



JOB DESCRIPTION

Position Code: SUPV ELECTR

Bargaining Group: SJSA

Salary Range: 35

Work Calendar: 0001

Page 1 of 2

POSITION TITLE: Low Voltage and Fire-Intrusion Supervisor

DEFINITION: Under general direction, plans, organizes, supervises and participates in activities involving fire and intrusion maintenance and repair; performs related work as required.

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

Supervises work activities of low voltage and locksmith technicians and the dispatch center in monitoring, installing, maintaining, and repairing safety equipment, including fire evacuation systems and doors, district-wide computerized system network for fire and intrusion alarm system, and the work order system. Acts as project monitor for major repair/replacement projects, from the planning and budget phase through design and installation; provides technical advice and assistance in design, installation and maintenance of low voltage systems and ingress/egress door and gate systems; instructs staff and other district personnel in the operation and care of fire and instruction equipment; makes recommendations to site personnel relative to purchase, operation and care of fire and intrusion equipment; works closely with Fire Marshall and maintains records, collaborates with dispatch center for Fire Marshall findings, and prepares reports as required; schedules, trains and evaluates subordinate personnel; supervises keeping work location clean, safe and in adequate repair; prepares department budget and allocates funds for expenditures; monitors budget expenditures; may serve on district committees in related areas.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and experience in low voltage, construction, fire and intrusion, preferably including supervisory experience over others, which demonstrates ability to perform the duties of the position.

Licenses and Certifications:

Possession of, or willingness and ability to obtain a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

Knowledge, Skills, and Abilities:

- Knowledge of the theory, functions, and construction of fire and intrusion systems, ingress/egress requirements, electronic systems, and equipment;
- Knowledge of safety standards and practices;
- Knowledge of the methods and techniques of electromechanical equipment repair;
- Ability to read and understand schematic drawings, wiring diagrams and blue prints;
- Ability to train, plan, organize, and supervise the activities of low voltage, locksmith, and work order technicians; Ability to maintain effective working relationships with others;
- Ability to follow written and oral instructions;
- Ability to plan and supervise budget expenditures;

WORKING CONDITIONS:

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

Sufficient vision to read printed material; sufficient hearing to conduct in person and telephone conversations; ability to speak in an understandable voice which can be heard in normal conversation or on the telephone; sufficient manual dexterity to operate audio visual and electronic media equipment; sufficient strength to lift, push and pull objects up to 75 pounds; sufficient mobility to climb ladders, stairs and drive a light vehicle.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	4/12/83
Revised:	4/19/95 (License only)
Revised:	8/12/97
Revised:	May 13, 2025