

2013-2014 Fire Alarm Technician Job Description

Job Title: Fire Safety Technician

Wage/Hour Status: Nonexempt

Reports to: Assistant Supervisor of Maintenance

Pay Grade: 306 (Auxiliary Calendar)

Dept./School: Maintenance

Date Revised: 09/01/2013

Primary Purpose:

Under general supervision, help maintain, repair, install and inspect all fire safety equipment for the district. Maintain and provide for the safe condition and operation of all fire safety systems in district facilities and other duties as assigned for the efficient operation of the Maintenance Department.

Qualifications:

Education/Certification:

High School diploma or GED
Valid Texas driver's license
Texas FAL
NICET Certification preferred
FEL A license preferred

Special Knowledge/Skills:

Ability to communicate verbally and follow written and verbal instructions
Ability to diagnose and resolve problems
Knowledge of local and State Fire Safety codes
Ability to use hand and power tools, meter, phone line handset and toner
Ability to read blueprints, schematics, and written reference material
Knowledge of NFPA & NEC codes

Experience:

Five years experience in fire safety systems is preferred.

Major Responsibilities and Duties:

Maintenance and Safety

1. Duties as assigned by the Supervisor, or Assistant Supervisor of Maintenance.
 - a. maintain and repair all fire alarm systems
 - b. conduct annual fire alarm inspections
 - c. maintain and repair p/a systems
 - d. maintain and repair bell and clock systems



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- e. maintain and repair indoor and outdoor scoreboards
 - f. maintain and repair sound systems on stages, auditoriums and gyms
 - g. maintain and repair phone system (copper lines)
 - h. maintain burglar alarm systems
 - i. maintain and repair low voltage/panic communication systems
 - j. be familiar with camera and card access systems
2. Perform preventive maintenance on tools and equipment.
 3. Operate tools and equipment according to established safety procedures.
 4. Ensure that equipment is in safe operating condition.
 5. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
 6. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Supervisory Responsibilities:

None.

Equipment Used:

Hand and power tools (saw, drill, etc.); trencher; jackhammer; concrete saw; ladder. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, around electrical power lines, outside and inside. Exposure to extreme temperatures. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____

Printed Name _____

