



City of Kansas City, Missouri Job Class Specification

Job Title:	FIRE INVESTIGATOR	Department:	FIRE
Job Code:	3014	Status:	NONEXEMPT
		Grade:	F-4

Summary This is highly technical investigational work in determining causes and origins of fires.

Work involves the investigation of fire premises, interviewing of knowledgeable persons, collection and analysis of evidence, and determination of the cause of fire. Employees are expected to appear and testify as expert witnesses in required court appearances. This classification recognizes investigatory duties and responsibilities as primary, and inspectional duties as secondary. In the absence of investigatory assignments, inspectional duties will be performed as assigned. Employees are expected to utilize considerable independent judgment and to act with minimal supervision, although the more difficult investigations and/or inspections may require the assistance of a technical supervisor. Work is reviewed through submitted reports, observation of work being performed and conferences.

**Duties and
Responsibilities**

- Examines sites of fires; performs required tests and collects evidence to ascertain burn patterns; investigates for flammable materials and/or incendiary devices to determine causes of fires.
- Photographs fire scene, damaged areas and evidence of fire causes; labels and stores evidence for future use.
- Appears in court and testifies as expert witness as to fire causes, suspected arson and false fire alarms.
- Questions persons reporting fires, fire fighters, police, and others (obtaining subpoenas as necessary) to obtain information; swears out arrest warrants for suspected arsonists.
- Compiles investigation results, determines probable fire cause and reports results to superiors.
- Cooperates with police and insurance companies to investigate reports of fires and stolen flammable materials.
- Maintains records of convicted arsonists and suspected arsonists.
- Maintains operational records indicating fire frequency, locations, patterns and probable trouble areas.
- Performs fire safety inspections of residential, commercial and industrial buildings and structures; advises owners of deficiencies found and correctional responsibilities; establishes follow-up and re-inspection procedures.
- Prepares reports of investigations and/or inspections performed covering conditions found, actions taken and recommendations made for further action.
- Inspects the storage and use of explosives, flammable, and hazardous materials.
- Appears at schools and other business places to instruct children and adults as to the danger, causes and prevention of fires.

Duties and Responsibilities (continued)	▪ Inspects public assembly and other facilities for overcrowding, locked and blocked exits, illegal storage, smoke detectors, smoking and other fire code violations. ▪ Investigates various types of complaint and special incident calls, illegal burning and sources of questionable odors. ▪ Performs related duties as required.
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Technical Skills	Thorough knowledge of: - The laws and ordinances of the state and city regarding arson and fire prevention. - The modern methods and procedures of fire prevention, fire warning systems, including inspection methods, various types of fire hazards, methods of eliminating hazardous conditions, residential and industrial fire fighting, and extinguishment equipment and systems. - The methods, materials and equipment necessary to determine causes of fire. Considerable knowledge of: - The geography of the city and of potential fire hazards. - Building, electrical, plumbing, and related codes where applicable to the work. Ability to: - Evaluate a fire scene and to determine if fire is of a suspicious origin. - Quickly and completely conduct and report on fires of suspicious origin. - Make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems. - Express ideas clearly and concisely, orally and in writing, to groups and individuals. - Establish and maintain effective working relationships with subordinates, representatives of cooperating agencies, and the general public. - Enforce regulations firmly, tactfully, and impartially.
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Education and Experience	High school graduation and two (2) years experience as a Fire Prevention Inspector with the Kansas City, Missouri Fire Department or equivalent.
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Certificates/ Licenses/Special Requirements	▪ Must possess a valid State –issued driver’s license in accordance with the City of KCMO policies. ▪ Must pass a physical examination as prescribed by the City. ▪ May be required to pass a preemployment drug screen.
Supervisory Responsibility	▪ Must pass a background check as prescribed by the City.

Supervision Received	Work is performed under the general supervision of the Assistant Fire Marshal.
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Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created	9/06
Revised	6/16