

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Fire Alarm/Security Alarm Technician

Department: Maintenance

Grade	J
H.P.D.	8
D.P.Y.	260

Job Description

Date Reviewed: July 2023

Reports To: Team Leader

Purpose of Job

The purpose of this job is to perform work functions associated with installation, repair and maintenance of fire alarm and security systems and devices; respond to routine and emergency service calls, assist in maintaining and installing intercom systems. Install and maintain sound systems, scoreboards, electronic door monitoring systems to meet security needs of the District.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responds to work requests from Building Maintenance Dispatcher.

Install, test, troubleshoot and repair electronic fire alarm system equipment such as fire alarm panels, wiring, horn/strobes, pull stations, smoke detectors, TRI and water flow switches, heat and duct detectors and smoke detectors to ensure systems are in compliance with state and federal codes.

Install, repair and maintain security systems such as cameras, monitors and wiring to include electronic door monitors, electronic door release switches and motion detectors.

Assist in the repair of two-way radio systems. Collect, test and repair all audiovisual equipment and office equipment.

Coordinates with assigned Foreman and/or other trades for the purpose of completing projects and work orders efficiently.

Diagnoses causes of electrical problems. Inspects electrical/fire alarm/security systems. Installs electrical components.

Monitors the electrical/fire alarm/security system work of outside contractors (e.g. new school sites, electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactorily completed and within local/State/Federal District codes, regulations and specifications. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability

of items required to complete the necessary installation and/or repair.

Responds to emergency situations during and after-hours for the purpose of resolving immediate safety concerns.

Programs security codes, key fobs, and swipe cards for thirty-nine schools and four administrative buildings

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Must be Level II Alarm Technician Certified to perform fire alarm maintenance and repair in compliance with State Fire Marshal regulations.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Establishes and maintains an effective liaison with school employees (e.g. custodians, school administrators and cafeteria managers).

Must have working knowledge to operate scissor lift and vertical lifts.

Responds to routine and emergency service calls including after-hours calls.

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or Equivalent) required, with a minimum of three years electronics, and fire alarm/security systems repair experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must obtain within 6 months a Level II Certified Alarm Technician Certification. Valid Tennessee driver's license required.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System and maintenance department and electronic repair practices as they pertain to the performance of duties relating to the job of Fire Alarm/Security Technician. Has comprehensive knowledge of electronic equipment installation and repair practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human

relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of over 100 pounds (20 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date