

## **FIRE INVESTIGATOR TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a traineeship position in which appointees receive on-the-job training to learn to independently perform fire investigation duties. The incumbents are responsible for participating in the investigation and determination of the cause of fires in Ulster County. The Fire Investigator Trainees respond to fires in an assigned area in Ulster when called by the Ulster County Department of Emergency Services and work under very direct supervision at first, becoming increasingly independent as the training progresses. Incumbents work in cooperation with the fire departments, police departments and witnesses at the fire scene. Upon completion of their New York State Fire Investigation Certification and upon meeting all other requirements, trainees may be advanced to the full performance position of Fire Investigator, but in no case, may an incumbent be in a traineeship for more than twelve (12) months. The work is performed under the direct supervision of the Deputy Chief Fire Investigator. Supervision is not a function of this class. 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.

Trains in and responds to fires in a geographic area to which they are assigned in Ulster County;

Observes fire scene upon arrival;

Trains in and participates in interviewing fire personnel and witnesses at fire scene to determine what occurred;

Cooperates with Police Departments, and District Attorney's Office Investigators at fire scene;

Trains in and participates in investigating and determining the origin of the fire;

Trains in and assists in making a determination as to whether the cause of the fire was accidental, incendiary or undetermined;

Participates in writing and filing report with the Deputy Director of Emergency Services/Fire Coordinator;

Attends trainings on arson detection, origin and causes of fires;

May sift through fire debris and take samples to determine cause of fire.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of fire investigation practices and techniques; working knowledge of the theory of the causes and origins of fires; working knowledge of the principals and practices of firefighting; 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:** Graduation from high school or possession of a high school equivalency diploma **AND Either:**

- A. Two (2) years of full-time, paid work experience as a firefighter or in a related profession involving the investigation of fires; **OR**
- B. Two (2) years of full-time, or its part-time equivalent, paid work experience as a Police Officer; **OR**
- C. Four (4) years of verifiable volunteer work experience as a firefighter or in a related profession involving the investigation of fires; **OR**
- D. An equivalent combination of the training and experience as indicated in A, B and C above.

**Special Requirements:**

- Incumbents in this position must obtain a valid New York State Fire Investigation Certification within twelve (12) months of their date of hire.
- 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  
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Classification: Proposed Non-Competitive  
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Adopted: September 18, 2020