



JOB DESCRIPTION

Maintenance Electronics Technician/Fire Alarm, Electronic Systems

JOB DESCRIPTION:

The Maintenance Electronics Technician/Fire Alarm, Electronic Systems, under immediate direction of the Director of Maintenance, ensures that the district fire alarm systems, intercoms, and bells are functioning properly at all times and assists the Maintenance Director in making sound recommendations to improve the fire alarm, intercom and bell systems.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Some college preferred
- Technical, vocational schooling or training with fire and burglar alarms preferred
- Some working knowledge of intercom and clock systems.
- NICET certified or capable of getting certified with additional training
- Three to five years experience working with electronics or work related field dealing with electronics systems preferred
- Valid Texas Driver's License, insurable with Judson ISD insurance carrier, and a good driving record

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Some knowledge of national electrical code and fire alarm codes preferred
- Some knowledge of how to read and interpret electronic drawings and electronic schematics
- Must be willing to work flexible hours
- Ability to make sound recommendations to Maintenance Director regarding improving fire alarm, intercom, and clock systems pertaining to the job title
- Ability to communicate effectively with campus administrators and staff
- Ability to work well with others

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance Policies and safety procedures
2. Ensures that the district is in compliance according to state and federal regulations required by law.
3. Is responsible for keeping all records, inspections, manuals up to date according to local, state and federal guidelines.
4. Coordinates the recharging of all fire extinguishers.
5. Is responsible in making sure all fire alarms systems are clean and functioning properly.
6. Is responsible to report any alarms system failures to maintenance director.
7. Assists district electricians when needed in repairing fire alarm, bell or intercom systems.
8. Is responsible for all after hour calls dealing with fire alarm intercom, clock and bell systems.
9. Assists maintenance director in making recommendations for replacement of fire alarm, intercom, and clock systems old or faulty equipment.
10. Is responsible for the bid process when old equipment needs to be replaced.
11. Coordinates all work orders pertaining to fire alarm, intercom, bell and clock systems.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Be able to communicate (verbally and written), understand verbal instructions, interpret, reason, concentrate, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk, climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, visual acuity, distinguish colors, occasional travel, extreme temperatures (outside and inside), extreme humidity, vibration, sunlight exposure, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.), and works around machinery with moving parts.

SUPERVISORY RESPONSIBILITIES:

Fire Alarm Technician Helper

EQUIPMENT USED:

Ladder, small hand tools, personal computer, light van or truck

Manual Trades Pay Grade: 9

Days: 260

Wage/Hour Status: Nonexempt

Updated: March 5, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.