

City of Dallas
Classification Specification

Title:	Fire Prevention Captain	Class Code:	44016
Application:	Career Series	Pay Grade:	F5
Supplemental/Code:	Protective Service Worker/7	Established:	10/01/2008
FLSA Status:	Non-Exempt	Revised:	01/01/09

No member may perform the duties of, or act in the capacity of an arson investigator without being certified, trained and maintaining certification as an arson investigator, as well as being certified, trained and maintaining certification as a peace officer. Additionally, no member may perform the duties of, or act in the capacity of a bomb technician without being certified, trained and maintaining certification as a bomb technician, as well as being certified, trained and maintaining certification as a peace officer.

Position Purpose:

This is an intermediate level officer in Fire Prevention or Homeland Security with supervisory, technical and investigative duties involving a variety of specialized activities other than fire-fighting duties. This position reports to and performance is evaluated by a Fire Prevention Section Chief.

Essential Functions:

1. When assigned to a property hazard analysis force, field section, is responsible for supervising the daily activities of Fire Prevention Lieutenants and Officers within the section, advising and assisting with difficult cases involving Fire Code compliance and legal action, and for summarizing month activity reports.
2. When assigned to the Fire Investigation and Explosive Ordnance Unit, after receiving technical training and certification as a peace officer and arson investigator, is responsible for the complete preliminary and follow-up investigations of incendiary fires, including cause and origin determination; gathering and preservation of evidence; the interviewing of victims, witnesses, and complainants; the apprehension, interrogation and arrest of suspects when necessary; Criminal Mischief cases involving damage from fire; Insurance Fraud cases involving damage from fire; preparation of cases for prosecution; major loss fires to determine the cause and reason for fire spread and provide data for research and fire prevention; fire fatalities to assist the Medical Examiners Officer and provide data for study in fire fatality prevention; and the investigation of false alarms to assist the Fire Alarm and Fire Control Divisions in prevention and prosecution; illegal use or possession of explosives; counseling with juveniles; and any other case deemed necessary by the Chief of the Department.
3. When assigned to the Explosive Ordnance Disposal Unit, will be trained and proficient in performing the following responsibilities:

Render safe and or remove suspected improvised explosive devices, incendiary devices, explosives, explosive chemicals (as currently defined by the Bureau of Alcohol, Tobacco, Firearms and Explosives), pyrotechnics, and ammunition.

Provide legal, proper and safe transportation, disposal and/or storage of explosives and other items referred to above;

Conduct bombing crime scene investigations;

Collect and preserve evidence;

Prepare and provide courtroom testimony;

Store, maintain and inventory bomb squad equipment;

Provide technical support to special operations;

Provide dignitary protection;

Prepare and participate in explosive related training programs;

Maintain and be familiar with a technical library of Bomb Data Center publications and other explosive related materials;

Maintain professional and training liaison with other state and local bomb squads, explosives detecting canine units, military EOD units, federal agencies, and professional associations;

Compile and report technical data on explosive devices and incidents;

Develop agency emergency response plans for bomb threats, actual improvised explosive devices, and bombing crime scenes;

Develop and promulgate bomb threat awareness and safety programs for public and private organizations;

Report found or recovered military ordnance to military EOD units.

4. Internal Affairs
5. Performs other related duties, including special projects, as requested or required.
6. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Must have technical knowledge of fire prevention work including safe storage and handling of flammable liquids, hazardous chemicals, radioactive materials, explosives, gases and manufacturing processes.

Must have thorough knowledge of the Dallas Fire Code and Dallas Fire-Rescue Rules and Regulations.

Must be familiar with testing devices such as closed cup tester and explosimeter.

Must have working knowledge of building, plumbing, and electrical codes applicable to fire prevention.

Must have knowledge of laws, ordinances, and general court procedures relative to fire protection.

Must have knowledge of vocabulary, English usage, spelling, mathematics, and report writing required for promotion to higher rank.

Must have knowledge of principles of supervision and human relations involved in fire prevention investigative and regulatory work.

Abilities usually obtained through six and one-half years experience in Dallas Fire-Rescue Department including eighteen months as Fire Prevention Lieutenant.

Class Code:

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Pre-employment Physical Examination-A-Class

Must be certified under the City of Dallas Driver's Safety Program. Required only when employee operates a motor vehicle.

Maintain certification as required by the State for specified assignment.

Must maintain certification as a Fire Inspector as required by the Texas Commission on Fire Protection.

Additional Knowledge, Skills and Abilities Required to Perform Work as a Fire Investigator/ Peace Officer:

Thorough knowledge of the Texas Penal Code, Texas Code of Criminal Procedures, and the Dallas Police Department General Orders.

Must be certified as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education. (TCLEOSE)

Must maintain certification as a Peace Officer based on standards set forth by the Texas Commission on Law Enforcement Officer Standards and Education. (TCLEOSE)

Must be certified as an Arson/Fire Investigator as required by the Texas Commission on Fire Protection.

Must maintain certification as an Arson/Fire Investigator based on standards set forth by the Texas Commission on Fire Protection.

Additional Knowledge, Skills and Abilities Required to Perform Work as a Bomb Technician/ Peace Officer:

Must be certified as a Bomb Technician based on current standards set by the National Guidelines for Bomb Technicians, Special Technicians Bulletin prepared by the National Bomb Squad Commanders Advisory Board (NBSCAB) in conjunction with Federal Bureau of Investigation, Bomb Data Center and Hazardous Devices School.

Must maintain certification as a Bomb Technician based on standards set forth by the current National Guidelines for Bomb Technicians, Special Technicians Bulletin.

Working Conditions and Hazards:

Works in office and district.

Requires occasional walking, standing, climbing, and descending stairs, and frequent driving City automobile when making inspections.

Works regular 40-hour week.

Subjected to occasional minor injury and ordinary traffic hazards.

Additional Working Conditions and Hazards as a Fire Investigator/ Peace Officer:

Subjected daily to hazards and potential physical dangers inherent in law enforcement work.

Force required to make arrests or to defend self against assault occasionally requires considerable physical strength and agility.

Responds to alarms at any hour and under all weather conditions.

Class Code:

Subjected to possible injury when driving apparatus through City traffic.

Subjected to possible burns, cuts, bruises, and lung irritation from smoke. Potentially on duty 24-hours, off 72-hours.

Subjected to working shift duty, on duty 24-hours, off 72-hours.

Performs strenuous physical duty inherent with donning and working with protective gear and lifting objects.

Additional Working Conditions and Hazards as a Bomb Technician/ Peace Officer:

Subjected daily to hazards and potential physical dangers inherent in law enforcement work.

Force required to make arrests or to defend self against assault occasionally requires considerable physical strength and agility.

Responds to calls at any hour and under all weather conditions.

Subjected to possible injury when driving apparatus through City traffic.

Performs strenuous physical duty inherent with donning and working with protective gear and lifting objects.

Subject to injuries and potentially fatal hazards inherent in bomb disposal work.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Regular, reliable and punctual attendance is an essential function of the job

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.