

Job Title: Fire Alarm Technician
Department: Physical Facilities & Maintenance
Reports To: Maintenance Coordinator II
FLSA Status: Non Exempt
Salary Schedule: MN Lane 08



SUMMARY

The Fire Alarm Technician is responsible for all installation, maintenance, and repair of fire alarm panels and related equipment. The Technician also repairs and installs low voltage wiring, equipment, and intercom systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Performs small installation jobs as well as repair work on existing low voltage systems and equipment.

Estimates the cost of projects.

Performs a project from start to finish with minimum supervision.

Reads and understands wiring diagrams, and blueprints for new and existing buildings.

Troubleshoots and repairs fire alarm and intercom systems.

Operates and understands multimeters and other tools related to the trade.

Have the ability to troubleshoot all types of electrical systems.

Properly install and maintain wire for low voltage and other electrical systems.

Stays current on constant code changes and new technology.

Utilizes general knowledge of changes in the fire code as well as electrical and other codes that apply, along with OSHA and safety codes.

Completes work orders with little or no supervision.

Assists other maintenance staff members in the repair of district facilities when necessary.

Uses ladders, one/two-man lifts hoists, and bucket trucks.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Must have a general understanding of current electrical energy/lighting codes.

Must be able and willing to work with other Maintenance Department personnel.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Must have 5 years work experience in related low voltage and electrical.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a current Utah DOPL Journeyman Electrician license.

Must obtain a state of Utah Fire Alarm Technician License within one year of contract start date.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the balance of the workday. Workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is considered moderate.

Prepared By: Maintenance Director		Date: 01/26/2021
Approved By: Assistant Director, Human Resources		Date: 01/27/2021
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
		Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	