

Job Description – City of Burleson

Job Title: Arson Investigator/ Fire Inspector
 Department: Fire Marshal/Fire Department
 Pay Grade: Step Plan
 FLSA Category: Non-Exempt
 Schedule: 4-10 hour shifts per week or other shift hours as assigned, on-call as requested, shall live within a one-hour response time from city
 Date Revised: May 7, 2025

Approvals:

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|------|--|------|-----|
| HR: | | CMO: | N/A |
| DIR: | | CMO: | N/A |

PRIMARY DUTY:

The Arson Investigator/Fire Inspector reports to the Burleson Fire Marshal and assists with leading the Community Risk Reduction (CRR) Division for the City of Burleson. This position serves as a proactive leader in the implementation of strategic risk reduction through education, engineering solutions, enforcement of codes and ordinances, and coordination of emergency response planning. The Arson Investigator/Fire Inspector is expected to be a dynamic communicator, project manager, and community liaison, with a strong emphasis on public engagement, partnership development, and educational outreach. Fire and EMS duties may be assigned during periods of extreme call volume, large-scale incidents, or disasters. Duties include responsibilities for integrated law enforcement and EMS response during active threat incidents, including participation in the Rescue Task Force (RTF) team and other coordinated operations. Duties may also include assisting the Burleson Police Department with law enforcement-related duties as assigned or needed.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

| Strength Exerted | Description of Job Duties |
|-------------------------|--|
| S-M | Conduct fire inspections and investigations and write proper reports. |
| S | Interview complainants, victims, witnesses and suspects as needed. |
| S | Investigate complaints and answer questions related to fire hazards and regulations. |
| S-VH | Perform essential duties of a police officer. "If certified as a peace officer." |
| L-H | Operate and maintain city issued equipment. |
| S | Conduct fire education programs as requested. |
| S | Appear and testify in court and juries as scheduled or requested. |
| L-VH | Make arrests as needed or required. |
| | Perform other duties as assigned |
| | Regular scheduled attendance at the work site is required. |

ESSENTIAL DUTIES AND RESPONSIBILITIES:

EDUCATION

- Develop and deliver fire and life safety education programs for schools, businesses, and the public.
- Represent the department at community events, public meetings, and outreach activities.
- Promote safety campaigns using presentations, media, and interagency coordination.

ENGINEERING

- Collaborate with City staff, developers, and contractors to support fire-safe design and construction.
- Assist in plan reviews for buildings and fire protection systems to ensure code compliance.

ENFORCEMENT

- Perform fire inspections and investigate code violations in new and existing buildings.
- Issue citations and enforce corrective actions as necessary.
- Assist with fire investigations, evidence documentation, and reporting.

EMERGENCY RESPONSE

- Contribute to emergency planning, pre-incident planning, and hazard mitigation efforts.
- Work with operations and emergency management teams to support drills and preparedness.
- Respond to major incidents as needed to assist with investigations or CRR objectives.

ECONOMIC INCENTIVES

- Assist with grant applications and support incentive-based safety programs.

PROJECT MANAGEMENT & LEADERSHIP

- Lead or support CRR initiatives and strategic risk reduction programs.
- Coordinate teams across departments and agencies on targeted safety campaigns.
- Analyze data, track CRR performance metrics, and present findings to leadership and stakeholders.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and understand reports, memos, manuals, policies, rules, regulations, laws, ordinances and statutes.
- Ability to write accurate, thorough and complete reports.
- Ability to reason objectively at a high level to sort through facts while conducting investigations and inspections and above average ability to analyze situations and adapt quickly, effectively and take a reasonable course of action.
- Knowledge of fire prevention techniques, fire suppression techniques and fire investigation techniques.
- Knowledge of fire protection equipment.
- Must be able to effectively communicate with the business owners and citizens.
- Ability to investigate fire scenes while protecting, recording and processing the scene and evidence located at the scene.
- Knowledge of presentation skills for courtroom appearances and the ability to articulate findings during an investigation or inspection.
- Knowledge of local, state and federal laws and ordinances and city personnel policies, procedures as well as department policies and procedures.
- Ability to develop and maintain good working relationships with citizens.
- Ability to exert force as needed to intervene in conflict situations or subdue suspects.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Previous experience managing or coordinating public programs, fire code enforcement, or safety outreach.
- Minimum of four (4) years of experience in fire prevention, inspection, investigation, or public education.

CERTIFICATES AND LICENSES:

- Texas Commission on Fire Protection: Basic Structural Firefighter Certification
- Texas Commission on Fire Protection: Fire Inspector Certification
- Texas Commission on Fire Protection: Fire Investigator Certification
- Texas Commission on Fire Protection: Plans Examiner
- Texas Commission on Law Enforcement (TCOLE) certification
- Texas Commission on Fire Protection: Arson Investigator Certification
- Texas Department of State Health Services (DSHS) certified, or certifiable EMT or higher
- Valid Texas Class C Driver's License; Class B preferred

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Potential exposure to chemical spills, fuel spills and toxic environments. Exposure to extreme weather, smoke from fires and hazardous materials. Potential exposure to explosive hazards, armed and dangerous individuals and having shots fired.

TOOLS AND EQUIPMENT USED:

City vehicle and attached equipment, two-way radio, camera, video camera, VCR, computer, flashlight, mobile and land line phones, copier, citation book, report forms, fire extinguishers. Handgun, taser, shotgun, in performance of police officer duties and other required equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

| Physical Demand | Frequency | Description of Demand |
|------------------|-----------|---|
| Standing/Walking | C | To conduct fire inspections and investigations; question complainants, victims, witnesses and suspects at a scene; communicate with other staff members or citizens; conduct training sessions; walk or stand on rough terrain, rock or uneven ground, concrete, asphalt or areas presenting obstacles; controlling a fire scene or accident scene. |
| Sitting | F | To drive city issued vehicle, attend and conduct meetings, perform miscellaneous tasks, work at desk and appear in court. |
| Lifting/Carrying | F | Various objects including but not limited to evidence, hand held radio, shovel, fire hose; occasionally move a victim at the scene of a fire or other accident; transporting various materials/supplies to various programs or events. Up to 150 lbs. |

| | | |
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| Pushing/Pulling | O | Push open windows or doors; move obstacles at a fire scene or during an inspection; push fire debris, around at a fire scene. |
| Reaching | R | During inspections or investigations. |
| Fine Dexterity/ Handling | F | To restrain suspects; use firearms, file, radio, recover evidence, do paperwork; make phone calls; perform tests on and examine evidence; operate computer, copier and other equipment; handcuffing and handling suspects. |
| Climbing/Balancing | O | To climb while conducting an investigation or an inspection onto roofs or other obstacles; Climb ladders; Climb stairs in apartment complexes or other buildings. Heights up to 5 story's. |
| Crouching/Crawling/ Kneeling/Twisting | O | The nature of this type work is such that all types of body positions are assumed to varying degrees. Depending on the task at hand and the nature of the task, the inspector/investigator may be required to assume positions of kneeling, crouching, crawling, bending or twisting in order to: Conduct an investigation or an inspection; Maneuver around, through or under various kinds of obstacles; Collect evidence; Access materials stored in low cabinets or shelves; Surveillance work; Get to children's eye level when interviewing the child and when conducting youth programs; Twisting to make an observation while in vehicle. |
| Vision | C | Correctable to detect normal hazards encountered (i.e. driving, and recognizing potentially dangerous situations); visual discrimination required to distinguish and identify suspect's clothing, features; license plates, etc.; read documents; write; conduct investigations and inspections; examine evidence; qualify with firearms. |
| Hearing/Talking | C | To communicate with other city personnel, other agency representatives, citizens, business owners and suspects. |
| Foot Controls | F | Driving a vehicle. |

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

C__time pressures

F__irregular schedule

F__frequent change of task

O__tedious exacting work situation

C__performing multiple tasks simultaneously

F__emergency situations

O__danger/physical abuse

F__noisy/distracting environment

C__working closely with others as part of a team

other: _____

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.