

## **CHIEF FIRE INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for supervising and coordinating the Fire Investigators of the Ulster County Arson Task Force. The work involves coordinating the efforts of fire investigations in determining the cause of fires. The Chief Fire Investigator is the liaison between the Deputy Chief Fire Investigators, Fire Investigators and the Arson Task Force. Incumbents work in cooperation with fire departments, insurance companies, police departments and the District Attorney's Office. The work is performed under the general direction of the Ulster County Arson Task Force. General supervision is exercised over the work of the Deputy Chief Fire Investigators and the Fire Investigators. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates the efforts of Fire Investigators in determining the cause of fires;

Serves as a liaison between the Fire Investigators, all law enforcement agencies and the Ulster County Arson Task Force Board;

Contacts and advises all effected fire agencies of the progress and results of any relevant investigation;

Supervises the compilation and assessment of statistics relating to the number of fires investigated, for presentation as a monthly report to the Arson Task Force Board;

Prepares monthly bulletins regarding the activities of the Arson Task Force Board, which will be distributed to all the Fire Investigators;

Maintains Arson Task Force equipment, clothing and vehicles for the fire investigation unit;

Assists in the preparation of the annual budget for the operation of the fire investigation unit;

Develops a continuing education program on arson detection and origin and cause of fires and ensures that all Fire Investigators attend training on a regular basis;

May submit names of nominees for Fire Investigator positions to the Arson Task Force Board;

May testify before grand jury investigations or civil court proceedings.

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of fire investigation practices and techniques; thorough knowledge of the theory of the causes and origins of fires; good knowledge of the principals and practices of firefighting; ability to effectively supervise the work of others; ability to write clear and concise reports; ability to learn effective interviewing procedures and practices; ability to communicate effectively with others; good powers of observation and

perception; good judgement; initiative and honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Must be employed as a Fire Investigator with the Ulster County Arson Task Force and meet the following qualifications: **Either:**

- A. Five (5) years of full-time, paid work experience as a firefighter or in a related profession involving the investigation of fires. This work experience must have included or have been supplemented by two (2) years of verifiable supervisory experience in a firefighting setting; **OR**
- B. Five (5) years of full-time, or its part-time equivalent, paid work experience as a Police Officer. This work experience must have included or have been supplemented by two (2) years of verifiable supervisory experience in a firefighting setting; **OR**
- C. Seven (7) years of verifiable volunteer work experience as a firefighter or in a related profession involving the investigation of fires. This work experience must have included or have been supplemented by two (2) years of verifiable supervisory experience in a firefighting setting; **OR**
- D. An equivalent combination of the training and experience as indicated in A, B and C above.

**Special Requirements**

- At the time of appointment and throughout employment in this title, candidates must possess a valid New York State Fire Investigator Certification.
- At the time of appointment and throughout employment in this title, candidates must possess a valid New York State Driver's License.
- Candidates must be at least eighteen (18) years of age at time of appointment.

ULSTER COUNTY  
1195 CH FIRE IN  
Classification: Competitive  
1196 CH FR I PT  
Classification: Non-Competitive  
Non-Union

Adopted: July 24, 2007  
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