

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Assistant Foreman – Fire/Safety  
**Pay Table:** Support  
**Pay Grade:** 13  
**FLSA Status:**  
**Job Code:** 624  
**Reports to:** Fire Protection and Safety Systems Foreman

### **JOB SUMMARY**

Under the general supervision of the Fire Protection and Safety Systems Foreman, the Assistant Foreman assists with the repair, maintenance and installation of all systems related to Fire Protection and Safety systems and supervises shop personnel in absence of the shop foreman.

### **ESSENTIAL JOB FUNCTIONS**

- Reviews job sheets, creates job sheets and assigns work to technicians in the absence of the foreman.
- Maintains, installs, repairs, inspects, troubleshoots and tests systems provided by this work group. Some examples are: fire alarms, fire sprinkler systems, fire hydrants and fire protection water supplies, fire extinguishers, kitchen hood suppression systems, burglar/intrusion alarm systems, CCTV systems, monitoring center systems.
- Meets with foreman to plan, review, coordinate and receive direction on assignments and projects.
- Advises facility administrators and staff regarding the installation and/or repair of systems provided by this work group.
- Provides training and technical support to facility staff and department technicians of systems provided by this work group.
- Reports the status of new installations and retrofit projects, pertaining to the systems provided by this work group, to the foreman.
- In absence of the foreman, responds or dispatches technicians to emergency callouts during or after regular work hours including holidays and weekends.
- In absence of the foreman, answers telephone calls to assist facility staff in the operation of building systems during or after regular work hours including holidays and weekends.
- Maintains documentation of system inventories, equipment repair records, and other assigned records to aid in the operation of the department.
- Orders materials under the direction of the foreman and according to district policy.

**MINIMUM REQUIREMENTS**

- Completion of technical school.
- Four (4) years of experience related to the above tasks, knowledge, skills and abilities including experience troubleshooting and installing electrical and electronic systems.
- Preferred experience with systems manufactured by: Silent Knight, DSC, Dedicated Micros, Pelco, Simplex, Notifier, Gamewell, FCI, EST.
- Experience with wet and dry pipe fire sprinkler systems.
- Driver's license.
- Certification or training related to the systems provided by this department.
- Possession of, or the ability to obtain within one year of hiring, the following licenses: Utah State Portable Fire Extinguisher Servicing Technician license, Utah State Fire Sprinkler Inspectors license, Level II, Utah State Fire Alarm Inspectors license, Level III.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical functions.
- Knowledge of systems provided by this department including: fire alarms, fire sprinkler systems, fire hydrants and fire protection water supplies, fire extinguishers, kitchen hood suppression systems, burglar/intrusion alarm systems, CCTV systems, monitoring center systems.
- Knowledge of codes and standards adopted by the State of Utah pertaining to the functions of this department.
- Ability to read and understand drawings and blueprints of buildings and building systems.
- Knowledge and understanding of electrical and electronic systems.
- Knowledge of building construction, fire behavior and physical security principles.
- Ability to communicate ideas and resolve fire protection and safety issues with personnel, faculty, staff and administrators.
- Ability to effectively handle emergency and stressful situations.
- Ability to use small office equipment and computers.
- Ability to use or repair small and medium equipment.

**PHYSICAL DEMANDS**

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in an environment where errors can lead to significant physical or mental consequences.

*The Davis School District has the right to revise this position description at any time.*