



**Job Title:** Fire/Security Alarm Technician    **Wage/Hour Status:** Non exempt  
**Reports to:** Assistant Chief    **Pay Grade:** Police Pay Group  
**Dept./School:** Police Department    **Date Revised:** 11/26/2018

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**Primary Purpose:**

Under general supervision, inspect and certify that each fire alarm or detection system as installed meets the standards provided by law. Perform or directly supervise the servicing or maintaining of a previously installed fire alarm device or system and certify that service or maintenance. Performs inspections and maintenance of fire alarm and suppression systems for compliance with district policies/procedures and local, state, and federal regulations and standards to ensure the environmental health and safety of students, faculty, staff, and visitors. Provides guidance and consultation to contractors, and other technical personnel regarding fire alarm and suppression systems, fire safety inspections, and other related issues.

Maintains all aspects of the district's security alarm systems. This includes setup, maintenance and operation of the security alarm server and monitoring software, access control system software and hardware, closed circuit television system, IP cameras and servers, employee ID badge software and hardware.

These specifications are intended to give a general indication of duties and levels of difficulty and therefore are not all inclusive of all work that may be required.

**Qualifications:**

**Education/Certification:**

High School Diploma, preferred  
Valid Texas driver's license  
Ocularis Certification Training, preferred  
S2 Basic Certification Course, preferred  
Texas State Fire alarm Technicians License, or NICET Level One certification, preferred  
Factory training and/or NICET certification, preferred

**Special Knowledge/Skills:**

Strong organizational, communication and interpersonal skills.  
Ability to utilize all communications equipment of the School District.  
Knowledge of federal, state, and local regulations and protocols.  
Experience in testing, maintenance and service of fire alarm systems, preferred.  
Ability to prepare clear and concise management reports regarding operations of all security related programs.  
Ability to read and interpret laws, regulations, policies and procedures and to communicate such laws and changes to the Chief of Police or his designee.  
Working knowledge of electronics, computerized security and fire safety systems, access control systems and/or other physical security systems.  
Must be proficient in Windows-based computer software systems.

**Experience:**

One – three years in fire alarm system/security alarm system experience or installation, preferred.

### **Major Responsibilities and Duties:**

1. Inspect and certify that each fire alarm or detection system as installed meets the standards provided by law.
2. Perform or directly supervise the servicing or maintaining of a previously installed fire alarm device or system and certify that service or maintenance.
3. Install, upgrade, maintain and repair computerized security and fire monitoring software.
4. Operate, test, and/or repair security, access control, surveillance, fire alarm and suppression systems.
5. Detect problems and report findings to appropriate personnel.
6. Perform safety inspections on fire alarm and suppression systems, and ensuring compliance with NFPA, OSHA , and other related safety standards.
7. Relate technical data and NFPA standards to contractor and oversee contractor work related to fire alarm and suppression systems.
8. Read and interpret blue prints and shop drawings related to fire alarm and suppression systems.
9. Provide operational guidance and leadership to technical staff in area of specialty.
10. Communicate technical information to contractors, clients, and non-technical personnel.
11. Investigate and analyze problems and recommend successful solutions.
12. Stay current on the technology developments/trends in area of expertise.
13. Develop preventive maintenance programs.
14. Issue and maintain records for computerized card key programs.
15. Respond to emergency equipment failures promptly and make or coordinate necessary repairs to keep equipment operational.
16. Maintain a supply of key parts to make emergency repairs.
17. Administer client web application servers to include back-up and preventive maintenance.
18. Conduct alarm database user profile management and supervision of alarm users.
19. Create new and update old security, fire, and access control programs.
20. Subject to be on call after hours to respond to emergency calls at any time.
21. Perform other duties as directed by their supervisor.

### **Safety:**

22. Operate tools and equipment according to established safety procedures.
23. Ensures that equipment is in safe operating condition.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

District vehicles, alarm systems, fire extinguishers, security equipment including camera system, personal computer, radios, printer, calculator, copier, fax machine, ladder, hand and power tools, and any other equipment or tool as may be required.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Work may involve a flexible schedule based on workload, and task schedules. Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Exposure to extreme temperatures inside and outside, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Frequent district wide travel.