

FIRE & SECURITY ALARM TECHNICIAN

Classification: Maintenance

Location: Facility Operations

Reports to: Maintenance Supervisor/Facilities Manager

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides support services with specific responsibility for installing, repairing and/or replacing fire and security alarm systems and related equipment; maintaining a regular inspection and test schedule; documenting activities; and maintaining necessary servicing tools and materials.

Part II: Supervision and Controls over the Work:

Work is performed under the general supervision of the maintenance supervisor who assigns responsibilities and sets priorities. Employee is expected to perform with a high degree of independence to include planning the work for efficiency and for avoiding unnecessary disruption of the education learning environment. Completed work is evaluated for timeliness, completeness, code compliance, safety, and established priorities.

Part III: Major Duties and Responsibilities (depending on specific assignment):

Duties and responsibilities include but are not limited to:

1. Analyzes blue prints, schematics, and drawings of fire and security alarm and/or other related systems for the purpose of determining the efficient installation of new or upgraded systems.
2. Assist Fire Alarm /Security Low Voltage Technician with fire alarm testing, trouble shooting, etc.

3. Responsible for the security database, work closely with the locksmiths on badging. Manage the building schedules within the security system and work closely with our monitoring contractor.
4. Monitors the work with the fire alarm/security system databases.
5. Track and manage elevator contract and preventative maintenance. Working closely with monitoring contractor.
6. Assist with managing the district fire extinguisher program.
7. Coordinates with other trades for the purpose of completing projects and work orders efficiently.
8. Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
9. Inspects fire alarm / security systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
10. Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
11. Prepares written materials for the purpose of documenting activities and/or conveying information.
12. Requests and maintains assigned vehicles, equipment, and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
13. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High school graduation or equivalent.
- Minimum of three years of experience working with fire and security systems, and maintaining a security database.

- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of fire and security systems/subsystems; troubleshoot/maintain alarm, mechanical, and blueprints and schematics.
- Ability to utilize office technology to document assigned work, control inventories, initiate service orders, etc., to include Microsoft Excel and Word documents.
- Ability to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment.
- Flexibility to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods.
- Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and complying with OSHA/TOSHA requirements.
- Ability to work under limited supervision using standardized practices and/or methods; providing information and/or advising others.
- Ability to operate power equipment and maintain lift certification.
- Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.
- Possess LEA or LEB electrical license as required by state, city, and local code.
- First Aid, CPR and defibrillator training may be required.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.
- The employee must occasionally lift and/or move up to 50 pounds and greater than 50 pounds using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to update knowledge and utilize safety equipment for the work to prevent injury to self or others.