MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Fire Systems Technician

REPORTS TO: Maintenance Manager

DEPARTMENT: Maintenance, Operations & Facilities

CLASSIFICATION: Classified

SALARY: Teamster Range 581

BOARD APPROVED: April 16, 2025

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs work of considerable difficulty on a variety of Fire Systems services with specific responsibilities for installing, repairing, and upgrading Fire Alarm systems, in accordance with trade standards, to ensure compliance with fire safety regulations and codes while keeping systems operational for the safety of students, staff, and property. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Installation & Maintenance: Identifies, evaluates and troubleshoots all fire alarm system problems; uses electronic inspection and diagnostic equipment to determine causes of system difficulties; makes necessary repairs to manual and automatic fire alarm systems. May coordinate assistance from vendors, as needed. **E**
- Testing & Inspections: Conduct regular inspections, testing, and preventive maintenance in accordance with the California Fire Code (CFC), National Fire Protection Association (NFPA) standards, and local fire regulations. **E**
- Compliance & Documentation: Ensure systems comply with state and federal regulations, maintain records of inspections, and prepare reports on fire system conditions. **E**
- Emergency Response: Respond to fire alarm system malfunctions, conduct diagnostics, and perform necessary repairs to restore full functionality. **E**
- Collaboration: Work closely with school district maintenance teams, fire marshals, and safety officials to coordinate fire safety efforts. **E**
- Training & Support: Provide guidance to school staff on fire system operations and emergency procedures. **E**
- Monitors, inspects and provides maintenance for Fire Systems to adheres to all safety and code requirements of the federal, state, local and Board of Education guidelines. **E**

- Prepares and maintains records and documentation of all repairs and alarm certifications, including inspection reports, and detailed maintenance logs and forms.
- Establishes and maintains records of annual inspection requirements, preventative maintenance programs and other records of work performed.
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of Fire Alarm systems, Electrical, and Critical Communication Systems/Electronics Systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational, as needed.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities
Understanding of NFPA, CFC, and OSHA safety regulations.
Ability to read blueprints and fire system schematics.
Familiarity with computerized monitoring systems and diagnostic tools.
Strong troubleshooting and repair skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS:
Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a

recognized Electrical Trades apprenticeship program or five years of experience in commercial Electrical or Fire System construction, installation, alteration, or repair work, of which 2-5 years must have been at the journey-level. Verification Required.

LICENSES AND CERTIFICATES:
Possession of a valid California driver's license is required.
California Fire Life Safety Certification or NICET (National Institute for Certification in Engineering Technologies) Certification. Verification Required.
Ability to secure Edwards Systems Technology III Programming Certification within twelve (12) months from date of hire.

OTHER QUALIFICATIONS:
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.