



CITY OF HOUSTON

FIRE DEPARTMENT CLASSIFIED JOB DESCRIPTION

Job Code: 104.3

Job Title: **ASSISTANT ARSON INVESTIGATOR**

GENERAL SUMMARY:

This is a middle management position that is responsible for the command and direction of all arson division activities and departmental administration as assigned by the Fire Marshal and Arson Investigator.

RESPONSIBILITIES:

- Oversees all fire investigations of questionable origin.
- Responds to multiple alarm fires and fire fatalities.
- Responds to all incidents when requested.
- Ensures that all policies and guidelines are followed.
- Provides on duty training or assistance with technical issues.
- Maintains communication with the Training Chief to assure all assigned personnel are current with mandated state training.
- Maintains and provides monthly reports.
- Performs statistical analysis as required.
- Ensures that the work product of all assigned personnel meet the standard quality of the division.
- Oversee preparation of scheduled absences for personnel and provide advance notice to supervisors.
- Attends meetings and training sessions.
- Stays informed and recommends changes to department policy about the scientific method of fire investigation and all skills associated with the proper presentation and preparation of arson cases such as cause and origin determination, electrical systems, interviewing, construction and building methods, chemistry of fire, circumstantial evidence, collection and preservation of evidence and investigation of arson related crimes.
- Reviews on scene activities of personnel to assure that safety procedures and guidelines are followed.
- Ensures that city issued equipment is properly maintained.
- Ensures that preventative maintenance and repairs of city vehicles are scheduled accordingly.
- Prepares employee performance evaluations of personnel under direct supervision.
- Offers guidance to assure tasks are completed and goals are met.
- Educates self and subordinates to qualify to perform duties and responsibilities of the next higher rank.

- Assists with any special projects as assigned by the Arson Investigator.

SPECIFICATIONS:

EDUCATION:

Recommends an Associate's Degree in Public Administration, Fire, Emergency Management or a related field. Bachelor's Degree preferred. Also, may require a Texas driver's license and compliance with the City of Houston's policy on driving.

CERTIFICATIONS:

Stays current and complies with mandatory training requirements set forth by the Texas Commission on Law Enforcement Officers Standards and Education.

EXPERIENCE:

A minimum of eight (8) years experience in the Houston Fire Department.

BASIC KNOWLEDGE:

- Management.
- Municipal Fire Protection.
- Private Fire Protection.
- Aircraft Crash and Rescue.
- Fire Alarm and Fire Company Communications.
- Training.
- Building Construction.
- Emergency Medical Services.
- Municipal Procurement Practices.
- Labor Relations.
- Safety Accident Prevention.
- Incident Management Systems.
- Water supply for firefighting.

SPECIFIC KNOWLEDGE:

- Houston Fire Department.
 - Rules and Regulations.
 - Standard Operating Guidelines.
 - Orders and Bulletins.
 - EMS First Responder Protocols.
 - HMRT First Responder Protocols.
 - Texas Task Force Responder Protocols.
 - Texas Local Government Codes.
- F.L.S.A. Laws.
- Meet and Confer contracts between the City of Houston and Houston Professional Fire Fighters Association (HPFFA), Local 341.
- Robert's Rule of Order.
- Rules promulgated by the Texas Commission on Fire Protection Education and Standards.
- City of Houston Purchasing and Budget procedures.
- Department strategy and tactics.
- Proper distribution and deployment of resources.
- City Ordinances.
- Texas Public Information Act.
- Fire Department fiscal and budgetary matters.
- Federal Right to Privacy Act.

ADVANCED SKILLS:

- Management techniques and practices.
- Supervision techniques and practices.
- Organization techniques and skills.
- Problem solving techniques.
- Firefighting strategy and tactics.
- Instructional techniques.
- Public Relations.
- Motivation techniques and practices.
- Utilization of personnel and equipment resources.

ABILITY TO:

- Establish and maintain effective working relationships with subordinates, members and public.
- Work with personnel in a harmonious manner in order to obtain approved goals and objectives.
- Recognize and reward individual and group needs and accomplishments.
- Be fair, objective and truthful.
- Analyze and implement for beneficial effects.
- Extemporaneous and impromptu public speaking.
- Organize and facilitate through dispatch responses to incidences such as fire, Hazardous Materials, natural disasters, mass casualty events, mitigation of weapons of mass destruction, aircraft incidents and responses to technical rescue situations.
- Understand and implement Fire Department Orders and Guidelines.
- Represent the Fire Department in a professional capacity.

SUPERVISION RECEIVED:

Under the direct supervision of the Arson Investigator.

SUPERVISION EXERCISED:

Direct supervision over Classified and Non-Classified employees who report directly to the Assistant Arson Investigator.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

Any one position may not include all the duties listed, nor do the examples listed necessarily include all duties performed.