

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: Foreman – Fire/Safety
Pay Table: Support
Pay Grade: 17
FLSA Status: TBD
Job Code: 618
Reports to: Maintenance Coordinator

JOB SUMMARY

Under the general supervision of the Maintenance Coordinator, the Foreman – Fire/Safety supervises the fire systems and safety shop personnel, assists with the repair and maintenance of fire alarms and fire suppression systems, and conducts yearly testing of systems.

ESSENTIAL JOB FUNCTIONS

- Reviews job sheets and assigns work to technicians
- Prepares daily trip sheet.
- Communicates with Coordinator to review and coordinate assignments.
- Supervises and assists with installation, maintenance and repair of fire alarm systems and related systems and equipment. Cleans all detectors annually. Makes repairs as required for trouble alarms. Responds to fire alarms (non-drill). Repairs equipment and devices found to be malfunctioning during testing. Cleans and oils dry type compressors. Installs new door magnets on fire doors.
- Monitors and ensures proper functioning of all district fire alarm systems, fire suppression devices, fire extinguishers, hood suppression systems, dry and wet pipe sprinkler systems.
- Performs and documents mandated testing of all fire alarm devices and suppression systems as per State Fire Marshall and NFPA requirements. Conducts yearly tests of all alarm and suppression devices and systems. Conducts quarterly test of suppression sprinkler systems. Inspects sprinkler heads annually. Conducts annual test of glycol systems. Inspects and tests fire hoses. Inspects fire department connections. Conducts annual test of all horns and strobes. Files weekly reports relating to testing progress.
- Responds to afterhours system trouble.
- Upgrades systems to new code requirements.
- Reviews plans for new building fire alarm systems.
- Orders and maintains inventory of alarm and suppression system parts and materials.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Five (5) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Specialized experience with installation, troubleshooting and repair of fire alarm systems (FCI, Notifire, Simplex, Gamewell, etc.) preferred.
- Experience with dry and wet pipe systems preferred.
- Driver's license.

State Fire Alarm Inspector, State Fire Extinguisher Inspector and State Fire Sprinkler Inspector.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical functions.
- Thorough knowledge of fire alarm systems (addressable and conventional) and ability to troubleshoot.
- Knowledge of fire and electrical codes.
- Ability to read blueprints and maps of systems.
- Knowledge of electronic systems.
- Knowledge of fire extinguishers and fire sprinkler systems.
- Ability to prepare purchase orders.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage budget.
- Ability to use small office equipment and computers.
- Ability to use or repair light equipment.
- Ability to supervise employees.
- Ability to establish policies and create and guide implementation of programs, projects and systems.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 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, 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 a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

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