San Diego Community College District
CLASSIFICATION DESCRIPTION

Title: Alarm Maintenance Technician

Staff Type: Classified
FLSA status: Non-exempt

Unit: Maintenance & Operations

Salary Range: 29

DEFINITION

Under the direction of Equipment Repair Supervisor, diagnose, plan, program, service, repair, inspect and install fire, intrusion and related systems; ensure compliance with fire life safety codes and District standards.

EXAMPLE OF DUTIES

1. Review design documents for major construction projects as related to fire alarm and intrusion systems code requirements and standards; inspect new construction projects for fire, intrusion and related systems. Attend pre-construction meetings, as required.

2. Using desktop and laptop computers, manufacturers' programmers and specialized software, write and download alarm programs into networked and local fire and intrusion alarm systems. Program and install communication equipment used for data transmission for fire alarm and intrusion systems networked with the Police Dispatch Center. Program, service and install complete addressable and conventional fire alarm and intrusion systems as required.

3. Investigate and identify the causes of nuisance fire alarm activations, and implement resolutions to reduce recurrences.

4. Maintain and update District standards for fire and intrusion systems.

5. Administer a District-wide database of static network IP addresses assigned to fire alarm and intrusion systems.

6. Service, inspect and perform functional tests on smoke control systems.

7. Inspect and perform functional tests on elevator recall and shunt trip functions.

8. Inspect and verify signal actuation and identify code compliant issues associated with fire sprinkler systems. Perform quarterly, semi-annual and annual testing on fire alarm systems as required by the National Fire Code.

9. Oversee work performed by outside contractors, District College Police personnel and hourly workers.

10. Identify and resolve system faults and malfunctions using digital multi-meters, tone generators, sound meters, telephone test sets and other related equipment and tools.

11. Train and advise District personnel on the proper use of various types of alarm systems.

12. Prepare and maintain records and reports related to alarm programming, installation, maintenance, testing, and repair. Provide estimates and specifications for new installations and upgrades to existing systems. Maintain building fire alarm, sprinkler, elevator and smoke control systems inspection records.

13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Basic understanding of fire suppression systems.
Basic understanding of heating, ventilation, and air conditioning systems.
Bosch security systems and RPS software.
Computer applications, including word processing, spreadsheet programs, and databases.
Computer networking and various internet protocols.
Digital multi-meters and other electrical testing equipment as used to find wiring and system device faults.
Elevator systems recall functions and shunt trip functions.
Fire codes, electrical codes, building codes and life/safety requirements.
Fire protection systems as related to building design and construction.
Notifier fire panels and Veri-fire tools programming software.
Oral and written communication skills.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Inspect and evaluate projects according to specifications.
Maintain records and prepare reports.
Meet timelines and schedule activities.
Operate electronic testing.
Operate hand and power tools.
Plan, organize and manage multiple projects.
Read and interpret blueprints, building codes, construction design plans and specifications used in construction.
Work independently with minimal supervision.

License:

Valid California driver's license.

Training and Experience:

Any combination of training and experience equivalent to: five years of journey level experience in commercial or institutional fire and intrusion alarm system programming, service and design.
Acceptable experience may include NICET level training and working as a construction installation foreman or project manager.

WORKING CONDITIONS

Physical Requirements:

Category II: May occasionally require considerable physical exertion, stamina, and flexibility: subject to working in cramped areas, climbing and crawling. Must be able to lift and carry 50 lbs.

Environment:

May include less desirable extremes; may involve hazardous conditions.

01/2016