

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Electronics Technician – Fire Alarm/ Intercom/ Security
Date Prepared or Last Modified: December 2022
Work Year: 12 months
Department: Facilities
Reports To: Director of Facilities

SUMMARY Perform skilled electronics duties relating to the maintenance, repair, installation, troubleshooting, and preventive/planned maintenance of electronics systems. Working knowledge of fire, security, and intercom equipment. Provide assistance to District Electrician.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 39% Maintain, repair, install, and troubleshoot electronic systems, such as intercoms, paging systems, master clocks, fire alarms, security systems, score boards, and audio & video equipment.
- W 20% Check, clean, and/or replace smoke, heat and security motion detectors, horns, strobes, control modules, and other equipment as necessary. Check, troubleshoot and repair/replace fire alarm horns, strobes, pull stations and other fire alarm equipment. Update graphic maps and perform basic programming modifications.
- W 5% Interpret schematics, blueprints, sketches, and specifications.
- W 5% Establish preventive maintenance schedules for equipment and maintain records of maintenance and repairs as necessary. Manage/Prioritize workload using work order system, Ensure all work order Action boxes have been populated with notes, dates and initials. Ensure all work is completed on a timely basis.
- W 5% Maintain and inspect equipment, including electrical equipment and supplies, vehicles, and workstations. Maintain inventory of parts, supplies, and equipment. Summer work - schedule site visits for annual fire inspection with local fire department and all elevator inspectors. Contact Mike Sowder with Boces to schedule middle and high school science room hood testing.
- W 5% Work with other trades as needed. Check with Director of Facilities, Grounds Supervisor and Custodial Supervisor to see if any deliveries need to go out to district buildings.
- M 10% Respond to burglar and fire alarm situations, determine status of alarm equipment, and make or schedule necessary repairs or maintenance.
- A 1% Assist supervisor in estimating and preparing budget, evaluating equipment and supplies, recommending purchase or replacement, and providing input on District capital expenditures.
- M 5% Respond to emergency situations when necessary when called due to on-call rotation.
- A 1% Perform snow removal as needed.
- Ongoing 4% Perform other duties as assigned, for example, after hours' emergencies.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent. Enrollment in post-secondary trade trainings program preferred.

EXPERIENCE Four (4) years' experience in institutional, commercial, or industrial maintenance low-voltage and electronics applications.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic math skills and electrical knowledge. Basic microcomputer skills. Must possess intermediate level of skills with Microsoft Excel and Word programs. Possess a working knowledge of fire/intercom/ security schematics, blueprints and construction documents. Communication and interpersonal skills.

CERTIFICATES, LICENSES, & REGISTRATIONS Valid Colorado driver's license. First Aid certification highly recommended. Ability to obtain National Institute for Certification in Engineering Technologies (NICET) within 18 months of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no managerial responsibilities. Acts as a technical resource for individuals across the District.

JUDGMENT AND DECISION MAKING Work is assigned by Director of Facilities, work orders, and preventive maintenance schedule. This position requires application of technical knowledge to evaluate, analyze, repair, or replace electronic systems and/or equipment; prioritize repairs; and determine impact decisions have on building occupants. Work is guided by district policies,

DIVERSITY OF DUTIES: Duties require cross-training in electrical, fire and security alarm panels and devices, and electronics such as clock and intercom systems. Duties and actions impact individuals across the District.

SAFETY TO SELF AND OTHERS Low exposure to self to bruises and cuts due to falls and using tools; to fractured bones due to falls; to hernia due to lifting heavy equipment; to repetitive motion injuries due to climbing; and to loss of limb due to equipment. Also, duties of this job may impact the safety of others if precautions are not taken when working where others are present and if work is done poorly and does not meet required specifications or codes for safety.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate with occasional exposure to fire alarm horns.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to analyze, coordinate, compute, evaluate, and compile. Occasionally required to compare, instruct, synthesize, and negotiate.