



JOB TITLE	DEPARTMENT	REPORTS TO
Safety Systems Fire Alarm & Security Alarm Technician	Maintenance	Operation Project Manager

Position No: 81014	Length of Work Year: 12 Months
Salary Schedule: CWN	Date Approved: 3/14/06
FSLA: Exempt	Date Revised: 09/30/15; 10/21/21

JOB GOAL
To maintain, modify and repair fire, electronic access control, security and alarm systems.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Five years successful prior experience in fire alarm, electronic access control, security system equipment repair.
3. Knowledge of fire, electronic access control, security and alarm systems design and programming.
4. Ability to lay-out, participate and oversee the work of helpers in fire alarm, electronic access control, security systems field.
5. Must be able to read, understand and interpret blueprints, drawings and schematics.
6. Hold a valid Florida Driver's License; Class D preferred.
7. Experience in scheduling, preparing and managing budgets.
8. Strong written and verbal communication skills (including presentation skills) and the ability to follow both verbal and written instructions and apply them in a productive manner.
9. Ability to perform the functions of the position.
10. Physically fit for the demands of the job.
11. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES

1. To oversee the wiring and installation of new construction, new portables and remodeling of existing school facilities.
2. To create and maintain an accurate database for all schools, listing authorized system users, i.e., key holders with after-hours access, and update as needed by adding and/or deleting names from the system.
3. To schedule training for new system users to provide them with knowledge of the functions of 'said' system, to reduce number of false alarms.
4. To work with local authorities to reduce number of false alarms, identify problem systems and to increase the response time to schools.
5. To create an open communication line with outside vendors to verify that all work is being completed by qualified licensed workers within a timely professional manner.
6. To assist in the procurement of materials and cross-check vendor pricing on equipment repairs.
7. To interact effectively with the general public, staff, co-workers and school administrators, using tact and good judgment.
8. To coordinate the budget preparation for the assigned area.
9. To conduct on-site inspections as often as possible.
10. Do performance evaluations for assigned employees.

11. Assist in maintaining a database on: PM schedules, tools, equipment, vehicles, job assignments and work orders, as needed.
12. To perform assigned tasks in a timely and efficient manner.
13. To perform assigned tasks with a high standard of quality.
14. To perform other duties as directed.

PHYSICAL DEMAND CLASS:

Very Heavy (VH) - Frequent lifting and carrying of objects weighing 50-100 pounds. Infrequent lifting and carrying of objects weighing in excess of 100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional 'walking at a fast pace and/or running may be required.

For the Position of: **SAFETY SYSTEMS TECHNICIAN**
PDC Test Level: HEAVY

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

Job Specific Task I

Task Simulated: Moving/handling equipment

Equipment Used: NIOSH Box weighted to 65 lbs.

Description of Task Simulation 1: The candidate will demonstrate ability to lift the 65 lb. box from the floor using the lower handles to carry move it 2-feet to then return it to the floor. This will be done for one (1) repetition.

Job Specific Task II

Task simulated: Lifting materials above waist

Equipment Used: Overhead lift box with side-bar handles weighted to 50 lbs.

Description of Task Simulation 2: The candidate will demonstrate ability to lift the 50 lb. box from the floor using the side handles to carry it for 20-feet, then lift it to shoulder height followed by returning it to the floor. This will be done for one (1) repetition.

Job Specific Task III

Task simulated: Ladder usage

Equipment Used: Step ladder

Description of Task Simulation 3: The candidate will demonstrate ability to climb up and down the secured ladder at a self-determined pace using 3-point contact for a total of 20 rungs climbed. This will be done for one (1) repetition.

Job Specific Task IV

Task Simulated: Tool/Material Handling

Equipment Used: Fine Motor handling activity, 10 lb. hand weight

Description of Task Simulation 4: The candidate will demonstrate ability to assume stoop, squat/crouch or kneel to reach to the floor to perform a fine motor handling activity for 1-minute followed by a transition to standing and lifting a 10 lb. weight from the floor to hold it overhead for 1-minute in the overhead position. This will be done for one (1) repetition.

Job Specific Task V

Task Simulated: Shoveling

Equipment Used: Shovel weighted to 10 lbs.

Description of Task Simulation 5: Candidate will demonstrate the ability to shovel for 1 minute using a shovel weighted to 10 lbs. This is to be done for one repetition.