

FIRE ALARM & MAINTENANCE LEADERDEFINITION

Under general supervision, performs a variety of skilled tasks involved with the installation, inspection, maintenance and repair of fire alarm apparatus.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Tests fire communications systems components, such as alarm panels, to ensure functionality; installs, inspects, splices, repairs and replaces necessary underground cables for the transmission of fire alarm signals; locates and repairs faulty grounds or switches; installs, inspects, repairs and replaces conduits, alarm boxes, terminal boxes and other related transmitting equipment; checks fire alarm system blueprints; marks streets for installation, location or repair of transmission cables and equipment; directs construction crews for safe conduit and underground cable installation. Pulls cables in and out of ducts and conduits; tests cables for opens, grounds, and crosses. Adds electrical circuits, wiring, conduits, outlets, fixtures and related as necessary. Troubleshoots and repairs electrical components. Trains and evaluates assigned staff. Maintains manuals and technical information on miscellaneous equipment. Lifts and carries materials weighing up to 100 pounds. Climbs ladders, rooftops and other elevated areas in the performance of essential functions. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey-level classification in the Fire Alarm and Maintenance series. This classification differs from the lower-level classification of Fire Alarm and Maintenance Technician by the scope and complexity of the work performed. In addition to being a full journey-level position, the incumbent has a high degree of electrical knowledge, and is also expected to provide lead supervision and training to the Fire Alarm Maintenance Technician, as necessary. The Fire Alarm & Maintenance Leader works under the direct supervision of the Fire Department Maintenance Officer, but often performs work independently subject to review only upon completion.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school or GED certificate, along with three years of experience in skilled electrical, communications and alarm systems work; or any equivalent combination of experience or training which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of: the principles of underground placement of alarm signal systems; the application of pertinent laws, rules, ordinances and Code provisions pertaining to electrical systems as applicable to the tasks performed.

Knowledge of: principles and practices used in the general and safe installation, maintenance and repair of mechanical devices; the fundamentals, principles and practices of electricity and related applications involved in alarm system construction, maintenance and repair; appropriate interpretation of line construction diagrams; common tools and equipment used for mechanical and electrical repair; safe work practices as applied to the installation, maintenance and repair of fire alarm apparatus, underground cables, conduits, alarm boxes, terminal boxes and other related transmitting equipment; State and municipal laws, ordinances and code provisions regulating overhead line construction or other related issues; hand tools and power equipment associated with the performance of the essential functions; woodworking and related power equipment; basic understanding of the principles and practices of lead supervision and training.

Ability to: interpret maps of existing installations and blueprints; safely use the tools, materials, supplies and equipment necessary to effectively perform the essential functions of this position; read and understand oral and written instructions; lift and carry objects weighing up to 100 lbs.; learn and update knowledge base to keep current with changes in fire alarms and maintenance systems; climb ladders, rooftops, and other elevated areas to perform essential functions; assign and monitor the work of subordinate staff; establish and maintain effective working relationships with coworkers and the general public in a culturally-diverse community.

Skill in: the safe operation of the tools and equipment necessary to perform the essential functions of this job.

SPECIAL REQUIREMENTS:

Must possess and retain a valid California Class "C" Driver's License. Incumbents must have visual acuity sufficient to read meters and gauges; hearing sufficient to permit the use of two-way radio while in the field and to differentiate alarm sounds. Must be able to lift and carry objects weighing up to 100 pounds.

SPECIAL WORKING CONDITIONS

Must be willing and able to work outside in a variety of weather conditions; must be willing and able to work irregular hours, including evenings, weekends and holidays as needed. Must be willing and able to climb on and off ladders, rooftops and other elevated areas, and effectively perform the essential functions of this position on these and other similar areas.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers enjoy the challenge of keeping mechanical devices in smooth working order. These self-starters work well independently and under immediate supervision; they are also able to act as a lead in the absence of a supervisor. These individuals are willing and able to work outdoors for sustained periods of time. They utilize good judgment and tact when dealing with coworkers and the public.

Original classification title: Fire Alarm Technician, per Council Resolution 67-159.
Classification title changed to: Fire Alarm and Maintenance Leader, per Council Resolution No.82-110, effective 7-1-82.

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