



FIRE ALARM TECHNICIAN

Purpose Statement

The job of Fire Alarm Technician was established for the purpose/s of providing electrical services with specific responsibility for installing, repairing and/or replacing fire alarm systems and related equipment; maintaining a regular inspection schedule; documenting activities; assisting other skilled trades; and ensuring that tools and materials are available as needed.

This position reports to the Electrical Foreman

Essential Functions

- Coordinates with assigned Foreman and/or other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of electrical problems or failures in assigned systems for the purpose of identifying equipment and/or systems repair.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Inspects electrical and fire alarm systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Installs and systematically programs electrical system components as assigned (e.g. panels, audible/visual alarms, pull stations, detectors, etc.) for the purpose of providing enhanced and/or upgraded system capabilities.
- Analyzes 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.
- Monitors the work of outside contractors completing electric and fire alarm system projects (e.g. new school sites, electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactory completed and within local / State / Federal and District codes, regulations, and specifications.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions and ensure completion of continuing education to maintain certification.
- Prepares written materials for the purpose of documenting activities and/or conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Maintains assigned vehicle, tools and test equipment for the purpose of ensuring availability of equipment and materials required at the job site.

Other Functions

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



Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of fire detection systems; data processing needed for programming and/or mapping of fire alarm systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform a variety of mathematical functions; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, programming and repair of electrical systems/subsystems; troubleshoot/maintain alarm, mechanical, electrical, environmental systems/subsystems including control/balancing these systems, blueprints, and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and complying with OSHA/TOSHA requirements.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under all temperature variations and in a generally hazard free environment.



EXPERIENCE: Job related experience is required.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:

Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:

Valid TN Driver's license & evidence of insurability
Active NICET Fire Alarm Certification

FLSA STATUS:

Non Exempt

CONTINUING EDUCATION / TRAINING:

Continuing Education to maintain Fire Alarm Certifications and/or Licenses.
Training of operating/maintaining proprietary fire alarm panel and equipment.

CLEARANCES:

Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:

Classified

APPROVAL DATE: