POSITION DESCRIPTION

TITLE:  Skilled Craftsman - Fire Alarm Technician
LOCATION:  Maintenance
REPORTS TO:  Manager, Maintenance
DEPARTMENT:  Maintenance

SUMMARY STATEMENT:
The position of Skilled Crafts - Fire Alarm Technician performs journey-level electrical work specifically, but not limited to, security, video, access control, and fire-life safety systems in the maintenance, repair, and construction of all District facilities.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Alter, maintain, repair, or install wiring, cables, switches, controls, fuse boxes, buzzer and bell/horn circuits, communication circuits, pull stations, relays, and strobes. May construct new facilities from blue prints and specifications.
3. Modify, adjust, maintain, or repair electrical equipment or instruments such as fire/security panels, fire notification devices, fire alarms, and fire related circuits.
4. Inspect electrical systems, communications systems, and equipment to detect and correct faulty components or parts.
5. Perform alterations, adjustments, modification, repair, and installation of fire alarm and fire alarm equipment systems.
6. Must be familiar with low voltage systems, (i.e. fire, intercom, security access control systems).
7. Estimate cost of work and order corresponding materials and supplies.
8. Establish and maintain records of work performed.
9. Perform first aid/CPR when necessary.
10. Drive truck, loading and unloading materials and supplies as necessary.
11. Operate tools and equipment necessary to perform tasks.
12. Perform maintenance on equipment used to carry out the work.
13. Travel from location to location to accomplish tasks.
14. Successfully complete all required district training within a timely manner.
15. Must comply with all district and government safety regulations.

OTHER RESPONSIBILITIES:
1. Direct the work of helpers when necessary.
2. May carry a pager and be called back to work after regular hours to perform special service as needed.
3. Perform other related duties as required.

PHYSICAL DEMANDS REQUIRED:

- Hearing (66-100%)
- Walking (66-100%)
- Bending/Stooping (33-66%)
- Ability to enter crawl spaces and other confined spaces
- May be required to work outdoors in inclement weather
- Speaking (66-100%)
- Driving (66-100%)
- Exposure to noise
- Climbing Up to 100 ft.
- Climb and work on ladders (33-66%)
- Lifting/Carrying Up to 75 lbs. (33-66%)

MENTAL DEMANDS REQUIRED:

- Vision (66-100%)
- Pushing/Pulling (33-66%)
- Acceptable Attendance
- Use of hands and/or arms for repetitive motion (66-100%)
- Standing (66-100%)
TOOLS AND EQUIPMENT NECESSARY:
- **Electrical Tools:** conduit bender, portable band saw, multi-meter.
- **Miscellaneous Tools:** Rotary hammer, skill saw, jig saw, reciprocating saw, 3/8 and 1/2 drill, grinder, 45’ Hi-lift (Genie boom lift).
- All other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Must have four full-time years of experience working with fire alarm systems. Same trade vocational training may be substituted on a year-for-year basis up to two years.
2. Must hold Fire Alarm Systems NICET 1 and 2 certification or obtain them within one year of hire date.
3. Willingness to be called back to work after regular hours to perform special service as needed.
4. Demonstrated ability to inspect electrical systems, communication systems, and equipment to detect and correct faulty components or parts.
5. Demonstrated ability to communicate effectively.
6. Demonstrated ability to understand oral and written instructions and perform functions to specified expectations.
7. Demonstrated organizational skills and the ability to follow through.
8. Demonstrated ability to establish priorities and delegate tasks.
9. Demonstrated ability to operate and perform maintenance on all equipment used to perform the essential functions as listed above.
10. Must possess or be able to acquire a first aid/CPR card within 30 days of employment.
11. Must be able to travel from location to location to accomplish tasks.
12. Must possess a current valid driver’s license, and must be able to secure a Commercial Driver’s License.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: _______________________________ Date: ________________

District: _______________________________ Date: ________________

New
Revised Date: 12/09/2015
Classification: Maintenance
Class: Skilled Crafts
Display on Web? Yes

Skilled Craftsman - Fire Alarm Technician