes in the work environment, manage competing demands and deal with changes, delays and unexpected events.

- Ability to communicate in English and Spanish.
- Must be proficient in the use of computer and Microsoft Software.
- Must have experience in the use of office equipment.

SUPERVISORY CONTROLS

- Supervises Fire Investigators, Fire Inspectors and, Administrative Coordinator

COMPLEXITY/SCOPE OF WORK

1. Investigates fires, arson, and explosions.
2. Administers and enforces the Webb County Fire Code.
3. Issues permits, collects permit and inspection fees, reviews construction and fire suppression systems plans, and inspects new businesses.
4. Works with builders and business owners on new construction projects and conducts site visits and inspections on new construction projects.
5. Provides fire prevention education and training.
6. Works with county, city, state, and federal agencies regarding fire investigations and complaints.
7. Maintains files, records, and reports.
8. Serves as part of the response team for emergency management dealing with disasters and Homeland Security issues.
9. Coordinates and investigates hazmat incidents in the unincorporated areas and smaller cities.
10. Enforces State fireworks rules, inspects fireworks stands, and issues and reviews fireworks permit.
11. Files arson cases with the Criminal District Attorney's Office and testifies in court.
12. Conducts fire and life safety inspections and handles complaints.
13. Performs all other related duties as assigned.

CONTACTS

Interacts with Facilities Management, Sheriff's Department, Criminal District Attorney's Office, County fire departments, Emergency Management Office.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- While performing the duties of this position, the incumbent is regularly required to bend, be exposed to burns, carry, climb, climb ladders, climb stairs, be exposed to electrical hazards, grasp/squeeze, use hand tools, hear, tolerate hot and cold inside temperatures, keyboard, kneel, lift below the waist, lift between waist and shoulder, lift overhead, lift to the side/twist, use material handling equipment, tolerate noise, tolerate hot and cold outside temperatures, pull, push, be exposed to radiation, reach, reach overhead, perform repetitive tasks, negotiate rough or uneven surfaces, see color, see far and near, sit, negotiate slippery surfaces, be exposed to solvents, squat, stand, talk, twist, use his/her hands, drive a vehicle, be exposed

to vibration, walk, walk on an incline, use wide hand spread, work at height, work alone and with others, and work overtime.

- At fire scenes, incumbents are exposed to fire, heat, smoke, and other gas by-products from the fire. They can be exposed to a proliferation of synthetic products and plastics and other toxic chemicals that release carcinogenic by-products when burned.
- Investigating the fire scene requires incumbents to enter hazardous areas and walk, climb, and crawl through fire debris. Many times, incumbents have to reconstruct fire scenes that require them to move, carry, or replace items that were moved during the fire extinguishing operations. Incumbents are exposed to electrical hazards, chemicals, burned debris, possible explosive devices, and hazardous materials. Incumbents can serve warrants, which could subject them to struggles and violence.
- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 50 lbs. Must be able to work outdoors as needed

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- Makes fire scene decisions including searches and evacuation decisions on bomb threats, fire, and explosives scenes.
- Deals with media at fire scenes.
- Addresses fire safety concerns in our County buildings and businesses.
- Writes and serves warrants and testifies in court.
- Reviews and approves building construction and fire suppression systems plans for new businesses according to the fire code.
- As acting Arson Task Force Coordinator, runs the fire scene investigations on call out in the County. Makes decisions for the Fire Marshal when he is not available.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position **is covered** under Civil Service; however, all other Webb County policies apply.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Two (2) years of firefighting, fire investigating, and fire inspection experience. State Certified Fire Investigator, Firefighter, and Fire Inspector.
- Must have 60 college hours from an accredited college or university.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
----------------------	------------	------

Supervisor's Signature	Print Name	Date
------------------------	------------	------