



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Electronic/Fire Alarm Technician

Salary Block: 408

Reports To: Maintenance Supervisor

Terms of Employment: 239 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose for this position is to provide support and expertise for the district's fire alarm systems.

Qualifications:

Education/Certification/Requirements:

- High school diploma/equivalent or higher
- Valid Texas Operator's License
- Must have valid Texas Fire Alarm Technician License (preferred)

Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with district employees and general public
- Must maintain fire sprinkler systems, private fire hydrants, fire extinguishers and other related systems

Experience:

- Minimum of three (3) years verifiable experience in fire alarm related systems to include the repair and testing of fire systems, main panels, dialers, auxiliary panels, and power supplies
- Must have basic computer skills

Major Responsibilities and Duties:

1. Assumes responsibility for a vehicle, vehicle inventory, materials, tools and records necessary in the performance of the job.
2. Supervises craft helper when necessary.
3. Assumes the responsibility of maintaining computer software program to keep all fire alarm panels, dialers, and receivers up to date.
4. Reads and interprets blueprints, schematics and specifications as necessary to perform repairs.
5. Works cooperatively with fellow employees and campus staff.
6. Trouble shoots system problems and performs repairs successfully.
7. Upholds and adheres to safety rules and policies of SISD safety program.
8. Supports the goals and objectives of the school district and follows all district policies.
9. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
10. Performs any other duties as assigned by the appropriate supervisor.
11. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Electronic/Fire Alarm Technician

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written)

Physical Demands/Environmental Factors: Moderate walking, standing, and/or climbing; lifting and carrying; stooping, bending, kneeling, reaching; Work outside and inside; work around moving objects; work on ladders and scaffolding; shift work

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.