



Fire Alarm Technician – Entry-Level

Position Details

Class Code: 7106

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, assists with troubleshooting, repairing, installing, and maintaining fire alarm systems to the electronic component level.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists with troubleshooting, repairs, and maintenance of microprocessor-based equipment to the electronic component level; assists with the installation of fire alarm systems.
2. Assists with mandatory annual and semi-annual fire alarm inspections.
3. Assists with testing, inspecting, and preparing reports on new and existing fire alarm equipment and installations.
4. Assists in researching sources for parts and equipment.
5. Assists in maintaining records required by designated entities (state, Occupational Safety and Health Administration (OSHA), local fire departments, etc.)
6. Assists with reviewing plans and designs for fire alarm systems; assists in writing code-compliant specifications for new and existing facilities.

7. Uses laptop computers to interface with fire alarm systems; maintains a history of repairs.
 8. Uses electronic and microprocessor-based test equipment to troubleshoot and repair fire alarm and voice evacuation systems.
 9. Installs conduit and wiring.
 10. Responsible for safe handling and disposal of hazardous materials.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves technical work in diagnosing, repairing, and maintaining fire alarm systems and related equipment to the electronic component level through on-the-job training and experience.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computer applications.
2. Knowledge of electronics trade practices and procedures.
3. Knowledge of local, state, and federal fire codes.
4. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes/regulations including, but not limited to: Occupational Safety and Health Administration (OSHA), Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), etc.
5. Ability to wear prescribed safety/personal protective equipment (PPE).
6. Ability to learn and apply work procedures.
7. Ability to provide in-service training on fire alarm and safety alarm equipment.
8. Ability to meet predetermined deadlines.
9. Ability to read and interpret written and/or verbal instructions.
10. Ability to read and interpret building blueprints, schematics, and wiring/logic diagrams.
11. Ability to operate hand and power tools and equipment.
12. Ability to distinguish color-coded wires.
13. Ability to safely move and relocate heavy objects.
14. Ability to plan and organize work.
15. Ability to work flexible hours/shifts.

16. Ability to work in confined spaces.
 17. Ability to perform strenuous and physical work.
 18. Ability to withstand heights and perform work safely.
 19. Ability to work cooperatively with employees, contractors/vendors, and the public.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Any combination of training and experience equivalent to two (2) years' experience in the installation, maintenance, and repair of any electronics including, but not limited to: fire alarms, intercom systems, audio/visual, duplicating equipment, and intrusion alarms.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Nevada State Fire Marshal Certificate of Registration, Type F. If certificate is not in possession at time of application or Qualified Selection Pool (QSP) request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.
5. Forklift qualification card from the Clark County School District. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.

Preferred Qualifications

Formal training (trade school or coursework equivalent to an associate degree from an accredited college/university in electronics.)

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college, university, or trade school, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Nevada State Fire Marshal Certificate of Registration, Type F, if applicable.
 7. District-issued forklift qualification card, if applicable.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – offices and schools (classrooms, gymnasiums, multipurpose rooms, auditoriums, and cafeterias), construction sites, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Forklifts, safety/PPE (gloves, safety glasses, etc.), hand and power tools, ladders, soldering equipment, volt-ohm meters, audio generators, laptop computers, hand drills, drill presses, man-lifts, radio frequency audio cable tracers, handheld radios, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/08/24
- Created: 06/08/17