



September 8, 2020

Whitemore Fire Consultants, Inc.  
Invites applications for the position of:

## **Fire Investigator/Consultant**

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Whitemore Fire Consultants, Inc. is currently developing a list of individuals that are or (nearly) CFI-certified and have an interest in joining a private fire & explosion investigation company on a full-time basis. This list of interested individuals will be considered as we evaluate our staffing needs within the near future.

Whitemore Fire Consultants is a respected private fire investigation agency that performs origin and cause investigations of fires and explosions throughout the Upper Midwest. We offer an excellent benefits package and a competitive salary range.

### **Summary**

The Certified Fire Investigator (Fire Consultant) is responsible for investigating and analyzing the origin and cause of fires and explosions that include residential, commercial, heavy equipment, vehicles and marine properties. The investigator will conduct a systematic investigation pursuant to NFPA 921 and NFPA 1033 and produce a written report with photographs of their findings. And, if required, be capable of providing expert testimony regarding their opinions in State or Federal courts.

### **Duties & Responsibilities**

- Timely response to loss sites to initiate investigations.
- Provide ethical, objective and unbiased analysis and opinions regarding their investigation.
- Perform necessary research to reach conclusions.
- Have a professional relationship and open communication with clients and provide excellent customer service.
- Required to handle sensitive and confidential information.
- Work closely with administrative staff as well as other investigators, both within and outside company, public officials and insureds.
- Must be willing to work a flexible schedule as workload demands.
- Must be able to work independently with minimal direction.
- Must be a team player.
- Must be a self-starter, multi-tasker and disciplined in handling all reporting needs and files.
- Must possess attention to detail in documenting scene investigations and reporting requirements.
- Possess an excellent knowledge of Microsoft Word, Outlook, and DropBox.

### **Qualifications**

- High school diploma or GED equivalent.
- Four-year degree preferred, however experience will be considered in lieu of education.
- Five years origin and cause investigation experience with a fire department or other investigation agency.
- CFI (preferred) however candidates capable of CFI designation in near future will be considered.

## Requirements

- Must be a Certified Fire Investigator (CFI) through the International Association of Arson Investigators or have the ability to obtain certification on a previously agreed upon timeframe.
- Must be well organized and capable of meeting time and response requirements as dictated by client.
- Must have physical ability to climb ladders, roofs, tight spaces, etc. on an as-needed basis.
- Must be capable of obtaining HAZWOPR, Asbestos Awareness, Confined Space and First Aid Refresher.
- Excellent written and verbal communication skills.
- Must have a valid driver's license.
- Must pass a background check (BCA/FBI).
- Must work efficiently and independently with little supervision.
- Must be capable of working from a remote (home office) setting.
- Must be able to travel.

## Physical Requirements

- This position may require standing for a prolonged period of time.
- Frequently may be required to lift and/or move heavy objects in excess of 50 lbs.
- May be required to balance, stoop, kneel, crouch or crawl.
- Must be able to fly or drive to loss locations as needed.
- Frequently sit at a computer screen for an extended period of time.

## What We Offer

- Excellent health insurance
- Paid Holidays (7)
- 401K matching (after 6 months of employment)
- PTO (Paid Time Off)
- Life Insurance
- Necessary work tools to perform your job, including:
  - Camera
  - Cell phone
  - iPad
  - Computer
  - Printer
  - Investigation tools
  - Vehicle & insurance
  - Licensing
  - Continuing Education
  - Company logo attire

## Work Environment

While performing the duties of this position, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, precarious places and in buildings with structural deficits due to fire and/or explosion. The employee may occasionally be exposed to wet and/or humid or cold conditions, fumes or airborne particles, toxic or caustic chemicals. Whitmore Fire Consultants, Inc. takes every precaution to ensure the safety of all employees.

**Please Respond by October 1, 2020**

If you have an interest in joining our dynamic company, please send a resume with salary requirements to:

Pam Whitemore  
Whitemore Fire Consultants, Inc.  
PO Box 1261  
Prior Lake, MN 55372

Or Email:  
[pwhitemore@whitemorefire.com](mailto:pwhitemore@whitemorefire.com)

All applicants information/interest will be confidential.