

FIRE INVESTIGATION UNIT SUPERVISOR

DEFINITION

Under direction, supervises and coordinates the activities of the Fire Investigation Unit, including unit training, fire investigation and case management, review of fire suppression and investigation reports, and conducting and overseeing background investigations.

SUPERVISION RECEIVED/EXERCISED

Receives direction from a Deputy Chief or designee. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Fire Investigation Unit Supervisor is the first line supervisory class in the Fire Investigation Unit. Incumbents may supervise the activities of an investigation unit, and may also be assigned to special projects such as internal affairs investigations or background investigations of new hires. This class differs from the Fire Battalion Chief in that the latter manages the day-to-day operations of multiple City fire companies and is assigned management of specific programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to the following)

Serves as a liaison with the media on arson investigations, and is involved with complex fire scene investigation incident command.

Supervises and participates in fire investigations; determines origin and cause.

Trains and evaluates the performance of assigned staff and makes hiring and disciplinary recommendations.

Maintains records and prepares reports regarding fire investigations, personnel and administrative assignments.

Coordinates and supervises the Fire Department's pre-employment background investigations including training, background investigation case management and pre-employment investigation reports.

Supervises and participates in the Fire Department's internal affairs investigations including investigation reports, case management and training.

Responds to Public Record Act requests.

Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques and methods used in conducting investigations of fires, arson, explosions and hazardous materials.

Fire Science, fire suppression methods and hazardous materials.

Fire Department policies and procedures.

State and federal laws, codes, and regulations regarding arson, explosives, hazardous materials and fireworks, as well as related criminal offenses.

The Firefighter Bill of Rights and the Peace Officer Bill of Rights.

Skill to:

Serve as a liaison or technical expert to department personnel, and outside agencies and resources.

Effectively lead staff and facilitate group participation and consensus building.

Operate a computer and a variety of word processing and software applications.

Prepare and supervise unit budget.

Safely operate a motor vehicle.

Ability to:

Conduct fire investigations, investigate fire deaths, manage risk, coordinate subpoenas and conduct internal and background investigations.

Evaluate evidence from a fire scene and accurately determine its cause, origin and circumstances.

Train subordinate staff in the principles, practices and methods of fire investigation.

Adhere to NFPA 1033 (Standards for Professional Qualifications for Fire Investigator) and NFPA 921 (Guide for Fire and Explosion Investigations).

Communicate clearly and concisely, both orally and in writing, and prepare complex technical reports and specifications

Establish and maintain positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

Properly interpret, apply and make decisions in accordance with relevant laws, regulations and policies.

Work in extreme and hazardous conditions.

MINIMUM QUALIFICATIONS

Experience:

Six (6) years of experience with the Fresno Fire Department including two (2) years of experience in the FFD Fire Investigations Unit or comparable agency performing report writing, fire cause and origin determination, evidence collection/preservation and interview/interrogation;

AND

Education:

CSFM Fire Officer I or CSFM Company Officer certificate. Incumbents may substitute two (2) years of additional experience for the CSFM Fire Officer I or CSFM Company Officer certificate. If substituting experience, incumbents must successfully obtain the certificate prior to the end of their probation.

Special Requirement(s):

Possession of a valid California Driver's License at the time of appointment.

Must obtain a PC 832 Certificate within one (1) year of appointment.

NOTE: Failure to obtain the required certificates will be cause for removal from this class.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 6/11/2018

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