



## Fire Alarm and Security System Specialist

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### Position Summary

The purpose of this position is to plan, oversee, and participate in the maintenance, repair, installation, and operation of the District's fire alarm, security, access control and other low voltage systems including periodic inspection, testing, and reporting required by regulatory agencies. Provide ongoing lead direction for the division and training to assigned employees.

### Supervisor Relationships

Reports to and works under general direction and guidance of the Mechanical Division Supervisor. Employee may also provide technical direction and guidance to other support staff.

### Essential Functions

1. Plans, oversees, and participates in the maintenance, repair, installation, and operation of the District's fire alarm, security, access control and other low voltage systems including periodic inspection, testing, and reporting required by regulatory agencies.
2. Leads direction for the division and training to assigned employees.
3. Performs owner inspections and maintenance including; predictive, preventative and corrective on fire alarm, security, access control and low voltage systems.
4. Evaluates effectiveness of maintenance activities and recommends new or modification to predictive and/or preventative maintenance work order system.
5. Performs selection and recommendations, maintenance and technical support for electrified door hardware.
6. Performs selection and installation of electronic door operators and push buttons in collaboration with other trades.
7. Coordinates with all departments on access control requirements and maintains accurate files pertaining to building access.
8. Sets up, maintains and updates the access control systems user badge access levels.
9. Coordinates with the Technology Department to ensure security, access control, fire alarm and low voltage systems are communicating appropriately.
10. Coordinates with alarm monitoring company and security contractors to setup, train and identify potential for improvements with these outside companies.
11. Regularly monitors alarm reports to identify system and user issues.
12. Installs, replaces or repairs system components (e.g. panels, audible/visual alarms, pull stations, detectors, etc.).
13. Designs, selects, and installs new branches to existing installations where construction remodeling requires expansion of existing fire alarm, access control, security and low voltage systems. Run cables through attics, walls or under floors as appropriate. Assemble conduit and fit to building contours. Route wire and install fixtures. Expand or adjust circuitry or wiring as necessary.
14. Coordinates with outside contractors for repair, maintenance, and upgrades of fire alarm, security, access control and low voltage systems where required to complete work.
15. Monitors the work of outside contractors for the work on district fire alarm, access control, security and other low voltage systems (e.g. new school sites, system

upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactorily completed and within local/ State / Federal and codes, regulations, drawings and specifications.

16. Analyzes blue prints, schematics, and drawings of fire alarm, security, access control and/or other related low voltage systems for the purpose of determining the efficient installation of new or upgraded systems.
17. Maintains drawings and system information for fire alarm, access control, security and other low voltage systems with district architect/engineering department.
18. Coordinates with other district departments and other trades for the purpose of completing projects and work orders efficiently.  
Prioritize and respond to work orders relative to repair, maintenance and upgrade of fire alarm, security, access control and low voltage systems.
19. Maintain district parts inventory for fire alarm, security and access controls systems.
20. Maintains regular and prompt attendance.
21. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Extensive knowledge of various manufacturers and available products for fire alarm, security, access control, low voltage systems and equipment.
2. Knowledge of alarm communicating equipment that prioritize the Fire and/or Alarm transmission signal to the designated central monitoring station.
3. Knowledge of local fire alarm building codes.
4. Extensive knowledge of security system layout, strategies and programming.
5. Extensive knowledge of fire alarm system design, layout, configuration, installation and programming.
6. Knowledge of access control system design, layout, configuration, installation and programming.
7. Knowledge of low voltage wiring systems and techniques.
8. Knowledge of apprenticeship training program, state licensing requirements and associated limitations and allowances within the various licensing levels.
9. Skilled in use of computer for word processing, spreadsheets, email, programming and obtaining reports from programs.
10. Skilled in written and oral communication.
11. Ability to layout, design, and integrate/interface fire alarm, security, access control and low voltage systems.
12. Ability to design, install, operate, and maintain stand-alone video surveillance systems.
13. Ability to operate various diagnostic tools such as multimeters, signal tracers, and clamp-on amp meters.
14. Ability to perform annual fire alarm testing at each site and to maintain and submit the records of that testing according to State mandated guidelines.
15. Ability to operate and perform work using aerial lift equipment.

### **Minimum Qualifications**

1. Possession of a journey level Limited Energy Class A License (LEA in State of Oregon).
2. Minimum of 6 years journey level field experience in the installation, and maintenance of fire alarm, security and access control systems.
3. Possession of valid driver license.
4. Ability to work effectively and collaboratively with diverse stakeholder populations.
5. Bilingual proficiency and/or multicultural experience strongly preferred.

## Working Conditions

1. 12 month work year (July 1- June 30); eight (8) hours per day; occasional overtime and work on weekend may be required.
2. May be required to perform emergency repairs during evening or weekend hours.
3. May be required to be on call.
4. Work is performed in office settings, schools, industrial building areas, indoors and outdoors on various district properties and in varying weather conditions.
5. Work is subject to hazards including: proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and/or high places, exposure to high heat, confined space, elevations greater than 4' above adjacent surfaces and chemicals.
6. The employee is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation. Personal Protective Equipment (PPE), including respiratory protection may be required to do work in certain conditions. Use of respiratory protection PPE may require any facial hair to be compatible with equipment provided.
7. Work often requires moving heavy objects weighing between 25 to 75 pounds. The employee must be able to frequently traverse short and long distances on various types' surfaces in various weather conditions to accomplish tasks, ascending or descending ladders, stairs, scaffolding, ramps, poles and other aerial equipment.
8. Employees must be able to remain in a stationary position for prolonged periods of time and be able to position and reposition oneself in restricted spaces, including crawl spaces, narrow aisles, passage ways and small rooms.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	Grade 15 (12 Month Work Calendar)
<b>Approved by</b>	Cydney Vandercar Asst. Superintendent for Administrative Services
<b>Last revised</b>	2/13/19