



FIRE/LIFE SAFETY SYSTEMS TECHNICIAN, JOURNEY

SALARY GRADE: [C3-54](#)

DEFINITION:

Working under the direction of a supervisor, performs journey level work involved in the design, installation, testing, inspection, maintenance and repair of fire/life safety protection systems, equipment and infrastructure.

A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work in fire/life safety maintenance, but may also be assigned to assist other Plant Services personnel as needed.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general fire/life safety duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintains inventory of supplies, parts and equipment; and confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Performs other related duties as assigned.

Job Responsibilities

1. Maintains, inspects, tests and repairs fire alarm systems, fire protection systems and equipment, and fire sprinklers in accordance with National Fire Protection Association (NFPA) and California State Fire Marshal regulations.
2. Maintains computer-based inspection and preventative maintenance records and daily service reports.
3. Installs equipment associated with fire alarm and sprinkler systems (e.g., fire alarm control panels and modules, conduits, wires, water flow switches, etc.)
4. Responds to fire system emergencies as needed.
5. Works cooperatively in a team environment with other crafts.
6. Reviews plan for compliance with California State Fire Marshal and NFPA regulations.

7. Inspects and performs final walk-through of installed systems in new and/or major/minor renovations and construction projects.
8. Plans, schedules and coordinates testing and/or maintenance service with campuses and County Fire Marshal.
9. Coordinates and performs large-scale equipment repairs with outside contractors.
10. Coordinates work with skilled trades as needed.
11. Responds to natural disasters and campus emergencies.
12. Plans, schedules, coordinates, and tracks certification and recertification of fire suppression and extinguishing systems.
13. Maintains equipment rooms, shops, vehicles and tools.
14. Performs HAZMAT/safety inspections; maintains logs, records and signs fire extinguisher tags.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Electrical principles and their application to the maintenance, repair and installation of fire/life safety systems.
2. Design requirement, technical operating details of fire/life safety alarm and suppression systems.
3. Methods, materials, tools, safety practices and equipment used in the fire/life safety.
4. Safety factors in the operation of equipment and materials.
5. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Estimate the scope of a project, costs, materials and timelines required to complete assignments.
3. Read and work from blueprints, technical manuals, charts and schematics.
4. Utilize and repair fire/life safety alarm and suppression systems.
5. Understand and interpret complex fire/life safety regulations.
6. Maintain accurate records and reports on completed assignments.
7. Operate and maintain a variety of equipment and tools.
8. Understand and carry out oral and written instructions.
9. Observe safety requirements and safe work practices and methods as required.
10. Establish and maintain cooperative work relationships.
11. Work independently and under minimal supervision.

Education

Equivalent to the completion of the twelfth grade. Completion of appropriate trade school courses or the equivalent.

Experience

Three years of experience in maintaining and repairing fire/life safety alarm and suppression systems.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008