

Job Title: **Life Safety/Security Technician, Lead**
Job Family: **Trades**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **5044**
FLSA Status: **Non-Exempt**
Shift Differential: **Yes**
Pay Range: **G28**

SUMMARY: Responsible for overseeing life safety and security hardware teams. Supervising the repair, testing, troubleshooting and maintenance of life safety and security systems that are part of the facility infrastructure. Provide leadership, coaching, teaching, and technical support to life safety and security technicians. Oversee and conduct preventative maintenance inspections and repair deficiencies. Manage and update drawings and documents for life safety and security systems. Research new technologies and make recommendations for life safety and security system improvements. Collaborate with the District Information Technology department to configure and troubleshoot network parameters for life safety and security systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee and perform repairs, testing, troubleshooting and maintenance of life safety and security systems that are part of the facility infrastructure, including fire alarm, Bi-Directional Amplifiers, AES, access control, lockdown integration, analog intercom, intrusion detection, analog video intercom, clocks, scoreboards, and rescue assistance.	D	35%
2. Provide leadership, coaching, teaching and technical support to life safety and security teams. Monitor Technicians' work practices to ensure safety guidelines are met. Prioritize, schedule and assign work.	D	17%
3. Oversee and conduct preventative maintenance inspections and repair deficiencies.	D	10%
4. Research and Design life safety and security systems and provide technical support for new construction and renovation projects. Perform inspections of new construction and renovation projects to ensure contractors adhere to District technical guidelines. Create and update District technical guidelines.	W	10%
5. Develop department improvement processes and measure successes. Research new technologies and make recommendations for life safety and security system improvements.	M	6%
6. Collaborate with the District Information Technology department to configure and troubleshoot network parameters for life safety and security systems. Perform programming, data backup and restoration functions for life safety and security systems.	W	5%
7. Maintain and update drawings and documents for life safety and security systems.	W	5%
8. Estimate, manage and commission trade-related small facility modification projects.	W	5%
9. Manage trade-specific service contracts. Review and authorize department purchases ensuring transactions meet District guidelines. Monitor and maintain department inventory.	M	5%
10. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate in electronics.
- More than five years of experience in life safety or security systems including fire alarm, access control, intercom and intrusion detection.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Manufacturer training in fire alarm, access control, and intercom and intrusion detection required within 18 months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem-solving skills.
- Proficient in technical writing.
- Knowledge of AC and DC circuits preferred at hire.
- Ability to read and understand schematics and construction drawings.
- Ability to plan and program software for life safety and security systems.
- Ability to troubleshoot and repair complex life safety and security systems.
- Ability to understand troubleshoot networked systems and configure IP devices.
- Ability to read and interpret applicable codes (NFPA, Life Safety, IBC, NEC, ADA).
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to respond to departmental emergencies.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Intermediate to advance operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Google platform.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, E-mail, etc.
- Operating knowledge of and experience with hand and power tools and electronic test equipment and aerial lifts.
- Operating knowledge of diagnostic equipment preferred at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Maintenance, Environmental & Sustainability	5082

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Life Safety/Security Technician	4	1451

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Maintain inventory.
- Make purchases with District credit card, document purchases, approve purchases and process invoices.
- Work within prescribed budget.
- Responsible for appropriate and efficient use of repair parts and tools provided by the district.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives		X		
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	