

INCENTIVE JOB DESCRIPTION 11/18

POSITION: FIRE INVESTIGATOR-BASIC (limited to 6)
DEPARTMENT: FIRE DEPARTMENT
DIVISION: FIRE/AMBULANCE

JOB OVERVIEW

The primary responsibility of Fire Investigator-Basic is to assist the Fire Marshal with fire investigations to draw a conclusion of fire origin and cause determination. Each independent incentive period will run from January thru December each year. In addition to incentive pay, overtime will be paid for fire investigations and related duties performed off duty.

INCENTIVE

The incentive will be \$0.21 per hour added to base pay for shift personnel (56 hour) and \$0.29 per hour added to base pay for administrative personnel (40 hour).

QUALIFICATIONS

Obtain Origin and Cause Determination certification from the State of New Mexico or the National Fire Academy and membership in the New Mexico Chapter of International Association of Arson Investigators.

DUTIES AND RESPONSIBILITIES

- Available for fire investigations when requested.
- Respond as initial fire investigator and identify and coordinate the need for additional investigative resources that are matched to the specific needs of the investigation.
- Perform lead investigations of fire scenes to determine the area or point of origin, source of ignition and materials ignited.
- Any crime scene or suspicious fire scenes shall be properly secured until arrival of a Fire Investigator-Technician or Fire Marshal.
- Insure proper documentation of fire scenes as lead investigator.
- Assist with necessary interviews on moderate and major fire scenes.