

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Police Electronic Fire Protection Technician/Fire Marshal

Supervisor's Title Police Electronic Shop Supervisor

Date Prepared _____ **Date Reviewed** 3/99 **Date Reviewed**

Employee/Incumbent Review _____ **Immediate Supervisor Review**

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl**

Location _____ **Lane**

Implementation Date _____ **ADA Review**

Job Summary

Responsible for the installation, inspection modification, repair and maintenance management of all fire alarm systems, fire sprinkler and suppression systems throughout the district. Includes programming and instructional training on different types, styles, brands and models of fire alarm systems. including the devices and equipment that sustains each systems operation and the life safety issues that need to be enforced for the proper protection and management of these buildings.

Essential Functions

1. Responsible for the installation, troubleshooting, repairing, field wiring, programming, testing and maintenance of fire alarm panel, computer boards, power supplies, smoke detectors, heat detectors, beam detectors, duct detectors, fan shutdown relays, fire dampeners, fire sprinkler flow switches, fire curtains, door controls, fire horns and strobes, and any other related device associated with fire protection and the evacuation of the buildings. Responsible for the training of school personnel, custodians, administrators, secretaries, in the proper use of the alarm systems.
2. Adds and deletes panels and annunciators, adding or deleting initiating devices as changes are made to the buildings, such as in new construction, remodeling, additions, or movement from one site to another of portable classrooms.
3. Responsible for the installation, repair, testing and maintenance of all the fire sprinkler and suppression systems. Inspects regularly, fire alarm and sprinkler systems, extinguisher and hood suppression systems, ensuring that they are fully operational. Keep records of tests for State Risk Management and district offices.

4. Supports the State Fire Marshal and district programs regarding the Fire Codes and Life Safety enforcement. Conducts inspections on remodels, additions and new construction projects. Reviews plans for campus remodel, additions or new construction for fire code and fire protection compliance. Inspects all buildings for day-to-day use to control:
1. Corridor obstructions, 2. Combustible loading of materials, 3. Incidental remodeling, 4. Flammable and combustible liquids, 5. Rated door assemblies and hardware, 6. Any other unsafe condition.
5. Responsible for the information, education, and enforcement of life safety issues that pertain to state, local and district building and fire codes, laws and regulations. Responsible for informing contractors of proper district procedures of installation and life safety issues that are associated with the use of the buildings. Responsible for the inspection of projects in progress making sure that state and district specifications are met.
6. Responsible for compatibility of fire alarm system devices to ensure proper system operation. Responsible for record keeping, work orders, labor and materials used, material requisitions. Responsible for district vehicles and tools, equipment and area's assigned to technicians care.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skills and Ability

Must have good working knowledge and understanding of the different styles and types of fire alarm wiring, as in Class A, Class B, loops and zones, conventional, addressable and three wire systems. Needs working knowledge of a variety of fire alarm systems, as in F.C.I., Gamewell, Simplex, Autocall, Cerberus, Harrington, etc. Must know the National Fire Alarm Code. National Electrical Code, National Building Code, and State Fire and Building Codes. Must be able to use appropriate electronic related test equipment and tools. Be proficient in word processing and Internet communication (email). Must know and apply applicable codes, laws and regulations for life safety and fire protection.. Be able to program many types and models of fire alarm systems. Must know and understand water pressure requirements, sprinkler heads types, their locations and temperature requirements for proper operation. Know the specifications that provide the minimum fire safety requirements related to the design, installation, operation and maintenance for equipment used to protect school cooking operations. Understand the functions and applications of a wet and dry fire sprinkler systems. Ability to read blue prints and schematics, layout, design, engineer and construction projects using appropriate materials and equipment

Minimum Entrance Requirements for Education

High School diploma or equivalent. Utah drivers license. Requires two years of appropriate formal training in electronics. Must complete required training to qualify for Deputy State Fire Marshall.

Minimum Entrance Requirements for Prior Experience

Four years of experience of job related work experience with demonstrated competence..

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Diagnoses problems, determines and completes appropriate repairs or replacements. Notifies a contracting service for emergency repairs as required to ensure proper life safety of the occupants and protection of the buildings. Makes decisions regarding life safety issues and situations involving construction or any hazardous conditions, or any issue that involves code violations.

Interaction with Others (Non-Supervisory)

Works with district personnel and administrators, contractors, engineers, vendors, public.

Supervision

Responsible for technicians, assistant technicians and hourly employees.

Working Environment

Required to work and be trusted with security access, in and around sensitive areas of the district in regards to access to the buildings, rooms and equipment any time of the day, or night. Must be able to maintain confidentiality when working on sensitive projects, pertaining to police, fire investigations and other police officers and other state agencies.

Needs good written and oral communication skills, as well as use of e-mail and internet, in dealing with district staff and personnel, administration, engineers, contractors, state agencies and other department employees. Works under varied conditions, extreme cold to hot, dust and noise, moisture, varied heights and confined spaces relating to attics and tunnels. High voltage electrical shock hazards are also present. Special suits are required when working around hazardous material. Emergencies may require irregular hours.

Physical Demand Characteristics

Repetitive effort usually handling light to moderate weight materials. Most lifting, moving is not over 75 pounds though this is sometimes exceeded.

