**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**
**Position Description**

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| **TITLE:** | Fire Alarm Technician | **CLASSIFICATION:** | Classified Non-Management (SEIU/Operations Support) |
| **SERIES:** | None | **FLSA:** | Non-Exempt |
| **JOB CLASS CODE:** | 0818 | **WORK YEAR:** | 12 Months |
| **DEPARTMENT:** | Facilities Support Services | **SALARY:** | Flat Rate<br>Salary Schedule C1 |
| **REPORTS TO:** | Assigned Supervisor | **CABINET APPROVAL:**<br>**HR REVISION:** | 05-30-14<br>06-26-14 |

**BASIC FUNCTION:**

Under the direction and supervision of Electronics Supervisor, the Fire Alarm Technician is responsible for installing, repairing, and replacing fire alarm systems and related equipment; performing annual fire alarm inspections and maintaining a regular inspection schedule; maintaining records; preparing reports; maintaining fire alarm communication between receiver and panels; documenting daily work log; working with other skilled trade professionals; and ensuring that tools and materials are available as needed.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Analyze blue prints, schematics, and drawings of fire alarm and/or other related electrical systems for the purpose of determining the efficient installation of new or upgraded systems. **E**

Coordinate with assigned Supervisor and/or other trades for the purpose of completing projects and work orders efficiently. **E**

Diagnose causes of electrical problems or failures in assigned systems for the purpose of identifying equipment and/or systems repair. **E**

Inform Supervisor regarding procedures and/or status of work orders for the purpose of providing information for making decisions; take appropriate actions and/or comply with health and building regulations. **E**

Inspect associated fire alarm systems and their components for the purpose of evaluating condition, identify necessary repairs, and recommend preventive maintenance. **E**

Install fire alarm system components as assigned for the purpose of providing enhanced and/or upgraded system capabilities; e.g., panels, audible/visual alarms, pull stations, detectors, etc. **E**

Maintain assigned vehicle, tools, and test equipment for the purpose of ensuring availability of equipment in the workplace. **E**

Monitor the associated fire alarm work of outside contractors for the purpose of ensuring that the projects are satisfactory completed and within Local, State, Federal, and District codes regulations and specifications; e.g., new school sites, fire alarm system upgrades/expansions, major remodels, etc. **E**

Participate in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions. **E**

Prepare written materials for the purpose of documenting activities and/or conveying information. **E**

Request equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair. **E**

Respond to emergency situations during and after hours for the purpose of resolving immediate safety concerns. **E**

Work an alternative work schedule which may include nights and weekends. **E**

Transport a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities Support Services. **E**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. **E**

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: high school degree or equivalent; five years of experience in areas of fire alarm inspection and repair; and continuing education units on existing fire regulations and products. Experience with Fire Lite and Notifier Fire Alarm Systems are preferred.

**LICENSES AND OTHER REQUIREMENTS:**

National Institute for Certification in Engineering Technologies (NICET) and Fire Alarm Tech Certification required. Possess a valid California driver's license and evidence of automobile insurance.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE:**

Annual fire alarm testing procedures and NFP72 Standards.

California Fire Marshall Standards.

Programming of fire alarm control panels, dialers, boosters, voice evacuation and devices, such as addressable and conventional fire alarm systems, smoke detectors, heat detectors, duct smoke detectors, PIV's, OS&Y, gate and butterfly valves.

Standard industry practices, materials, tools, and equipment used in repairing and maintaining fire alarm equipment.

Occupational hazards and the proper safety precautions.
Recordkeeping procedures.
Electronic devices.
Uses and purposes of general tools and equipment required for installation and maintenance of fire alarm systems.
Computer and basic recordkeeping techniques.
Building codes, policies, regulations, and guidelines pertaining to typical school.
Safe working methods and procedures in the presence of children.
Basic mathematics.
Technical aspects of field of specialty.
Health and safety regulations.

**ABILITIES:**
Work an alternative work schedule which may include nights and weekends.
Read and interpret fire alarm schematic diagrams and blue prints.
Repair, install, and perform annual fire alarm inspections associated with fire alarms.
Perform the basic function of the position.
Work from blueprints, sketches, shop drawings, and diagrams.
Operate electronic devices.
Use and operate hand tools and specialized mechanical equipment.
Work independently with little direction.
Perform computational tasks with speed and accuracy.
Understand and follow oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Maintain records and prepare complete and concise reports.
Work independently with minimal supervision.
Operate a vehicle, observing legal and defensive driving practices.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Lift and carry heavy objects according to safety regulations.
Work efficiently to meet schedules and timelines.
Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

EXAMPLE OF DUTIES:
Isolate malfunctions, replace defective components, and perform annual fire alarm inspections including but not limited to cleaning of devices; perform preventative maintenance service on fire alarms. Repair and replace panels, boosters, smoke detectors, heat detectors, capacitors, resistors, transformers, relays, and other components; use various test equipment including voltmeters, ohmmeters, signal generators, logic probes, and other instruments; and secure parts and materials. Maintain records of labor and materials used; maintain an equipment inventory that includes information about receiving and inspection of new and used equipment purchased as well as accurate records of warranty dates.

SAMPLE ENVIRONMENT:
Indoor, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment operation; and exposure to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:
Kneeling, pulling, pushing, carrying, and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized tools and equipment; and hearing and speaking to exchange information.

SAMPLE HAZARDS:
Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; electrical power supply and high voltage; and cuts from tools or materials.